

STAFF INFORMATION SYSTEM

PART A - STAFF PERSONAL DETAILS

Name :

NRIC No : (new).....(old) Date of Birth :

Race : Religion : Gender : ☐ Male ☐ Female

Marital Status : ☐ Single ☐ Married ☐ Divorced ☐ Widow / (er)

Nationality : ☐ Ex Army ☐ Ex Police ☐ Ex Govt Officer ☐ Other

Residence Address :

.....

Telephone Contact :(R)(H/P)

Employee No : Designation :

Income Tax No : E.P.F : Socso No :

Zakat :

Bank : 1) A/C No : 1)

2) 2)

PART B - ACADEMIC QUALIFICATION

NO	UNIVERSITY / COLLEGE / POLYTUCHNIC	QUALIFICATION
1.		
2.		
3.		
4.		

☐ STPM ☐ SPM ☐ SPVM ☐ PMR ☐ Others

Professional Qualification

NO	INSTITUTION	SPECIALIZATION	YEAR
1.			
2.			
3.			

PART C - PARTICULARS OF SPOUSE

Name :

NRIC No : (new) (old)

Occupation :

Employer's Name & Address :

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Telephone Contact : (H/P) (O)

Date of Marriage :

PART D - PARTICULARS OF NEXT OF KIN

Name :

Residence Address :

Telephone Contact : (R) (H/P) (O)

Relationship : ☐ Wife ☐ Husband ☐ Mother ☐ Father ☐ Brother/Sister

☐ Others, pls state.....

PART E - PARTICULARS OF CHILDREN

NO	NAME	I/C or B/C No	DATE OF BIRTH	SEX	AGE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

PART F - SERVICE RECORD (To be completed by HRD)

Date of Appointment : Position / Designation :

Service Classification : ☐ Managerial ☐ Executive ☐ Non - Exec
☐ Engineer ☐ GW ☐ Vessel CrewService Status : ☐ Permanent ☐ Probation ☐ Contract
☐ Temporary ☐ Daily Paid ☐

Date of New Appointment : Designation.....

Date of Confirmation :

Career Progression (Promotion, Acting, Transfer, Re-designation, etc)

NO	CAREER PROGRESSION	DATE	DEPT	Current Salary (RM)	Increment / New Salary (RM)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Salary Adjustment / Bonus History

NO	Salary Adjustment / Bonus History	Date	Amount (RM)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Leave Entitlement, Record & Type

Leave Type	Entitlement	Leave Type	Entitlement		Entitlement
Annual Leave		Maternity Leave		Medical Leave	
Compassionate Leave		Paternity Leave		Marriage Leave	

Disciplinary Action

- 1)
- 2)
- 3)
- 4)

Retirement Date / Benefits

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PART G - LIST OF ACHIEVEMENT / AWARDS / MILESTONE

NO	Name of Award	Title	Year	State
1.				
2.				
3.				
4.				

PART H - COURSES / TRAINING PROGRAMME

NO	Type of training	Place	Date	Duration
1.				
2.				
3.				
4.				
5.				