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No.	Date	Remarks	Revision No.	Approved by
1	10/07/24	Establishment	00	Manager, HCAD

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the data provided is accurate and complete and to ensure HCAD comply with the PDPA Act 2010.

2.0 SCOPE

The scope of this SOP applies to the Human Capital and Administration Department (HCAD) and UTS staff.

3.0 REFERENCES

UTS HR Policy Manual & UTS Terms and Conditions of Service

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak

HCAD : Human Capital and Administration Department

5.0 RESPONSIBILITY

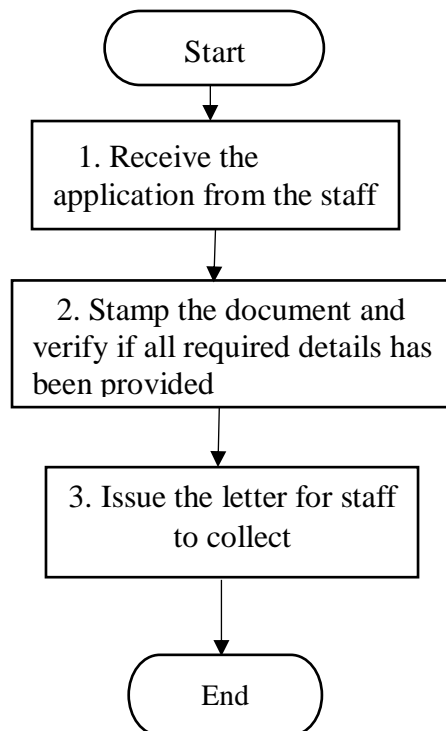
5.1 HCAD is responsible to ensure this SOP is adhered to this SOP

5.2 All staff is responsible to follow and adhered to this SOP

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6.0 PROCEDURE

6.1 Refer to the process flow chart:



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Staff are required to fill in the verification request form and submit to HCAD through email or hardcopy	HCAD Staff	Employment verification form (UTS-HCAD-P17-EVF)
2	HCAD will check and make sure that all the required data has been provided The document will be stamped as evidence	HCAD	Employment verification form (UTS-HCAD-P17-EVF)
3	HCAD will issued the verification letter and email the staff to collect from HCAD office	HCAD Staff	Employment verification form (UTS-HCAD-P17-EVF)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Staff verification form (UTS-HCAD-P17-EVF)	HCAD	5 Years