**DELEGATION OF DUTY**

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| **Division Department:** |  |  | **Date of Request:** |  |
| **Name of Delegator:** |  |  | **Delegation Period:** | **From:** |
| **Name/Company of Delegate:** |  |  |  | **To:** |

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| **Section 1 – Reason for Delegation** |
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| **Section 2 – Description of Duties** |
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| **Section 3 - Transfer of Authority** |
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| **Section 4 – Acceptance of the Delegation Duties** |
| **Signed by Delegator: ……………………………………… Acceptance by Delegate: ………………………………………...** |

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| **Section 5: Approval** | | |
| **Approved and Signed by GM: …..………………………………** |  | **Date: ……………………………………**  **Date: ……………………………………………** |