

# Standard Operating Procedures

REVISION DATE:

ISSUE: 2

GHCD

1 December 2019

DOC NO: 4.3.11

REV. NO: 1

TITLE Transfer & Relocation Allowance

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#### 1.0 Abbreviation

1.1	HOD	Head of Company/Division/Department	
1.2	GHCD	Group Human Capital Division	
1.3	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/Executive Director	
1.4	GM	General Manager	
1.5	TRF	Transfer Form	

#### 2.0 Transfer & Relocation

- 2.1 At the absolute discretion of the Company and depending on business necessity, the Company may transfer a staff from one job to another, of a similar or dissimilar nature, or from one department to another, or from one location to another (local or overseas), within the Company or related Companies.
- 2.2 Any transfer of staff whether internal or within the Group shall be initiated by the respective HOD. Any request for transfer must be submitted to GHCD via the **TRF** and approved by GHCD. GHCD will then issue a transfer letter together with the new job description (prepared by HOD) with regards to the new position.
- 2.3 Where the transfer involves relocation, the staff will be given sufficient time before staff is required to move. In cases where the transfer involves the staff only, two (2) weeks prior notice shall be given. In the case where transfer involves the staff and staff's family, one (1) month prior notice shall be given.

#### 3.0 Relocation Allowance

3.1 When the staff is transferred to a new work location which is more than 100 km radius from staff's original work place and necessitates staff to move house and family, staff is eligible for Transfer Allowance as follows:

#### Peninsular Malaysia

		Entitlement	
Job Grade	Position	Married & With Family	Married & Without Family/Single
TM1 & TM2	CEO/COO/CFO/ED	Ν	il
SM1	Senior GM	Nil	
SM2 - SM3	GM	RM3,000.00	RM1,500.00
SM4 & MM1- MM4	Assistant GM/Senior Manager/Manager	RM2,000.00	RM1,000.00



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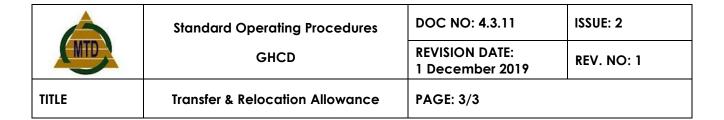
	Position	Entitlement	
Job Grade		Married & With Family	Married & Without Family/Single
MM5 & EX1 – EX5	Asst. Manager/Executive	RM2,000.00	RM1,000.00
NT1/TL1 - NT6/TL6	Others	RM1,500.00	RM800.00

# Sabah & Sarawak

		Entitlement	
Job Grade	Position	Married & With Family	Married & Without Family/Single
TM1 & TM2	CEO/COO/CFO/ED	Nil Nil	
SM1	Senior GM		
SM4 & MM1- MM4	Assistant GM/Senior Manager/Manager	RM3,000.00	RM1,500.00
MM5 & EX1 – EX5	Asst. Manager/Executive	RM3,000.00	RM1,500.00
NT1/TL1 – NT6/TL6	Others	RM2,000.00	RM1,000.00

### **Overseas**

Job Grade	Position	Entitlement	
		Single	
TM1& TM2 CEO/COO/CFO/ED		Nil	
SM1 – SM3	Senior GM/GM	Nil	
SM4 & MM1- MM4	Assistant GM/Senior Manager/Manager	RM3,000.00	
MM5 & EX1 – EX5	Asst. Manager/Executive	RM3,000.00	
NT1/TL1 - NT6/TL6	Others	RM2,000.00	



3.2	This is a one-off payment which will cover mileage and hardship incurred in the
	course of the transfer.

- 3.3 Half (50%) of the entitlement will be paid upon completion of six (6) months and the other half upon completion of one (1) year.
- 3.4 Where the relocation or transfer is initiated at the request of the staff, staff shall not be entitled to the above allowance.

# 4.0 Appendix

No.	Title Form	Appendix
4.1	Transfer Form	Appendix 1