



# Orientation Kit

your journey starts here.

KPMG Singapore  
External Consultants



# Introduction

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## Welcome to the KPMG Family!

You have made the clear choice by being part of a dynamic and purpose driven firm where we inspire confidence and empower change. Our people are extraordinary and this means that you will be taking on numerous key roles and responsibilities and continue to grow our business by building strong client relationships.

We aim to provide all the information you'll need to get started and to help you make a smooth transition into KPMG.

We wish you great success at KPMG!

## About this Orientation Kit

This document contains a checklist of activities for you to complete.

It includes key contacts and useful information that can help you during the onboarding process.

# New Joiner Checklist



Activities	Additional details	Contact/ Reference
<b>First day</b>		
<b>Know more about KPMG</b>	<ul style="list-style-type: none"> <li>Understand the history of KPMG: Watch <a href="#">this video</a>.</li> <li>Read up about our leadership:                             <ul style="list-style-type: none"> <li>Managing Partner: <a href="#">Mr Ong Pang Thye</a></li> <li>Advisory: <a href="#">Mr Irving Low</a> and <a href="#">Mr Roger Tay</a></li> <li>Audit: <a href="#">Ms Lee Sze Yeng</a></li> <li>Tax: <a href="#">Mr Tay Hong Beng</a></li> </ul> </li> </ul>	
<b>Orientation</b>	<ul style="list-style-type: none"> <li>Receive visitor pass (where applicable) and other administration matters</li> </ul>	<b>PPC</b> Toh Liwen (6507 1658)
<b>Settling in</b>	<ul style="list-style-type: none"> <li>Laptop set-up</li> <li>Information on ITS policies sent via email and ITS helpdesk contact</li> <li>Key contacts within engagement team</li> </ul>	<b>ITS</b> 6213 2266 <a href="mailto:sg-helpdesk@kpmg.com.sg">sg-helpdesk@kpmg.com.sg</a> <b>Engagement Manager</b>
<b>Other information</b>		
<b>Global Code of Conduct</b>	Read and get familiarized with KPMG Code of Conduct <a href="#">here</a> .	<b>Quality &amp; Risk</b> 6213 2222
<b>Global Acceptable Use Policy</b> (For advisory consultant only)	Read and get familiarized with Global Acceptable Use Policy <a href="#">here</a> .	
<b>Quality &amp; Risk Management</b>	Read through and get familiarize with "Working for KPMG information pack" <a href="#">here</a> .	
<b>Dress Code</b>	Read through the dress code <a href="#">here</a> .	<b>Engagement Manager</b>
<b>Travelling expense (where applicable)</b>	<b>Subject to Engagement Manager prior agreement and approval</b> Submit your expenses via Payment Voucher via Engagement Manager.	
<b>Do &amp; Don'ts</b>	Read through the Do(s) & Don't(s) <a href="#">here</a> .	<b>Engagement Manager</b>

# Key Contacts



	Contact Person	Email	Contact No.
ITS Helpdesk	ITS	sg-helpdesk@kpmg.com.sg	6213 2266
HR Helpdesk	HR	sg-fmhrhelpdesk@kpmg.com.sg	6213 3111
Office Access Card Matters	Admin Winson Tan	winsontan@kpmg.com.sg	6213 2266
Exit Clearance	HR	SG-DLHROpsSeparation@kpmg.com.sg	-
HR Business Partners Advisory	Angela Law Kianna Goh Chong Zhen Rui	angelalaw@kpmg.com.sg kiannagoh@kpmg.com.sg zhenruichong@kpmg.com.sg	9638 5246 9636 0684
HR Business Partners - Audit	Glory Sim Peh Jiale	glorysim@kpmg.com.sg jjialepeh@kpmg.com.sg	9628 4233 9625 9558
HR Business Partner - Central Services	Grace Lin	meilinglin@kpmg.com.sg	9633 3162
HR Business Partners - Tax	Sujatha Maniya Sharon Khoo	sujathamaniya@kpmg.com.sg sharonkhoo@kpmg.com.sg	9757 8204 9675 0236
Personal independence (Financial interest and relationship)	E&I Desk	sg-independence@kpmg.com.sg	6213 2222
Others	Advisory PIC Office	cheekengtan@kpmg.com.sg schai@kpmg.com.sg	6411 8109 6411 8334

## KPMG Story

### This is KPMG and this is our Story

When we unify behind our Story we perform at our best.

### This is why we're here

Inspire Confidence.  
Empower Change.

#### This is our Purpose.

### This is what we believe in

- Lead by example
- Respect the individual
- Work together
- Communicate openly and honestly
- Seek the facts and provide insight
- Improve communities
- Act with integrity

#### These are our Values.

### This is what we want to be

- The Clear Choice:
- Our people are extraordinary
  - Our clients see a difference in us
  - The public trusts us

#### This is our Vision.

### This is how we'll get there

A bold **ambition** to be the most trusted and trustworthy professional services firm with revenues of US\$45 billion by 2022.

Driving **consistency** by investing together in the same priorities:

- **Quality & integrity** | upholding the highest standards
- **Motivated people** | building a firm of extraordinary talent
- **Digital platform** | embedding technology in everything we do
- **Capabilities** | creating market-leading capabilities
- **Coverage** | building teams and solutions around clients and markets of the future
- **Delivery & distribution** | optimizing how we go to market

Driving **accountability** by enhancing our governance and structure to deliver our Collective Strategy with confidence and conviction.

#### This is our Collective Strategy.

### This is how we want the world to see us

With passion and purpose, we work shoulder-to-shoulder with you, integrating innovative approaches and deep expertise to deliver real results.

#### This is our Promise.