**PASS APPLICATION FORM REQUEST**

**Manager Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Employee No:** |  |
| **Position:** |  | **Department/Contract:** |  |
| **Location:** |  | | |

**Employee Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Emp. ID** | **Job Title** | **Line Manager** | **Type of Pass** | **Contract/ Project** | **New/ Renew** |
|  |  |  |  |  |  |  |

**Please Tick if the employee have any of below Pass and fill if is applicable:**

|  |  |
| --- | --- |
| **Details** | |
| **ID NO** |  |
| **Issue Date** |  |
| **Expiry Date** |  |
| **Expire pass submitted Copy/Original** |  |
| **Pass submitted for Cancellation** |  |

**Reviewed and Confirmed by Line Manager/ Director:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: Date:**

**Position:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Request Stage** | | | | | |
| **Date received by:** | | **Location** | | **Date/ Signature** | |
| **HR** | **PRO** | **Date Submitted to** | **Date received from** | **Collected by:** | |
| **HR** | **Operation / Employee** |
|  |  |  |  |  |  |