



ACUMEN ALPHA ADVISORY PTE. LTD.

UEN: 201900012K

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Date: 18 December 2020

NG YU XUEN

BY HAND

RE: First Written Warning

Dear NG YU XUEN,

This is an official written reprimand for your failure to perform the functions of your position appropriately. It has been a while since you joined the Company and you are expected to get yourself familiar with the duties and responsibilities expected to be discharged by you.

1. Ghost Ticking

During the first partner's review, you mentioned that you have vouched to invoices from suppliers. When asked for details, you changed your narration to vouching to payment vouchers and bank statements. This clearly indicates vouching has not been done on invoices and you have ghost ticked.

You have received verbal counseling for an earlier offense by your manager. With this letter of reprimand, I am reminding you of the critical importance of exercising care, managing your time and following clear instructions that your role requires.

Immediate remedies are expected to rectify your follies. We shall observe your conduct within a month where immediate improvements are expected.

Another failure to carry out any of your role will result in additional disciplinary action up to and including the possibility of demotion or employment termination.

A copy of this reprimand will be placed in your official personnel file.

Sincerely,

PAI NEE WONG
Manager

A Proud Member of



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