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| Logo Tanah V9 | Pejabat Pengarah Tanah dan Galian Wilayah Persekutuan,  Aras G-4,6, Rumah Persekutuan,  Jalan Sultan Hishamuddin,  50678 Kuala Lumpur | **Telefon: 2610 3300**  **Fax: 2610 3498** |

**BORANG PERMOHONAN KELULUSAN**

**KEGUNAAN PERALATAN / ALAT KELENGKAPAN PEJABAT**

*(Di cetak menggunakan kertas warna HIJAU)*

1. **MAKLUMAT PEMOHON**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nama | : |  | | | | | | | |
| Jawatan/Gred | : |  | | No. Telefon / Hp | | | : |  | |
|  |  |  | |  | | | |  | |
| Bahagian/Unit | : |  | | | | | | | |
| Tujuan | : |  | | | | | | | |
|  |  |  | | | | | | | |
| Tarikh | : |  | Hingga | | : |  | | |
|  |  |  |  | |  |  | | |
| Masa | : |  | Hingga | | : |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tandatangan  Pemohon | : |  | Tarikh | : |  |

*(Sila tandakan (***✓***) pada kotak yang disediakan)*

1. **PERALATAN / ALAT KELENGKAPAN PEJABAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **BIL** | **PERALATAN** | **KUANTITI**  **DIAMBIL** | **KUANTITI**  **DIPULANGKAN** |
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1. **KELULUSAN BAHAGIAN PENTADBIRAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DILULUSKAN** | | | | |
|  | **TIDAK DILULUSKAN** | | Kerana :- | |  |
|  | |  |  | Sedang digunakan/Telah ditempah oleh pihak lain. | | |
|  | |  |  | Sedang dibaiki akibat kerosakan | | |
|  | |  |  | Kehilangan dan belum diganti baharu | | |

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1. **PEMULANGAN PERALATAN / ALAT**

Tandatangan Pemohon : ............................................... Tarikh : ..................................

Tandatangan Pegawai Menerima : ............................................... Tarikh : ..................................