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|  | Standard Operating Procedures GHCD | DOC NO: 4.4.12 | ISSUE: 2 |
| | | REVISION DATE: 1 December 2019 | REV. NO: 1 |
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1.0 Abbreviation

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|-----|------|-------------------------------------|
| 1.1 | GHCD | Group Human Capital Division |
| 1.2 | HOD | Head of Company/Division/Department |

2.0 Professional Association Subscription

2.1 A confirmed staff is entitled to an annual membership subscription to professional body/bodies which is/are relevant to staff's current job as follows:

| Job Grade | Position | Membership Per Year |
|-----------|-------------------------|---------------------|
| TM1 & TM2 | Top Management | 2 Memberships |
| SM1 – SM4 | Senior Management | 2 Memberships |
| MM1 – MM5 | Management | 2 Memberships |
| E1 – E5 | Executive | 2 Memberships |
| TL1 – TL4 | Non-Executive Technical | 1 Membership |
| Others | Others | Nil |

2.2 The professional body/bodies must be relevant to the staff's current job, as determined by the GHCD and HOD.

2.3 The annual fees could be reimbursed if proof of receipt is submitted.

2.4 If the staff changes job within the Group at the request of the Company, staff will continue to receive this benefit.

2.5 The Company is not responsible for entrance/other fees.