

(Upon completion, please do not release any copy to the respective employee)

Date of Proposal : 0000mm/yyyy : 17 Jan 2019 Effective Date of This Action 0000mm/yyyy : 01-Feb-19 *Must be the 1st day of the month	Document check list (attachment) : <input type="checkbox"/> Approved Organization Chart <input type="checkbox"/> Position Description / New Positions <input type="checkbox"/> Performance Management & Development (PM&D) <input type="checkbox"/> Competency Review Details (CRD) <input type="checkbox"/> Passed Skill Certifications for Senior Managers	Approval Path <table border="1"> <tr> <th>Role</th> <th>Signature</th> <th>Date</th> <th>Initials</th> </tr> <tr> <td>Superior</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Next Superior</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HR Manager</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Area Service Manager</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HC Business Partner</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Executive Council</td> <td></td> <td></td> <td></td> </tr> </table>	Role	Signature	Date	Initials	Superior				Next Superior				HR Manager				Area Service Manager				HC Business Partner				Executive Council			
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EMPLOYEE DETAIL

Full name	ANDI ALFIAN	End Date of Probation/Contract	
NK No	17862	Point of Hire (POH)	Sanggata
Age	32 Years	Personnel Subarea	Tanjung
Date of Join	9 Apr 08	Year of Service	9.28 Years

ACTION (please tick (x) the appropriate choice/s)

Transfer Retire After Resigned or Dismiss After Pension From Outsource

Promotion Confirmation Probation / Permanent

Salary Adjustment Contract 1st / 2nd / renewal Contract Period to

Note: EAPF must be attached Organization Chart (latest approved) and refer to those Org Chart
 Contract renewal would need 30 days off without payment

Replacement Requirement : Yes No Expected replacement join date

Remarks

*If replacement is needed, RFR should be attached

PARTICULARS	CURRENT STATUS (Completed by Releasing HC)	CHANGE TO (Completed by Receiving HC)
Position Title	Analyst Technical Communicator	Analyst - Technical Communicator
Position No. (Filled by DM Specialist)		
Org Chart ID	55016963	
Reporting To (Name & SN of Direct Superior)	Eric Hazardry / 25870	Daniel R. Douglas 16610
Dotted Line (if any)		
Cost Center	10H3560HG	10W0270M
Department/ Org Unit	Service Indirect	Technical Communicator
Division	SOUTHERN KAL	Customer Support
Location/ Branch / Personnel Subarea	Tanjung	Head office

Reason for this action request :
 (Specify why this is requested, its impact, achievement record and discipline record if any.)

- + Looking for new challenge in retail or non mining operation to development and seeking better career opportunities
- + He never get satisfactions related discipline.

COMPENSATION (Should be filled in by Human Capital)

PRESENT STATUS			NEW STATUS		
GRADE	GROSS MONTHLY	LOCAL ALLOWANCE	GRADE	GROSS MONTHLY	LOCAL ALLOWANCE
NA			CA		
Other Allowance / Incentive			Other Allowance / Incentive		

*The type of allowance is under only

APPROVAL

RELEASING UNIT*		RECEIVING UNIT*	
SUPERIOR / DEPT HEAD	BRANCH MANAGER	SUPERIOR	NEXT SUPERIOR
HR MANAGER	AREA SERVICE MANAGER	GENERAL MANAGER	HC MANAGER
GENERAL MANAGER	HC BUSINESS PARTNER	HC BUSINESS PARTNER	EXECUTIVE COUNCIL