

NCG HOLDINGS (PRIVATE) LIMITED

NO. 1577, KEBALLAOVITA, WENIWELKOLA, POLGASOVITA
STATIONERY AND STORE ITEMS REQUISITION FORM
5358

To be filled by the Requesting Officer for the attention of the Store Manager :

Requested by : chathurangani perera Date of req. : 16/10/2026 Req. No. _____

Department : HR Contact No.: 0765623849 EPF No.: 301 Order No. _____

Date items required by : _____ Signature : _____ Gate Pass _____

#	Description of Item	Purpose	Qty.	Rec'd Qty.	Rec'd Sig.	S/O	Unit Price
	hp [Elite book] mouse	to carrofficial	01		y.		
	[chathurangani perera]						
	[18000301]						
	hp [Elite book] charger	Replace	01		y		
	power cable						
	[18000301]						

Date items Received : _____ Received by : _____

Signature : _____

☒ HOD Approved

Name / Stamp of HOD : Yuresha Withanayake

Signature : [Signature] 16/08/2026

☐ Management Approved

Name / Stamp : [Signature]

Signature : [Signature]

Order Completed ☐

N C G HOLDINGS (PRIVATE) LIMITED

NCG

NO. 157Y, KEBALLAOVITA,
WENIWELKOLA, POLGASOVITA
PV 117423

AUTOMOTIVE PVT LTD.

STATIONERY AND STORE ITEMS REQUISITION FORM

5358

To be filled by the Requesting Officer for the attention of the Store Manager :

Requested by : chathurangani perera Date of req. : 16/07/2026

Department : HR Contact No.: 076563384 EPF No.: 301

Date items required by : _____ Signature : [Signature]

Req. No.

Order No. :

Gate Pass

#	Description of Item	Purpose	Qty.	Rec'd Qty.	Rec'd Sig.
	hp [Elite book] mouse	to can official			<u>[Signature]</u>
	[chathurangani perera -				
	[18000301].				
	hp [Elite book] charger	Replace	01		<u>[Signature]</u>
	power cable				
	[18000301].				

S/O

Unit Price

Date items Received : _____ Received by : _____

Signature : _____

Order Completed ☐

☒ **HOD Approved**

Name / Stamp of HOD : Yuresha Wijetremmyke

Signature : [Signature] 16/08/2026

☐ **Management Approved**

Name / Stamp

Signature : [Signature]