OPS 1 – F5

OPS 1 – F3

OPS 1 – F4

**On-Site Assignment Information**

**Submission Procedure → Email:** **training@aia.edu.sg**or **Fax: 6455 2232**

Form submission:-

Within **first 3 days** of your new assignment

To update the **HR & CAD Dept** if

Change of direct supervisor

New Job Site address

Change of Site phone no.

Etc.

|  |  |
| --- | --- |
| Your Name |  |
| Your Contact Number |  |
| Assignment Start date |  |
| Assignment Site Address |  |
| Assignment Site Phone Number |  |
| **Direct Supervisor** |
| Name  |  |
| Designation (e.g. Project Manager, Engineer, etc) |  |
| Contact Number |  |
| Email |  |