**JIC STAFF INDUSTRIAL VISIT REQUEST FORM**

**DATE : …………………………………………………………………………………………..……………………..**

**TO : INDUSTRIAL RELATIONS DEPARTMENT**

(Note: This form should be filled at least one week before the visit to the company.)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **EMPLOYEE NAME** | | | | | **POSITION** | | | **Department** | |
| **1** |  | | | | |  | | |  | |
| **2** |  | | | | |  | | |  | |
| **3** |  | | | | |  | | |  | |
| **4** |  | | | | |  | | |  | |
| **5** |  | | | | |  | | |  | |
| **NAME OF THE COMPANY**  **TO BE VISITED** | | | | |  | | | | | |
| **LOCATION / ADDRESS** | | | | |  | | | | | |
| **CONTACT DETAILS** | | | | |  | | | | | |
| **Primary Area/Section(s) to be Visited in the Company** | | | | |  | | | | | |
| **DATE OF THE VISIT** | | | | | **DAY** | | **TIME** | | | |
|  | | | | |  | | **FROM** | | | **TO** |
|  | | |  |
| **PURPOSE(S) OF THE VISIT** | | | | | | | | | | |
| **1** | |  | | | | | | | | |
| **2** | |  | | | | | | | | |
| **3** | |  | | | | | | | | |
| **4** | |  | | | | | | | | |
|  | | | **REQUESTED BY** | | | | | **APPROVED BY** | | |
| **Name / Title** | | | |  | | | |  | | |
| **Signature / Date** | | | |  | | | |  | | |

cc: Managing Director / File