



**APPLICATION FOR A TRANSFER
UNDER THE ANNUAL TRANSFER SCHEME**

To :- Manager - Human Resources – Head Office

Applicable Year.....

Name of Applicant		Designation	Present Branch / Department
		EPF No;	
Present Department / Branch	<ul style="list-style-type: none"> Date of Appointment to the present Department / Branch Number of Years of service, at the present Department / Branch as at 31st December of the applicable year -Years. 		
Current Assigned Duties			
Branches and Departments preferred by me to be transferred to, under the annual transfer scheme			
Option 1			
Option 2			
Option 3			

I agree to accept the annual transfer approved by the management at its discretion, other than to a branch or department preferred by me under the above stated 3 options

Signature of Applicant

Date

For the use of Human Recourse Department and to be placed on the Personal File

Period of Service at present location Verified

RECOMMENDED TO CEO / EXECUTIVE DIRECTOR

Annual Transfer Recommended to.....Branch / Department

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Manager Human Resources

APPROVED

CEO/Executive Director

Date