# UNIFORM ISSUE APPROVAL FORM

## FOR USE BY NA EMPLOYEES REQUESTING NEW OR REPLACEMENT UNIFORM ITEMS

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | Employee ID |  |
| **Contract** |  | Male/Female |  |
| **Job Title** |  | Tel/Mob |  |

## Reason For request

|  |  |  |  |
| --- | --- | --- | --- |
| New Employee | Change Contract | Replacement | Other : |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description (Item) – Please write next field** | **Size Req** | **Qty req** | **Returned OLD one?** |
| **Shirt: COLOUR**  = White / Blue / Grey  **Type of Sleeve** = Short Sleeve / Long Sleeve |  |  | Yes / NO / NA |
| **Trouser:** XS – S – M – L – XL – XXL |  |  | Yes / NO / NA |
| **Boot:** Size range from 37 – 47 |  |  | Yes / NO / NA |
| **Belt:** XS – S – M – L – XL – XXL |  |  | Yes / NO / NA |
| **Vest :** XS – S – M – L – XL – XXL |  |  | Yes / NO / NA |
| **Fleece:** XS – S – M – L – XL – XXL |  |  | Yes / NO / NA |
| **Winter Jacket:** XS – S – M – L – XL – XXL |  |  | Yes / NO / NA |
| **Cap** | One size |  | Yes / NO / NA |
| **Helmet** | One size |  | Yes / NO / NA |
| **Hijab** | One size |  | Yes / NO / NA |
| **Signage:** Patch / Embroidery | One size |  | Yes / NO / NA |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Manager Approval** |  | **Signature** |  | **Date** |  |

## Supply Chain Acknowledgement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Request receiving date** |  | **Availability** | Yes / NO / NA | **Issue by** |  |
| **Issue date** |  | **Comments** |  | | |

## Employee Receiving Confirmation

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee (Name)** |  | **Employee Signature** |  |
| **Employee ID** |  | **Date** |  |

**Disclaimer:**

**I the requester acknowledge that all information provided are correct and take full liability if I provided wrong information, where the company reserve right to reject my request**