



Name		Date		
Employee No		Joining Date		
Department		Region		
Job Title		Division		
New Hire <input type="checkbox"/> Re-Hiring <input type="checkbox"/> Transfer <input type="checkbox"/>				
Authority	Item list	Remarks	Authorized Initials	Employee Name & Initials
Dept. Manager/Supervisor	Keys (Office/RSC entrance,Cupboard,Drawers etc)			
	Files- Documents,Records			
	SMSA Uniform (T-shirt,trouser,jacket,shoes etc)			
	Laptop			
	Mobile/Sim card			
	Handheld Tracker			
	Added e-mail address in the address book Given access to Co. software/E-mail /network			
	Company issued Car			
	Equipments / Materials/PPE (applicable to technician staff)			
	ID cards/Third Party ID/Access card and Medical Insurance			

Direct Manager is responsible to complete and return the form to the Employee Executive Affairs – HR  
This form is to be completed and signed within 1 month of employee joining the department