	Standard Operating Procedures GHCD	DOC NO: 4.1.2	ISSUE: 2
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1.0

Abbreviation

1.1	HQ	Headquarters/Head Office
1.2	GHCD	Group Human Capital Division
1.3	POSF	Payment of Salary Form
1.4	OCF	Overtime Claim Form
1.5	ASDF	Authorization for Salary Deduction Form
1.6	EPF	Employee Provident Fund
1.7	SOCSSO	Social Security Organisation
1.8	EIS	Employment Insurance System

2.0

Salary Administration

2.1

Any salary related information is confidential and staff is prohibited from disclosing this information to others.

2.2

Payment of the salaries will be made directly to the staff's bank account.

2.3

Staff must submit the **POSF** to GHCD before **15th of the month**. This applies not only to new staff but also the existing staff who need to change their bank accounts.

2.4

For new staff, they are required to provide information such as: name of bank, saving/ current account number and bank's addresss upon joining the Company.

2.5

GHCD will issue a letter to facilitate the opening of bank account.

3.0

Salary Payment

3.1

Salary will be credited into staff's bank account as follows:

Staff location	Day credited
HQ and Executive at Site Office	On 25th day
Non-Executive at Site Office	On 1 st day of the following month

3.2


The Company may under some circumstances vary the payment date to no later than the 7th day of the following month.

3.3

Staff resigning from Company will have to settle all outstanding liabilities before the last physical working day.

3.4

The Company reserves the right to withhold partial or full salary due to the staff, to recover any outstanding amount.

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3.5	The OCF , punch cards/shift summary/work schedule/attendance summary and ASDF , if any, must be submitted to GHCD, according to the following timelines:																		
	<table><tr><th>Salary Crediting Date</th><th>Deadline to submit documents</th></tr><tr><td>On 25th day</td><td>By 10th of the month</td></tr><tr><td>On 1st day of the following month</td><td>By 15th of the month</td></tr></table>			Salary Crediting Date	Deadline to submit documents	On 25 th day	By 10 th of the month	On 1 st day of the following month	By 15 th of the month										
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3.6	Failure to submit the related documents to GHCD for salary processing on the above dates, will cause a delay and the salary shall be processed in the following month.																		
4.0	Employee Provident Fund (EPF) Contribution																		
4.1	The contribution by staff and Company to EPF is based on statutory rate as stipulated in the EPF Act 1991, as amended from time to time.																		
5.0	Social Security Organisation (SOCSO) Contribution and Employment Insurance System (EIS)																		
5.1	The Company shall contribute to staff's SOCSO and EIS based on stated statutory requirements in accordance with the provision of the SOCSO Act 1969, as amended from time to time.																		
6.0	Income Tax Deduction																		
6.1	The Company shall make the appropriate deductions from staff's salary in compliance with the Monthly Tax Deductions Schedule and other approved deduction instructions.																		
7.0	Salary Increment (Annual)																		
7.1	Annual salary increments are at the sole discretion of the Company based on individual performance and Company's performance and it is not automatic or obligatory.																		
8.0	Appendices																		
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