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1.0

Abbreviation

1.1	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/Executive Director
1.2	GM	General Manager
1.3	LOR	Limit of Reimbursement
1.4	GHCD	Group Human Capital Division
1.5	CMP	Requisition Form For Company's Mobile Phone Allowance

2.0

Mobile Phone

2.1

GM and above will immediately be entitled for the Mobile Phone Subsidy and Mobile Phone Allowance from the date of commencement of employment.

2.2

For other staff, eligibility for this benefit will be justified by the respective HOD based on their job requirements.

2.3

The '**Limit of Reimbursement' (LOR)** will commensurate with the job requirements and the Company will pay the phone bills according to the LOR.


2.4

In the event where the monthly bill exceeds the LOR, the staff is required to pay for the extra amount incurred if the calls made are non-official. For official calls, staff is required to provide the justifications.

2.5

The LOR will be as follows:


Job Grade	Position	Limit Of Reimbursement
TM1 & TM2	CEO/COO/ED/CFO	As per bill
SM1	Senior GM	As per bill
SM2 - SM3	GM	RM250.00 (inclusive data plan)
SM4 & MM1- MM4	Assistant GM/Senior Manager/Manager	RM200.00 (inclusive data plan)
MM5 & EX1 – EX5	Asst. Manager/Executive	RM100.00 (maximum of RM150.00 if data plan allocated). Functional
NT1/TL1 – NT4/TL4	Senior Supervisor/Supervisor	RM50.00. Functional
NT5/TL5 – NT6/TL6	Others	RM30.00. Functional

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3.0 Purchase of Mobile Phone

- 3.1 For position GM and above, GHCD will initiate the request to obtain the approval from the CEO/COO/ED.
- 3.2 For other categories, the HOD will justify based on their job requirements and will submit the proposal to GHCD for verification. HOD to obtain approval from CEO/COO/ED.
- 3.3 Staff may purchase the mobile phone exceeding the entitled price but the difference in mobile phone prices will have to be borne by the staff themselves.
- 3.4 Any price below the subsidy limit, Company will reimburse to the staff at the actual cost.
- 3.5 For purchase or replacement of mobile phone, staff are required to complete the **CMP** and submit to GHCD for verification and to obtain approval from the CEO/COO/ED.
- 3.6 The mobile phone eligibility will be as below:

Job Grade	Position	Limit Of Reimbursement
TM1 & TM2	CEO/COO/ED/CFO	RM1,500.00
SM1	Senior GM	RM1,500.00
SM2 - SM3	GM	RM1,000.00
SM4 & MM1- MM4	Assistant GM, Senior Manager, Manager	RM800.00
MM5 & EX1 – EX5	Asst. Manager, Executive	RM800.00
NT1/TL1 – NT4/TL4	Senior Supervisor, Supervisor	Nil
NT5/TL5 – NT6/TL6	Others	Nil

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4.0	Duration of Mobile Phone Plan		
	4.1	The reimbursement is limited for only once every three (3) years.	
	4.2	Upon completion of the three (3) years, if the staff is still required to be provided with mobile phone facilities, due to job function, staff may opt to purchase a new mobile phone but the reimbursement will be as per the stipulated limits.	
	4.3	The Company will not bear the cost of mobile phone replacement, in case of lost or damage during the three (3) year period.	
	4.4	In case of separation (resignation, retirement, termination, expiration of contract, etc.), within the three (3) year period, staff shall refund the remaining balance according to the staff's limit of reimbursement.	
5.0	Appendix		
	No.	Title Form	Appendix
	5.1	Requisition Form for Company's Mobile Phone Allowance	Appendix 1