



## COMPULSORY

### DECLARATION OF DAILY STAFF MOVEMENT

**MONTH / YEARS :**

Name : .....

Employee No. : .....

Designation : .....

Department : .....

Date	Hour		(MEETING/COURT SESSION/GOVERNMENT OFFICE/VESSEL/SURVEY/SPECIAL TASK & ETC)	Location	Attachments Proof of Task (bill/queue running no.:&etc)	Superior's Approval & Signature	Date
	From	To					

Requested by :

Verified by :

Verified by :

.....  
Name :

.....  
(HOD / immediate superior)

.....  
(Board of Directors)

**\*Note**

All staffs are required to compulsorily record their daily external task movement. Should your movement not be found recorded under the FINGERTEC or the Inai Kiara Portal or in this Declaration of Daily External Task Form, your leave will be deducted. If there is no leave balance, your salary will be deducted without further notice. Even for special instructions from any Board member must also be recorded in this form. Anyone caught defying this directive shall face stern actions inclusive of immediate dismissal.