 <b>NEWPAGES®</b> <i>Malaysia Business Portal</i>	<b>NEWPAGES NETWORK SDN BHD</b>	Document No.	: NPN-9K27K-P06-F02
		Revision No.	: 0
		Effective Date	: 01/05/2021
		Page No.	: 1 of 2

## JOB HANDOVER FORM

Name		Department	
Last position		Date	

**Handover due to (Please tick)**

<input type="checkbox"/> Transfer <input type="checkbox"/> Promotion	<input type="checkbox"/> Resigning <input type="checkbox"/> Long Planned Leave	<input type="checkbox"/> Others: _____
---	---	--

## HANDOVER DESCRIPTION

**List of Important Tasks** *(Please add in different sheet if more than 5)*

No	Title	Location	Verified By	Remarks
1				
2				
3				
4				
5				

**List of Laptop Folder / Files** *(Please add in different sheet if more than 5)*

No	Title	Location	Verified By	Remarks
1				
2				
3				
4				
5				

**List of Pending Tasking** *(Please add in different sheet if the space is not sufficient)*

No	Task description	Details of Pending (Location, Person to Contact, Due Date...)
1		
2		
3		
4		
5		

	NEWPAGES NETWORK SDN BHD	Document No.	: NPN-9K27K-P06-F02
		Revision No.	: 0
		Effective Date	: 01/05/2021
		Page No.	: 2 of 2


#### Others Additional Information

No	Items Descriptions	Verified By	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

#### Note:

- i) When returning a company phone or laptop, you are **NOT ALLOWED** to delete company-related information.
- ii) For that whose company's sim card is in your own phone, please inform HR to ensure the client's WhatsApp group is properly passed to the company. **Don't Quit with the Client Group.**

Handover by,



Name:

Current Position:

Current Department:

Date:

Acknowledged by HOD/HR,

Name:

Position:

Department:

Date: