



ORIGINAL

	HANDLING DONATION PROCEDURE	DOC. NO: SOP/CCD/01	ISSUE NO : 01
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RESPONSIBILITY	WORKFLOW	INTERFACE
Requester	<div style="border: 1px solid black; padding: 5px;"> I. APPLICATION REQUEST RECEIVED Initiate request via:- a. HODs b. E-mail c. Fax d. Walk-in e. Postal Mail </div>	GCCD
Unit Head, SEE, GCCD	<div style="border: 1px solid black; padding: 5px;"> II. SCREENING a. Who is the Requester b. What is the Purpose c. The mileage to Company d. Legitimacy of request and requester e. Frequency of request </div>	Head, GCCD
Head, GCCD	<p style="text-align: center;">Recommendation per DAG</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> III. APPROVAL Recommending for management approval </div>	Respective CEO company
GCCD	<p style="text-align: center;">Yes</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> IV. PAYMENT Prepare payment </div>	Processing Officer, Finance Department
Processing Officer, Finance Department	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> V. CHEQUE PAYMENT </div>	GCCD
GCCD	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> VI. REPLY Official letter Acknowledgment letter <i>Note : To return Official receipt to Finance Department</i> </div>	Requester
GCCD	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> VII. STATUS REPORT </div>	Secretarial Department

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1. PURPOSE

The purpose of the SOP is to form a guideline to ensure any requests for donation are managed systematically.

2. SCOPE

The procedure outlines the process in managing donation requests as follows:


- a. SCREENING
- b. APPROVAL
- c. PAYMENT
- d. REPLY

3. RESPONSIBILITY


It is the responsibility of Group Corporate Communication Department (GCCD), to ensure compliance to this SOP upon receiving any requests of the said nature. The turnaround time from processing a request to issuing cheque payment to the requester is estimated at 14 working days.

4. PROCEDURE

Item No.	Task description
I. Application request received	<p>Application for donation is received by Group Corporate Communications Department from:</p> <ol style="list-style-type: none"> a. HODs b. Email c. Mail d. Fax e. Walk-in f. Open letter mail (general letter) <p>Application is stamp date received.</p> <p>Data information of application is entered into Donation Master List (<i>Appendix 1</i>) by Stakeholders Engagement & Events (SEE) unit, GCCD.</p> <p>SEE will acknowledge the requester that GCCD has received and will process the request within 7 working days. Sample of The Acknowledgement are as <i>Appendix 2</i>.</p>

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II. Screening	<p>SEE unit will initiate GCCD's internal screening process before making a recommendation for approval.</p> <p>In the Screening Process (<i>Appendix 3</i>), details of the event should cover but not limited to:</p> <ol style="list-style-type: none"> Who is requester What is the purpose (Cash contribution, Event sponsorship, etc) The mileage to the company Legitimacy of the request and requester Frequency of request Tax exempted or not exempted <p>The recommendation is based on company' stakeholders. The stakeholders are defined as anyone with an interest in the Group's business. It may refer to group or organisations that are affected by the activity of the business in which the company operate. They include:</p> <ol style="list-style-type: none"> Highway users Community Media Government agencies Opinion leaders General public <p>The screening should be carried out within 7 working days.</p> <ul style="list-style-type: none"> <i>If the request fulfills the above requirement, it will forwarded for review by Head, GCCD.</i> <i>The request that do not fulfill the requirement will be rejected. (Appendix 4)</i> <i>If the request received is not complete (i.e.: no details or objective, etc), the request will not be processed. The person in charge is to call the requester and to get a complete document.</i>
III. Approval	<p>The Head of GCCD, upon satisfactory of the screening process, will recommend the successful application to the Chief Executive Officer (CEO), Executive Director (ED) or Head of Company depending on the Delegation of Authority Guide (DAG).</p>
IV. Payment	<p>Upon received of an approval, GCCD will coordinate with the Processing Officer, Finance Department to prepare a payment to the requester.</p>

