



**NATURAL RESOURCES AND ENVIRONMENT BOARD
SARAWAK**

REQUEST FOR TRANSPORT

A. PARTICULARS OF REQUESTING OFFICER & JOURNEY

1. Name of Officer : _____
2. Unit Section : _____
3. Accompanied by : _____
4. Destination : _____

5. Purpose of Trip : _____

6. Departure (Time & Date) : _____
7. Return (Time & Date) : _____
8. Mode of Transport : Office Transport Others;
- Vehicle Registration No : _____
- Vehicle Model : _____

Date

Signature

B. ENDORSEMENT BY SECONDARY RESPONSIBLE OFFICER (SRO) / PRIMARY RESPONSIBLE OFFICER (PRO)/ DEPUTY CONTROLLER (DC) / CONTROLLER ENVIRONMENTAL QUALITY (CEQ)

Request is supported / not supported.

Reason : _____

Date

Signature

C. ALLOCATION OF VEHICLE FOR OFFICE TRANSPORT

1. Registration No. : _____
2. Driver : _____
3. Time / Date of Approval : _____

(Head of Office / Assistant Administrative
Officer / Administrative Assistant)