Basic Information

The progressive development of man is vitally dependent on invention. It is the most important product of his creative brain. Its ultimate purpose is the complete mastery of mind over the material world, the harnessing of the forces of nature to human needs. This is the difficult task of the inventor who is often misunderstood and unrewarded. But he finds ample compensation in the pleasing exercises of his powers and in the knowledge of being one of that exceptionally privileged class without whom the race would have long ago perished in the bitter struggle against pitiless elements.

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| --- | --- |
| **Singapore branch information** | |
| **company name** | Wind Financial Information SG Pte. Ltd. |
| **Registered address** | 10 Anson Road, #13-09, International Plaza, Singapore 079903 |
| **physical address** | 1 Fullerton Road, #02-01 One Fullerton, Singapore 049213 |
| **Company Category** | Exempt Private Limited Company |
| **Category** | [OTHER INFORMATION SERVICE ACTIVITIES N.E.C.](https://sgpgrid.com/filter/other-information-service-activities-nec) |
| **Industry code** | 63909 |
| **Number of people on duty** | 5-people |

Speaking for myself, I have already had more than my full measure of this exquisite enjoyment, so much that for many years my life was little short of continuous rapture. I am credited with being one of the hardest workers and perhaps I am, if thought is the equivalent of labor, for I have devoted to it almost all of my waking hours. But if work is interpreted to be a definite performance in a specified time according to a rigid rule, then I may be the worst of idlers. Every effort under compulsion demands a sacrifice of life-energy. I never paid such a price. On the contrary, I have thrived on my thoughts.

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| **Employment Information** | | | | | | |
| **Legal Name** | **ID** | **Chinese Name** | **Title** | **Employment Type** | **Tenure (years)** | **Hire Date** |
|  |  | Pang Yujian | Manager | Full-Time | 2.3 | 2019-08-12 |
|  |  | Cao Shuya | Sales | Full-Time | 2.1 | 2019-10-21 |
|  |  | Chen Xuanming | Sales | Full-Time | 1.4 | 2020-07-06 |
|  |  | Zheng Huangxi | Sales | Probation | 0.5 | 2021-05-31 |
|  |  | Yang Zhengxue | Sales | Probation | 0.1 | 2021-10-25 |

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Contact information

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Contact Information** | | | |
| **Name** | **Mobile** | **Email** | **Wechat** |
| Pang Yujian | 9072 1201 | jasperpangyj@yahoo.com | share92 |
| Cao Shuya | 8168 0695 | shuya1997@hotmail.com | wxid\_0azv2rosdp3u22 |
| Chen Xuanming | 8133 3303 | tanxmingg@gmail.com | xmingtan |
| Zheng Huangxi | 9069 2888 | THAT | ianriise6 |
| Yang Zhengxue | 9769 4903 | yzhengxue97@gmail.com | 6597694903 |

Potential risks & to-do items

**potential risks**

* EP Sponsor
* Enforceability of non-compete agreement (Wind Information)
* Tax & Accounting Documents: Ensure all tax and accounting documents are retained locally
* Online account registered in the name of the company: Discuss how to hand over login information
* ~~Time card machine~~
* ~~Mobile App~~
* ~~salary~~
* ~~Insurance~~

**Lawyer matters**

* Attorney and Company Statement
* event communication
* Notice of resignation (please confirm whether there is a notice period)
* Sign voluntary resignation letter
  + If it does not comply with local regulations, a lawyer must be arranged to draft local resignation documents.
  + Discuss how to embed corporate disclaimers
* Fixed asset recycling
  + building card
  + computer
  + keyboard
  + U disk

**Kammy & Cynthia To Do List**

* Go to HR in advance to get all the resignation letters from SG
* Ask Zhu Jiangli to get the employee contract of the SG owner
* Discuss resignation communication plans and techniques
* Discuss 3 customer handover options
  + Option 1: Backup Outlook PST files and transfer them to the New York office
  + Option 2: Log in to your local email address and make referrals according to the distribution plan
  + Option 3: Set up automatic email reply and forwarding mechanism → Concentrate into new email group (Loretta+Kammy+Cynthia)
* Coach the local executive team on communication skills

**Loretta to-do list**

* Authorize employee contract retrieval
* Authorize the resignation letter to be retrieved in advance
* Contact domestic IT to cancel CRM and intranet permissions (executed simultaneously on the same day)
* Does William need to be added to the file inventory? Confirm the list of admin accounts that need to be recycled
* If implementing customer handover plan 3 - Contact IT system to classify Singapore employee emails
* The company issues an authorization letter (certifying that Wind Information is the parent company of Wind Hong Kong, and proving the relationship between Wind Hong Kong and Wind Singapore)
* Confirm legal name & ID (Kammy does not have the right to download employee F9 certificate attachments)

**UK to-do list**

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| --- | --- | --- | --- | --- |
| **Pre-Departure** | | | | |
| **Date** | **To-Do** | **Link/Reference** | **Caspar** | **Billy** |
| 12-2 | NHS Verification |  | completed | completed |
| 12-2 | VTL Application | <https://go.gov.sg/vtl-portal> | completed | completed |
| 12/3 | Visa Application - Local Contact | <https://www.mfa.gov.sg/Overseas-Mission/Brasilia/Important-Information/Visa-Application> | in progress | in progress |
| 12/3 | VTL Approval | <https://eservices.ica.gov.sg/STO1/VTL> | completed | completed |
| 12/8 | VTL flight | <https://www.britishairways.com/en-gb/information/incident/coronavirus/entry-requirements#singapore> | unfinished | unfinished |
| 12/8 | Health Declaration (72hrs) | <https://eservices.ica.gov.sg/sgarrivalcard/> | unfinished | unfinished |
| 12/8 | COVID Insurance | <https://www.aig.sg/personal/more-insurance/singapore-travel-assist> | unfinished | unfinished |
| 12/9 | PCR Test (48hrs) |  | unfinished | unfinished |
| 12/10 | Book arrival PCR test |  | unfinished | unfinished |
| 12/10 | Download TraceTogether App |  | unfinished | unfinished |
| 12/10 | Mobile Roaming Service/SIM |  | unfinished | unfinished |

**UK On-site tasks**

* Execute the final selected customer handover plan
* computer reset
* Inventory of important company documents
  + Company registration documents
  + tax documents
  + accounting documents
  + company insurance
  + Bank letters & accounts
  + Office leasing documents
  + Original employee handbook
  + provident fund
  + secretarial documents