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V. Cheque payment	<p>GCCD will inform the requester of the approval to support/ sponsor/donate (<i>Appendix 5</i>), the amount that has been approved together with the sample of the acknowledgment letter (<i>Appendix 6</i>) through email.</p> <p>The requester should collect the cheque at GCCD with the complete acknowledgment letter and official receipt.</p>
VI. Reply	<p>The original receipt will be submitted to Finance Department for their record and to be used for tax submission.</p> <p>The copy of receipt and acknowledgment letter will be kept for GCCD reference.</p>
VII. Status report	GCCD will update all approved donations as part of its department's Status Report on quarterly basic.
End of process	

Sponsorship Master List

NO.	DATE RECEIVED	COMPANY	ORGANISATION	DETAILS	EVENT DATE	STATUS	APPROVED AMOUNT (RM)	REMARKS

The date the request was received by GCCD
 The name of organisation
 The event date / commencement date
 The amount sponsored (if sponsored)

Number of the request received
 The request to respective company, if not state will record under MTD Capital
 The details of the sponsorship
 Sponsorship status. Fill Approved / Declined / KIV
 Remarks related to the sponsorship (if any)

Acknowledge the requester

In English

-START-

We have received your request and currently processing the request. We should revert to you within 7 working days. Please call XXX (person in-charge) at 03-XXX (contact number) for status update if you not receiving any from our end. Thank you.

-ENDS-

In Bahasa

-START-

Kami telah menerima permohonan tuan/puan dan sedang memproses permohonan tersebut. Kami akan berhubung dengan tuan/puan dalam masa 7 hari bekerja. Sila hubungi XXX (orang yang bertanggungjawab) di talian 03-XXX (nombor telefon) untuk kemas kini status sekiranya pihak tuan/puan tidak menerima sebarang maklum balas daripada kami. Terima kasih.

-ENDS-

Donation/Contribution/Sponsorship

NO.	ITEMS	STATUS
1	(i) SCREENING : GCCD PROCESSING OFFICER	
a.	Date Received	
b.	Request to (name the Company)	
c.	Requester/Organisation	
d.	Category	1. NGO 2. Company 3. Political 4. Government Agencies 5. Recreation / Sports Club 6. Religious Institution 7. Institutions 8. Charity Home
e.	History	
f.	Medium of Request	1. Through HOD 2. Email 3. Fax 4. Walk In 5. Mail 6. Open Letter Mail (General Letter)
g.	Legitimacy of Request	YES / NO
h.	Tax Exempted	YES / NO
i.	Mileage to the Company. If yes, please elaborate	
j.	Details of Event	
	(ii) SCREENING (RECOMMENDS TO MANAGEMENT): HEAD OF GCCD	
k.	Recommends to Chief Executive Officer (CEO) / Executive Director(ED) / Head of Company(HOC). If yes, please elaborate	
2	Delegation of Authority Guide APPROVAL: CEO / ED / HOC	
	Comments by Approver, if any	APPROVE / DECLINE by Approver
3	PAYMENT: FINANCE DEPARTMENT (PROCESSING OFFICER)	
	Preparation of cheque	Date GCCD collects cheque from Finance:
4	REPLY: GCCD	
a.	Official reply in accompanying cheque payment	Date:
b.	Return official receipt (if any) to Finance Department	Date:

Rejection letter

In English

-START-

(INSERT DATE)

(INSERT ADDRESS)

Dear Sir/Madam,

(INSERT DONATION TITTLE)

We refer to your letter date **(INSERT DATE)** which was addressed to **(INSERT NAME)**, on the above.

We do thank you for extending the invitation to participate as one of the donation for this initiative, **(INSERT DONATION TITLE)**; unfortunately, we regret to inform you that we are unable to accommodate your initiatives at this point in time.

We do hope that your initiative proceeds well and we wish you every success in your future endeavors.

Yours sincerely,

Fazlyaton Hussein

Head

Group Corporate Communications Department

-ENDS-

In Bahasa

-START-

(MASUKKAN TARIKH)

(MASUKKAN ALAMAT)

Yang Berusaha Tuan/Puan,

(MASUKKAN TAJUK SUMBANGAN)

Kami merujuk kepada surat tuan/puan bertarikh **(MASUKKAN TARIKH)** yang ditujukan kepada **(MASUKKAN NAMA SYARIKAT)**, di atas.

