**Procedures for the Payments (Excluding Salaries)**

1. Employee gets the approval of Country Manager and CEO on expenses’ documents.
2. Employee sends the approved documents and Invoice by email to Finance
3. Finance uploads the related documents and invoice to Invoice Registry during a week
4. RH Treasury makes decision on approving the new records in Invoice Registry before 2pm Friday morning. If no response on new records araised then those records are recognized like approved.
5. Finance changes USD to MMK after checking the exchange rate with the related bank until 3:00pm on Friday
6. Finance prepares the payments in ibanking of the related bank if the payments can be done through ibanking (Reference 1)
7. Inform Central Office that payment preparation in ibanking has been finished and request to be authorized by Central Office
8. If the payments cannot be done by ibanking, do the payments through cheque clearance or cash transfer which need to give bank charges on Monday (By Finance)

Note:

1. Cheque Clearance will need a time at least two days to finish all transactions of Bank. (For example, if we inform bank to do cheque clearance on Monday before 12:00pm, the cash is out from our bank account on Tuesday 4:30 pm)
2. Cash Transfer will need to give bank charges (0.15%) and first cash withdraw from our bank account and then transfer to the supplier’s bank account
3. If payment is with USD, all transfer needs to give USD 20 for the payment amount up to UD20,000/- (This rate can change according to Central Bank’s instructions.)

**Procedures for the Salary**

1. Calculate the payroll for the staff by HR and send to Finance on four working days ahead before the end of month
2. Check and Approve the payroll by Finance and CEO within two days
3. Upload the payroll at Invoice Registry by Finance after approving of CEO at the same day of CEO’s approval
4. And inform to Central Office for Approval immediately
5. Upload in Payroll of ibanking after getting the approval of Central Office

Note: Need to deposit the salary to staff’s bank account on a working day ahead of the last working day of the month.

**Reference-1**

**Ibanking Conditions**

**CB Bank**

* Authorized should be done within 24 hours after transaction preparations
* Allow transfer only within CB Bank Accounts and Kyat to Kyat

**AYA Bank**

* Authorized should be done within 2 to 5 minutes after transaction preparations
* Allow transfer only within AYA Bank accounts and Kyat to Kyat