

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			
Name:		PIAS Rep Code:	
Branch:			
Section 2: Period of Absence			
Start Date: (DD/MM/YYYY)		End Date: (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:			
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Department:	BDM	Executive Director	AMU
Signature:			
Name & Date:			