

Memorandum of Breakdown Call

To : Chief Executive Officer
From :
Date :

BC No : _____
ePR No: _____
PO No: _____

Re : **To obtain approval of Breakdown Call**

Reference is made to the above matter.

Pursuant to the above matter, we would like to obtain the approval from the Management to proceed with the execution of Breakdown Call.

The details for the Breakdown Call request are as follows:-

1. Reason of Breakdown Call (please tick where applicable):

Delivery Quality Safety

2. Proposed Supplier:

3. Reasons/Justification:

(Please attached service report and/or any other relevant supporting documents)

The Management consideration on this matter is highly appreciated.

Thank you.

Yours sincerely,

Name :
Designation : Head of Department
Department :
Date :

Verified by:

Name :
Designation :
Date :

For PVD Office use:

This request to execute Breakdown Call is **approved / not approved*****

Comment: _____

Verified by: _____ Nurulhidayah Rahmat HOD PVD Date:	Recommended by: _____ Adil Affandy Othman Chief Financial Officer Date:	Approved by: _____ Muhammad Firdaus Abdullah Chief Executive Officer Date:
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