

REF

<input type="checkbox"/>	UMEDIC GROUP
<input type="checkbox"/>	UMEDIC HEALTHCARE S/B
<input checked="" type="checkbox"/>	UWHM

☐ NEW ☐ REPLACEMENT ☐ UPGRADE

NAME :	CATHERINE CHONG SHIN YUN	DATE JOINED :	
EMP. NO. :	CM240	DATE REQ :	
DEPT. :	PRODUCTION	NRIC NO. :	
JUSTIFICATION :	ALL PRODUCTION STAFF AND OPERATORS NEED THE DOOR ACCESS TO GO TO CANTEEN AREA AND TOILET AREA DURING NIGHT SHIFT WHEN THE SHUTTLE DOOR IS CLOSED AT NIGHT TIME.		

SIGN		SIGN		SIGN	
<input type="checkbox"/>	Server Room	<input type="checkbox"/>	Meeting Room D1	<input type="checkbox"/>	Director Room
<input type="checkbox"/>	Service Assembly to Prod	<input type="checkbox"/>	Meeting Room D2	<input type="checkbox"/>	Finance Room
<input type="checkbox"/>	Service Dept	<input type="checkbox"/>	Training Room	<input type="checkbox"/>	Purchasing Room
<input type="checkbox"/>	Service Dept to Prod	<input type="checkbox"/>	Lobby to Meeting Room	<input type="checkbox"/>	Branch Manager Room
<input type="checkbox"/>	Outdoor to Prod	<input type="checkbox"/>	MR UWHM Staircase	<input type="checkbox"/>	Office Main Entrance
<input type="checkbox"/>	UMC Prod Side Door	<input type="checkbox"/>	TR to UWHM Prod	<input type="checkbox"/>	Guard House
<input type="checkbox"/>	Prod Back Door	<input type="checkbox"/>	Pantry to Staircase	<input type="checkbox"/>	Office Emergency Door
<input type="checkbox"/>	Prod to UWHM	<input type="checkbox"/>	Off. to Pantry First Floor		
<input type="checkbox"/>	SR Pantry to Prod	<input type="checkbox"/>	File Room		
<input type="checkbox"/>	SR to SR Pantry				
<input type="checkbox"/>	SR to Staircase				
<input type="checkbox"/>	Outdoor to Staircase				
<input type="checkbox"/>	Lobby to SR				
<input type="checkbox"/>	Lobby				

OTHERS : As per attachment

* SR = Showroom
MR = Meeting Room
Off = Office

TR = Training Room

OTHERS : As per attachment

BY THIS APPLICATION OF THE ACCESS CARD, THE EMPLOYEE HEREIN, AGREES, HAVING UNDERSTOOD THAT THE SMART CARD IS FOR THEIR INDIVIDUAL USAGE AND SHALL NOT LEND OR SHARE WITH OTHERS. IN THE EVENT IF THERE IS EVIDENCE OF MISUSED OR VIOLATION OF THE INTENDED PURPOSE OF THE CARD, CARD HOLDER IS LIABLE TO FACE DISCIPLINARY ACTION INCLUDING INSTANT TERMINATION OF SERVICE WITHOUT COMPENSATION. IN THE EVENT OF MISPLACE, OR LOST CARD, THE RECEIVER SHALL REPORT TO THE ISSUING AUTHORITY IMMEDIATELY, FAILING WHICH THE RECEIVER IS LIABLE FOR DISCIPLINARY ACTION.

UPON APPLICATION, APPLICANT AGREES FOR RM10/- BE DEDUCTED FROM THE IMMEDIATE MONTH SALARY AS SECURITY DEPOSIT, REFUNDABLE UPON RETURN OF CARD.

CARD REPLACEMENT FEES RM10/= . AT ANY ONE TIME.

APPROVAL

CATHERINE CHONG SHIN YUN
APPLICANT
DATE 16/4/2025

DEPARTMENT HEAD
DATE

DIRECTOR

SECURITY
DATE

CARD ISSUED BY : _____

CARD NUMBER : _____

DATE RECEIVED : _____

DATE _____

RECEIVED BY _____

Request Door Access for Production Office Staff and Operators

Reasons:

1. Shuttle Door needs to be closed during night time.
2. During night shift 8pm – 8am, operators need to walk in and out using this entrance to go to canteen area and toilet area.

View from outside

Access Door

Shuttle Door needs to be closed during night time

Entrance to production office and new packing room

View from inside

Access Door