

HEXATECH	HUMAN RESOURCES ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Review Of Appointment / Salary Proposal Form	Revision No.: 0		Document Ref: HRA-REC-ARF

Originator Name: _____ **Company:** _____

Type Of Review (please tick):

- | | | |
|--|--|--|
| <input type="checkbox"/> Confirmation of Appointment | <input type="checkbox"/> Employee Grade Revision | <input type="checkbox"/> Salary Adjustment |
| <input type="checkbox"/> Change Of Position | <input type="checkbox"/> Ex-Gratia Payment / Bonus | <input type="checkbox"/> Salary Revision |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Inter-Company Transfer | <input type="checkbox"/> Other: _____ |

Details of Personnel Under Review:

Name: _____ **Date Joined:** _____ **Confirmation Date:** _____

Item	Current	Proposed	Approved
Company			
Position			
Grade			
Basic Salary			
Car Allowance			
Motorbike Allowance			
Outstation Allowance			
Certificate Allowance			
Supervisory Allowance			
Petrol Allowance			
Handphone Allowance			
Special Allowance			
Ex-Gratia / Bonus			
Others (Parking Pass)			

Reasons / Justification:

Confirmation Of Appointment is approved: Yes / No **Probation Period extended until:** _____

THIS REVIEW WILL BE EFFECTIVE FROM: _____

Proposed by Originator:

Verified by Department Manager/MD:

Signature:
Name:
Date:

Signature:
Name:
Date:

Approved by CEO:

Acknowledged by FAM:

Recorded by HRM:

Signature:
Name:
Date:

Signature:
Name:
Date:

Signature:
Name:
Date: