



Sopra Steria Asia Pte. Ltd.

# MC/HL Notification Form

Name: ..... Employee Number: .....

Date of Notification : .....

Number of Days : .....

From : .....

To : .....

Remarks: .....

Staff Signature : .....

Approved by(PM) & Date : .....

Date Received by HR : .....

**PLEASE ATTACH ORIGINAL MC/HL CERTIFICATE**

**HR Use Only:**

Date of Employment .....

Employee MC/HL till date .....

Employee MC/HL for Employment Year .....

**APPROVED BY (CEO) .....**

**DATE .....**