

	Standard Operating Procedures GHCD	DOC NO: 4.3.4	ISSUE: 2
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TITLE	Cost of Living (COLA)	PAGE: 1/1	

1.0	Abbreviation																	
	1.1	ST	Supervisor, Toll															
	1.2	TC	Toll Collector															
2.0	Cost of Living Allowance (COLA)																	
	2.1 This entitlement applies to the following:																	
	<table border="1"> <thead> <tr> <th>Company</th><th>Location</th><th>Position</th><th>Status</th></tr> </thead> <tbody> <tr> <td rowspan="4">Alloy Toll Management Sdn Bhd</td><td>Gombak Toll Plaza</td><td rowspan="4">ST/TC</td><td rowspan="4">Full Time</td></tr> <tr> <td>Gambang Toll Plaza</td></tr> <tr> <td>Jabor Toll Plaza</td></tr> <tr> <td>Kuantan Toll Plaza</td></tr> <tr> <td>Alloy Maintenance Engineering Sdn Bhd</td><td>Kuantan Office</td><td>Non-Executive</td><td>Full Time</td></tr> </tbody> </table>			Company	Location	Position	Status	Alloy Toll Management Sdn Bhd	Gombak Toll Plaza	ST/TC	Full Time	Gambang Toll Plaza	Jabor Toll Plaza	Kuantan Toll Plaza	Alloy Maintenance Engineering Sdn Bhd	Kuantan Office	Non-Executive	Full Time
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	2.2 Payment of COLA will be made along with monthly salary.																	
	2.3 The amount payable will be pro-rated accordingly, for newly employed staff i.e. starting from the day staff reported for work.																	
	2.4 For resigned/absconded staff, the allowance will be pro-rated until the last day of employment.																	
	2.5 The provision of the said allowance, for eligible staff, will be indicated in the Letter of Appointment/Employment Contract and/or the Benefits Package.																	