



ERP DATA CORRECTION REQUEST FORM

I, (Mr. /Mrs.) Designation.....Date.....
 of work station...(Bulk/Depot/Retail/Farm Shop/Auction Yard)
 would like to request for the ERP Data Correction as described below:

Problem Statement	Correction Required

Signature of the Employee

Verified By:
Name:Designation
Remarks: <i>The information provided above on the ERP Data Correction Services has been thoroughly verified and found all the information provided herein are true and correct to the best of my knowledge.</i>
Signature of the Supervisor, (Regional)

Verified By:	
Verified by: (<i>if fund related</i>) Account, Head office Name & Signature	Verified by: (<i>If stock related</i>) Stock Reconciler, Head Office Name & Signature

Approved By:	
Lakpa Sherpa Director, DoCS.	Dorji Tashi Director, DoCB