

APPLICATION FOR CBIS ACCOMODATION / TRANSPORATION

This form must be completed and submitted to the CBIS Human Resources

Name :

Staff No. :

Job Title :

Dept. :

Date :

I hereby request to avail company provided:

1. Accommodation Only: **OR 2. Accommodation and Transportation:**

Reason: -----

I will adhere to the following points:

- Provide **1 (one) months notice in advance** – I understand this notice period may get extended based on the availability of the accommodation
- Will adhere to **Applicable Qatar Laws / Norms, CBQ Code of Conduct, CBIS People Policies and Accommodation Agreement**

Note: Request for monetization of outliving allowance will need to go through regular Outliving Process

Staff Signature: -----

**Dept./Divisional Head
Signature:**

.....

Name:

**Head of CBIS
Signature:**

.....

Name:

For use of CBIS Human Resources Division

CBIS Accommodation and Transportation start Date : _____

CBIS HR Head _____

CBIS Transportation Start Date: _____

Remarks: