

	Standard Operating Procedures GHCD	DOC NO: 4.1.6	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
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1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	TRF	Transfer Form
2.0	Transferability & Secondment		
	2.1	Staff may be required to be transferred, assigned or seconded from one company/division/department, location (local or overseas), factory, section or branch to another OR from one company, subsidiary, associate company to another, existing now or in future, and in some cases may be required to undertake additional duties apart from the normal duties of the post to which staff is appointed.	
	2.2	Any transfer of staff whether internal or within the Group may be initiated by the respective HOD.	
	2.3	Any request for transfer must be submitted to HOD 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.	
	2.4	The working hours and benefits inclusive of compensation and allowance will be adjusted to be based on the company/project/location where staff is transferred or seconded to.	
	2.5	The GHCD will issue the transfer letter to the staff.	
3.0	Appendix		
	No.	Form Title	Appendix
	3.1	Transfer Form	Appendix 1