

## Important Notices:

- Representative is required to complete the form and submit to respective BDMs at least **2 working days** prior to commencement of Leave of Absence (LOA) with supporting documentation (if applicable)
- For Tier 2 & Tier 3 Supervisors applying for LOA, please submit a Proxy Form together with the LOA form for approval.
- If for any reason the LOA is cancelled, please inform your respective BDMs and AMU.

Section 1: Details of Representative			
<b>Name:</b>		<b>PIAS Rep Code:</b>	
<b>Branch:</b>			
Section 2: Period of Absence			
<b>Start Date:</b> (DD/MM/YYYY)		<b>End Date:</b> (DD/MM/YYYY)	
Reason(s):			
Section 3: Representative Acknowledgement			
<input type="checkbox"/> I acknowledge and understand that during my period of absence, I am not allowed to conduct any new business sales, services, or advice any prospects or clients.			
<input type="checkbox"/> I understand that failure to adhere to the above will result in disciplinary actions taken by PIAS.			
(Representative's Signature)		(Date)	
(Supervisor's Name & Signature)		(Date)	

For Internal Use Only:			
<b>Approved:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Department:</b>	<b>BDM</b>	<b>Executive Director</b>	<b>AMU</b>
<b>Signature:</b>			
<b>Name &amp; Date:</b>			