

# HANDOVER FORM | VERSION 3 | DATE: 11 OCTOBER 2024

## 1. Company Details

Field	Value
Company Name	MR CLEAN HYGIENE SOLUTIONS SDN BHD
Industry	CLEANING
Number of Employees	6
Country	MALAYSIA
State	JB
Salesperson	AZIZ

## 2. Superadmin Details

Field	Value
PIC Name	MR MAC
PIC HP No.	011-1081 4899
Email Address	shifu@mrcleanhs.com
Password	Abc123456

## 3. Invoice Details

Field	Value
Company Name	MR CLEAN HYGIENE SOLUTIONS SDN BHD
Company Address	43, JALAN PERMAS 10/1, BANDAR BARU PERMAS JAYA, 81750 JOHOR BAHRU, J
Salesperson	AZIZ
PIC Name	MR MAC
PIC Email	shifu@mrcleanhs.com
PIC HP No.	011-1081 4899

## 4. Implementation PICs

User Role	Client PIC Name	Position	HP Number	Email Address
PIC 1	MR MAC TAN	DIRECTOR	011-1081 4899	shifu@mrcleanhs.com
PIC 2				

## 5. TimeTec HR Module Subscription

Module	Headcount	Subscription Months	Purchase / Free
TimeTec Attendance	6	12	Purchase
TimeTec Leave			
TimeTec Claim			
TimeTec Payroll	6	12	Purchase
TimeTec Appraisal			
TimeTec Recruitment			
TimeTec Power BI			

### **6. Other Details**

Item	Remark
Customization Details	
Enhancement Details	
Special Remark	
Device Integration	
Existing HR System	
Experience Implementing Any HR System	
VIP Package	
FingerTec Device	

### **7. Client Purchase Any Onsite Package**

Item	Yes / No	Remark
Onsite Kick Off Meeting	No	
Onsite Webinar Training	No	
Onsite Briefing Session	No	

### **8. Payment Term**

Criteria	Choose One (Yes / No)
Payment – Full Paid	Yes
Payment – Via HRDF	
Payment – Via Term	

### **9. Implementer Department - Job Description**

- 1) Implementer will need to raise ticket for any customization details under Software Handover Form from the date received.
- 2) Implementer will need to raise ticket for any enhancement details under Software Handover Form from the date received.

3) Implementer will need to take note any special remark under Software Handover Form from the date received.