

# EMPLOYEE REQUISITION FORM

**HQ / SITE EMPLOYMENT FOR PERMANENT &  
CONTRACT STAFF ONLY**



**Location:** ☐ HQ ☐ SITE: Project: .....

**No. of employee(s) required:** ..... **Date: required:** .....

**Position:** ☐ Manager ☐ Executive ☐ Non-Executive ☐ Gen.Worker

**Age:** Min: .....years Max: .....years **Div./ Dept.:** .....

**Salary range:** RM..... **Designation:** .....

**Gender:** ☐ Male ☐ Female ☐ Either

**Status:** ☐ Permanent ☐ Contract ☐ Temporary: ..... month(s)

**Qualifications & Experiences required:**.....

## Reason for recruiting:

☐ Existing Vacant Position ☐ Replacement(name of person) : .....  
☐ Internal Transfer .....  
☐ New Position ☐ Seconded(name of person) : .....

**Any specific requirement:**.....

*\*For new positions / please attach the job description.*

**Requested By** :.....  
**Div/ Dept.** :.....  
**Signature** :.....  
**Date** :.....

**Recommended By** :.....  
 General Manager/ Project Manager/ HOD  
**Name** :.....  
**Date** :.....

## ACKNOWLEDGEMENT / ENDORSEMENT\*

*\*(Endorsement for Site requisition (Contract Staff only) by Project Director)*

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**Executive Director/ Managing Director/ Director**

## ENDORSEMENT (For Site Permanent Staff & HQ requisition)

☐ Approved ☐ Not Approved ☐ K. I. V.

Remarks:

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**DATO' CAPT. GULZAR MOHAMAD**  
**Group Executive Chairman**

## FOR HR DEPARTMENT'S USE ONLY

**No. of recruits** : ..... **Reporting Date** : .....

: ..... : .....

**Remark** : .....

.....

**Date** : .....

.....  
**HR Manager**