



HANDOVER NOTE

Name: Gayathiri A/P Superamaniam

Position: Visitor Service

Department: Tourism Service

Date: 15/10/2021

A. List regular/re-occurring meetings:

1. Daily stock check
2. Stock record
3. Daily sales record
4. Monthly sales record report
5. Invoice Request -Individual (supplier) sales record
6. POS System
7. TIC Duty roster
8. Monthly tour Guide George Town Walkabout Tour
9. BOD report
10. POS system
11. The Star Digital Star subscription
12. MBPP Business Registration License
13. Stamp license Renewal
14. Alarm
15. Tourism Related News

C. Where to find files (hardcopy and electronic):

1. Daily billing entry of POS system as per manual prepared (Hardcopy) placed in under POS System 3rd drawer.

D. Your contact information after departure:

- Mobile phone: 016-4317 946
- Email: ggayathiri1@gmail.com

E. Miscellaneous (if any):

1. Printer CD Kept in 2nd drawer under POS System computer
2. Hard disc TIC kept in 1st drawer under POS system computer
3. Cabinet keys in 2nd drawer under POS System computer

Signature & Date Signature

& Date Acknowledged by Head of Dept.
