

Please Fill in Information Below

Form No	: {{form_no}}	Request Date	: {{request_date}}
Company/Tenant Name	: {{company_name}}	Agreement No	: {{agreement_no}}
Tenant PIC	: {{tenant_PIC}}	Email	: {{email}}
Tenant PIC Telephone	: {{tenant_tel}}		
Action	: {{action}}		

Details

Move Room Date	: {{tenant_tel}}	New Room Number	: {{New_room_no}}
Old Room Date	: {{action}}	New Lease Period	: {{New_lease_prd}}
Current Lease Period	: {{tenant_tel}}	New Monthly Period	: {{new_monthly_prd}}
Current Monthly Period	: {{current_monthly_pr}}	New Deposit	: {{new_deposit}}
Current Deposit	: {{current_deposit}}	New Advance Payment	: {{new_advance_pym}}
Current Advance Payment	: {{current_advance}}		
Current Payment Terms	: {{current_payment}}		
Current Payment Schedule	: {{current_payment_sch}}		
Remarks	: {{remarks}}		

Requested by
(CM/BD)

Reviewed by
(CM Lead/BD Head)

Approved by
(CGS)

Checked by
(CG)

Name & Signature
Date :

Name & Signature
Date :

Name & Signature
Date :

Name & Signature
Date :

- Tenant request for room changes will be processed at IT system within 1-9 Working Days since Corporate Growth Support received complete information and supporting document for Relocation Form from CM/BD team, depends on the type of actions required by FM and PM.
- Copy of this will be distributed by CM to Corporate Growth Support
- Distribution list to Company Growth (CG), Facility Manager (FM) and Finance Accounting (FA)
- Supporting document for old tenant (before June 2018): Copy Deed of Incorporation (Akta Pendirian), Copy of Company NPWP, Copy of ID/Passport's Director