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| Name: |  | E-code: |
| Designation: |  | Department: |
| Date: |  | |

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| LIST OF MATERIAL/EQUIPEMENT |
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| REASON |
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|  |  |
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| Return Date & Day | |
|  | |
| APPROVALS | | |
| HEAD OF DEPARTMENT |  | |
| HR OFFICE |  | |
| ADMIN & SECURITY OFFICE |  | |

Classification: Internal