



**ALLOCATION/REMOVAL OF FUNCTIONS**

<b>Attention</b>	
<b>Fax Number</b>	
<b>Contact Number</b>	
<b>E-mail Address</b>	

Please Add or Remove the following function(s) to/from the PERSAL User mentioned below:-

<b>Initial &amp; Surname</b>			
<b>PERSAL Number</b>			
<b>PERSAL User ID</b>			
<b>Functions to be <u>ADDED</u></b>		<b>Functions to be <u>REMOVED</u></b>	

\_\_\_\_\_  
**Name of User  
(Please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**VERIFIED BY:-**

\_\_\_\_\_  
**Name of Supervisor  
(Please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**RECOMMENDED BY:-**

\_\_\_\_\_  
**Name of PERSAL Coordinator  
(Please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**APPROVED / NOT APPROVED:-**

\_\_\_\_\_  
**Name of PERSAL Controller  
(Please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**