**ASIALINK GROUP OF COMPANIES**

**OFFICIAL BUSINESS FORM**

|  **NAME:** |  **POSITION:** |
| --- | --- |
|  **COMPANY:** |  **DEPARTMENT:** |  **DATE OF OB:** |
| **ITENERARY / DESTINATION** **TIME OF** **FROM TOPURPOSE (S)****DEPARTURE RETURN** EMPLOYEE'S APPROVED BY: VERIFIED BY: NOTED BY: SIGNATURE DEPARTMENT HEAD HRD 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** RESIDENCE / OFFICE DESTINATION SIGNATURE OF SECURITY GUARD / HR Date / Time of Actual Departure Date / Time of Actual Arrival  |

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