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Our Ref: OM-OA/106

22 December 2022

MEMORANDUM

To : All Site Staff

From : Loh Fook Yuen

Subject : **Implementation of Outsourced HR Function by External Service Provider**

The management has outsourced the human resource function to an external service provider, Melioris Pte Ltd, a business process services provider since 2002 to provide payroll and leave services.

Their payroll service will commence in December 2022, while the leave function will be implemented in January 2023. Melioris will send an email to you together with password for you to access the Melioris HRMS software so that you can download your payslip. You will also be able to apply for your leave via the Melioris HRMS.

Therefore, from December onwards, you will be able to download your payslip via the Melioris HRMS software.

For your leave application, you will need to submit it via Melioris's HRMS software from 1 January 2023 onwards. Your leave balance for 2022 will be forwarded to Melioris for their updating into their HRMS software.

If anyone has any query on the use of the leave software, you can approach me for clarification.

LOH FOOK YUEN
MANAGING DIRECTOR

cc CCG/GSH
cc Memo File

LFY/ji

SOCOTEC
ISO 9001
ISO 14001
SAC Accredited Certification Body
QS-1998-05
ES-2018-07