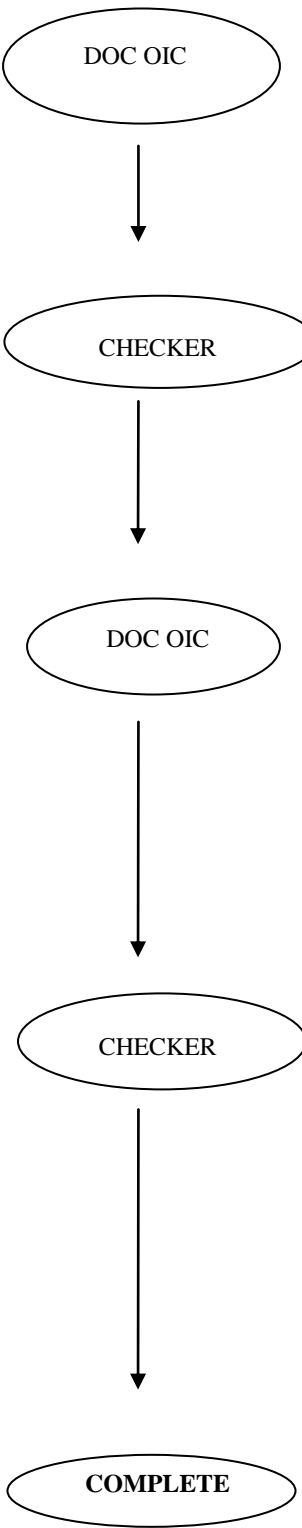


**CI SIGNATORIES PROCEDURES FLOW**  
**(APPLICABLE TO DOCUMENTATION DEPT)**

FLOW	DESCRIPTION	RESPONSIBILITY
 <pre> graph TD     A([DOC OIC]) --&gt; B([CHECKER])     B --&gt; C([DOC OIC])     C --&gt; D([CHECKER])     D --&gt; E([COMPLETE])           </pre>	<p>1) To prepare the usual draft shipping documents including CI &amp; PL attached with the supporting documents to the Checker for vetting/confirmation.</p> <p>2) Checkers shall pass all the confirmed draft shipping documents to the manager or his designate for verification and bank allocation and re distribution back to the relevant OIC</p> <p>1) The OIC concern must check the final shipping documents <b>against the approved draft documents, pricing guide list and PI</b>, to initial on the final documents &amp; pass to the checker.</p> <p>2) OIC to highlight and request Marketer for <b>Management approval or RPR</b> or revised PI for any discrepancies.</p> <p>1) The checker shall check the final documents <b>against the PI and the latest pricing guide list issued by Marketing Dept.</b></p> <p>2) Checker to initial on the CI, signed the packing list and pass CI to the manager or his designate for approval and signatory.</p> <p>3) Under all circumstances, <b>no similar initial</b> is allowed for drafting and checking of documents and the <b>checking and signing OIC must be differ</b> to ensure the standard practice of “check and balance” system.</p>	<p>DOCUMENTATION OIC</p> <p>CHECKER</p> <p>DOCUMENTATION OIC</p> <p>CHECKER</p>

Prepared by:  
Dilla  
Export Documentation Dept.  
Date: 13/04/2011

Verified by:  
M.Kunaletchmi  
Export Documentation Dept.  
Date: 13/04/2011

Approved by:  
Mr. Jimmy Gan  
Export Documentation Dept.  
Date: 13/04/2011