

 <b>Kretam Holdings Berhad Group</b>	<b>Doc. No.</b>	KHB-HR-P07/F01		
	<b>Revision No.</b>	0		
<b>Information Requisition Form</b>	<b>Page No.</b>	1	of	1
	<b>Effective Date</b>	1 <sup>st</sup> June 2015		

<b>Requestor's Name</b>	:	
<b>IC No.</b>	:	
<b>Mailing Address</b>	:	
<b>Contact No.</b>	:	
<b>Company / Employer</b>	:	
<b>Position Title</b>	:	

<b>Information / Document Requested</b>	
<p>1. Please mention clearly the information /document requested. Include the name/type of information or document, quantity required, for which company? and etc.</p>	
<p>2. Please state the purpose of the request.</p>	
<b>Requestor's Signature:</b>	Name: Date:

<b>This Column is applicable for Confidential Information/Document ONLY</b>	
<b>Director's decision:</b>	<b>Director's Signature</b>  Name: Date:

<b>Information/Document Provided</b>	
<b>List of information / document provided:</b>	
<b>Given by:</b>	<b>Acknowledge Receipt by:</b>
Manager/In-Charge's Signature	Requestor's Signature
Name:	Name:
Date:	Date:

Remarks: 1. For requisition of **confidential** information/document, the manager or in-charge concerned shall forward the **Information Requisition Form** to the **Director** for his decision. And the said Form shall be returned to the manager or in-charge concerned for further action.

2. The management has the right or is **not obliged to entertain** any request of information/document or any kind of demand which is damaging/detrimental to the company.