REQUEST FOR MISCELLANEOUS WORK PERMIT FORM

JOHOR BAHRU CITY SQUARE

SHOP NAME/LOT NO/WORK AREA :

SECTION 1 - APPLICANT'S PARTICULAR (CONTRACTOR/SUPPLIER)

APPLICANT'S NAME: _____ TEL: _____

COMPANY NAME : _____

DURATION OF WORK DATE: _____ TO: _____

TIME: _____ AM/PM TO: _____ AM/PM

No.	Required Documents:	Tick (√)	No.	Type of Work
1	To provide insurance cover note; a) Contractor All Risk (Compulsory); (Pricipal Existing Property Insurance Policy to be provided if necessary)			
	b) Public Liability (Compulsory)			
2	Workers List (Compulsory)			
3	Work programme/ Method of statement (procedure)			
4	Photocopy IC/Worker Permit			
5	MBJB/Bomba Submission (if necessary)			
6	Others:			
	Note: To Strictly Comply to our House Rules and Term & Conditions **For more inquries on Insurance Policies, kindly contact our appointed insurance company QBE/agent at tel no. 07 336 5300/ 016 980 0938**			

Work at Height/ High Risk Work (Please tick the appropriate box)
☐ Yes (to submit Risk Assessment) ☐ No

Hot work (Please tick the appropriate box)
☐ Yes (to submit Risk Assessment) ☐ No

Note: 2 nos. of Dry Powder Fire Extinguishers are to be provided at hot work site at all time

FOR OFFICE USE ONLY - SPECIAL INSTRUCTION(S) TO FIRE CONTROL ROOM (FCR)

To isolate smoke detectors at : _____

To isolate flow switches at : _____

Other FAS System : _____

*Any other comments/remarks to contractor:

SECTION 2 - TENANT/EXHIBITOR AUTHORIZATION

I/We have assigned the following Contractor/s to perform work at the above shop lot/promotion lot and agreed on the rules and regulation as stated in the Fit Out Guide/Tenant Handbook/Promotion Guide. I/We agree to pay for any expenses incurred to the management due to the above works. I hereby give my consent for Johdaya Karya Sdn Bhd to use the above personal/company information including company registered/personal address, phone numbers and fax provided by me for its Miscellaneous work permit. In addition, Johdaya Karya Sdn Bhd may contact me via the above information for promotional and statistical purposes. Such contact may be in the form of telecomunication via phone numbers provided and/or e-mail.

Saya dengan ini memberi kebenaran kepada Johdaya Karya Sdn Bhd untuk menggunakan maklumat peribadi/syarikat di atas termasuk alamat syarikat berdaftar/peribadi, nombor telefon dan faks yang diberikan oleh saya bagi tujuan penyediaan permit kerja. Di samping itu, Johdaya Karya Sdn Bhd juga boleh menghubungi saya melalui maklumat di atas yang disediakan untuk tujuan kerja yang berkaitan. Pemberitahuan itu mungkin dalam bentuk panggilan telefon yang diberikan dan / atau alamat e-mel.

Signature: _____ Company Stamp:

Name : _____

I/C No. : _____

Date : _____

FOR OFFICE USE

Date Request received: _____ Received by: _____

Approved By: Checked By:

JOHDAYA KARYA SDN BHD
Lot J3-12A, Level 3,
Johor Bahru City Square
106-108, Jalan Wong Ah Fook,
80000 Johor Bahru, Johor.
Tel: 607-221 9989 Fax: 607-226 9989

_____ _____

Operations Manager Leasing Manager/Marketing Manager

Date Approved:

JOHOR BAHRU CITY SQUARE

WORKER'S LIST (To be completed by applicant)

This is for the purpose of issuance of temporary passes. Temporary passes are obtainable from SECURITY .
Important NOTE: BE INFORMED that the employment of **illegal workers is strictly prohibited by law**. Any offender will be handed over to the police immediately.

No.	Name	NRIC/Passport No.