



## INTERNAL MEMO

**TO: ALL STAFF**  
**FROM: GENERAL SUPERVISOR**  
**DATE: 30<sup>th</sup> OCTOBER, 2024**  
**SUBJECT: NEW PROCEDURE FOR DOCUMENT ACCESS**

Dear Team,

This policy has become necessary in light of the fact that staff access and return important and sensitive documents/files without proper documentation. The result of this bad practice is that important and sensitive documents are either missing or we do not know their whereabouts.

Therefore, the purpose of this policy is to establish guidelines for the secure access, management, and distribution of company documents to ensure document confidentiality, integrity, and availability.

**New procedure for access:**

- 1) All important documents relating to each company registration, tax payment, mandates, etc are to be kept in a file / docket and placed securely in a vault in the company's Archive Room.
- 2) Any holder of any important document for Emmyfrank bonded terminal or its subsidiary should return such document immediately or sign the document Access register, indicating that He/ she is in possession of the document.
- 3) Any access of such a document must henceforth be duly authorized by the company's Secretary or the departmental head or the General Supervisor.

Consequently, effective tomorrow (31<sup>st</sup> October, 2024) it becomes a grave offense to access/ return any of subject documents without proper procedure / documentation.

Please, be guided.

Signed

