

	BUSINESS CARD
	COLOP STAMP

Type of order:

New issuance

Replenishment

Details to be displayed on the card

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Section : \_\_\_\_\_

Department : \_\_\_\_\_

Phone Extension : \_\_\_\_\_

E-mail : \_\_\_\_\_

Handphone (optional) : \_\_\_\_\_

Requested by,

Approved by,

\_\_\_\_\_  
Name :

\_\_\_\_\_  
Head of Department / Division

Date :

**Verification by HC Department**

Name : \_\_\_\_\_

Date : \_\_\_\_\_

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Cut here

	BUSINESS CARD
	COLOP STAMP

Type of order

New issuance

Replenishment

Details to be displayed on the card

Name : **0** \_\_\_\_\_

Position : **0** \_\_\_\_\_

Section : **0** \_\_\_\_\_

Department : **0** \_\_\_\_\_

E-mail : **0** \_\_\_\_\_

Phone Extension : \_\_\_\_\_

Handphone (optional) : **0** \_\_\_\_\_

Requested by,

Approved by,

\_\_\_\_\_  
Name :

\_\_\_\_\_  
Head of Department / Division

Date :

**Verification by HC Department**

Name : \_\_\_\_\_

Date : \_\_\_\_\_