

ASIALINK GROUP OF COMPANIES

OFFICIAL BUSINESS FORM

NAME:		POSITION:		
COMPANY:	DEPARTMENT:	DATE OF OB:		

ITENERARY / DESTINATION		PURPOSE (S)	TIME OF	
FROM	TO		DEPARTURE	RETURN

EMPLOYEE'S SIGNATURE	APPROVED BY: DEPARTMENT HEAD	VERIFIED BY: HRD	NOTED BY: GENERAL MANAGER

Note: Employees leaving the Company premises shall be required at all times to accomplish this **OFFICIAL BUSINESS FORM** before departure. Accomplished forms without the signature of authorized official shall be considered invalidated and thereby departure may be classified as **UNAUTHORIZED**.

EXIT CLEARANCE

Date / Time of Actual Departure	RESIDENCE / OFFICE	DESTINATION	SIGNATURE OF SECURITY GUARD / HR
Date / Time of Actual Arrival	_____	_____	_____

ASIALINK GROUP OF COMPANIES

OFFICIAL BUSINESS FORM

NAME:		POSITION:		
COMPANY:	DEPARTMENT:	DATE OF OB:		

ITENERARY / DESTINATION		PURPOSE (S)	TIME OF	
FROM	TO		DEPARTURE	RETURN

EMPLOYEE'S SIGNATURE	APPROVED BY: DEPARTMENT HEAD	VERIFIED BY: HRD	NOTED BY: GENERAL MANAGER

Note: Employees leaving the Company premises shall be required at all times to accomplish this **OFFICIAL BUSINESS FORM** before departure. Accomplished forms without the signature of authorized official shall be considered invalidated and thereby departure may be classified as **UNAUTHORIZED**.

EXIT CLEARANCE

Date / Time of Actual Departure	RESIDENCE / OFFICE	DESTINATION	SIGNATURE OF SECURITY GUARD / HR
Date / Time of Actual Arrival	_____	_____	_____