**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