Kami mengucapkan terima kasih kerana memperluaskan jemputan kepada kami untuk menjadi salah satu penyumbang kepada inisiatif ini, **(MASUKKAN TAJUK SUMBANGAN)**. Dukacita, kami tidak dapat menjayakan inisiatif daripada pihak tuan/puan pada masa ini.

Kami berharap bahawa inisiatif ini berjalan lancar dan berharap setiap kejayaan dalam usaha tuan/puan akan datang.

Yang benar,

Fazlyaton Hussein

Ketua

Jabatan Komunikasi Korporat Kumpulan

-ENDS-

Approval letter sample

In English

-START-

Dear (Name),

Payment for ("Donation title")

We are pleased to your letter dated (INSERT DATE) which was addressed to (INSERT NAME) of ANIH Berhad / MTD Capital Berhad, on the above matter.

(COMPANY NAME) is pleased to contribute toward this initiative through a donation of RM (INSERT AMOUNT SPONSORED) (Ringgit Malaysia (INSERT AMOUNT SPONSORED)..... only).

Please find attached a cheque, No (INSERT CHEQUE NO) dated (INSERT CHEQUE DATE) with the said amount. We would appreciate if you could issue a receipt and an acknowledgement letter during payment collection at our office which a date will be advised later.

Thank you,

Yours sincerely,

Fazlyaton Hussein
Head
Group Corporate Communications Department

-ENDS-

In Bahasa

-START-

Yang berusaha (**Nama**),

Bayaran untuk ("TAJUK SUMBANGAN")

Kami merujuk kepada surat tuan/puan yang bertarikh (**MASUKKAN TARIKH**) yang ditujukan kepada (**MASUKKAN NAMA- ANIH Berhad / MTD Capital Berhad**), mengenai perkara di atas.

Kami dengan sukacitanya ingin memaklumkan bahawa pihak (**NAMA SYARIKAT**) bersetuju untuk menyumbang sejumlah **RM (MASUKKAN JUMLAH YANG DILULUSKAN DALAM ANGKA)** (**Ringgit Malaysia (MASUKKAN JUMLAH YANG DILULUSKAN DALAM PERKATAAN)** untuk (**TAJUK SUMBANGAN**).

Sila rujuk lampiran cek, bertarikh (**MASUKKAN TARIKH CEK**) untuk perhatian pihak tuan/puan. Kami akan menghargai sekiranya pihak tuan/puan boleh sertakan resit rasmi dan suratakuan terima semasa mengambil cek di pejabat kami, pada tarikh yang akan kami maklumkan kemudian.

Terima kasih,

Yang benar.

Fazlyaton Hussein

Ketua

Jabatan Komunikasi Korporat Kumpulan

-ENDS-

Acknowledgement letter sample

In English

-START-

Reference no:

Date:

To: (COMPANY NAME)

Acknowledgement of Receipt of Contribution

I, Mykad no. /
passport no., with the designation
....., hereby acknowledged the receipt of contribution
from (COMPANY NAME) amounting to Ringgit Malaysia in the form of
..... This contribution is for the purpose of
.....

Please find enclosed herewith the official receipt of the sponsorship.

Thank you.

Yours sincerely,

.....
Name:
Date:
Official chop:

-ENDS-

In Bahasa

-START-

Nombor rujukan:

Tarikh:

Kepada: (NAMA SYARIKAT)

Pengesahan Penerimaan Sumbangan

Saya,
nombor kad pengenalan / nombor passport
berjawatan mengesahkan bahawa saya telah
menerima sumbangan daripada (NAMA SYARIKAT) berjumlah Ringgit Malaysia
..... dalam bentuk Sumbangan ini bagi tujuan
.....

Bersama ini dilampirkan resit rasmi bagi mengesahkan penerimaan sumbangan tersebut.

Terima kasih.

Yang benar,

.....
Nama:

Tarikh:

Cop rasmi:

-ENDS-