

**Appendix 3.0 | Event & Resource Requisition Form**

<b>Name</b>		
<b>Branch Name</b>		
<b>Person to Collect The Item(s)</b>		
<b>Contact No.</b>		
<b>Date of Event</b>		
<b>Topic of Event</b>		
<b>Venue of Event</b>		
<b>Item(s) Required</b>		
<b>Folder</b> <i>Subject to availability</i>	<u><b>Quantity</b></u> <i>(Based on the number of attendees)</i>	<p>The banners are in perfect condition, I understand that my branch will be responsible for any damages and defects. If the banner(s) is/are found to be defective, \$100 per banner will be charged to my branch</p> <p><b>Date of Collection:</b></p> <p><b>Collected By:</b></p> <p><u><b>Signature &amp; Date</b></u>  <i>Banner(s) must be returned within 3 working days from the date of collection</i></p> <p><b>Approved By:</b></p> <p><u><b>Signature &amp; Date</b></u>  <b>Business Development Manager</b></p>
<b>Banner (Maximum 2)</b> <i>Subject to availability</i>	<u><b>Quantity</b></u>	

**Terms and conditions:**

1. All fields are MANDATORY
2. This form has to be submitted at least 7 working days before event date
3. Please note that items will not be released if the Event Form was not submitted
4. Banner(s) must be returned within 3 working days from the date of collection
5. Collection of banner(s) is strictly 1 day before event
6. Place of item(s) collection - PIAS Head Office, level 8 pantry
7. PIAS reserves the right to amend the terms and conditions without prior notice
8. In the event any banner(s) is/are found to be defective, \$100 per banner will be charged to your branch