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Our Ref: OM-OA/014

29 September 2011

MEMORANDUM

To : Members of the Staff

From : Choong Choon Guan

Subject : **CREDIT CARD PAYMENT AUTHORISATION PROCEDURE**

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The above procedure will be implemented with effect 1st October 2011. All staffs are reminded to ensure adherence to the above procedure for company payments made by credit card.

Please refer to guidelines attached for reference.

CHOONG CHOON GUAN

CCG/ga

BCA ISO 14000 CERT. NO.: 2008/134 SS ISO 14001 : 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS-1997-02 Member of the IAF MLA for QMS

Accounts Ref. No. ☐☐☐☐

Credit Card Payment Authorisation (CCPA)

Project No.: _____

Project Ttitle: _____

_____

_____

Please use separate form for each item.

Item	Authority	Description	Amount (S$)
A	**NEA**	**Sewerage Interpretation Plan (SIP)** *Lot No.:* _____ *(e.g. 03808K 00583C)* *Mukim No.:* _____ *(e.g. 01)* *TS No.:* _____ *(e.g. 05)* *Street/Road:* _____ *Block:* _____ *Floor:* _____ *Unit:* _____ *Postal code:* _____ *Project Email:* _____ *Note:* *1) The processing time is 7 working days from the date of application is received by CBPU and upon receipt of all necessary information (including additional payment where applicable).* *2) The SIP will be sent to the project email.*	
B	**FSSD**	**Waiver** *E-subm No.:* _____ *FSSD Ref. No.:* _____	
C	**FSSD**	**ACMV Plans Submission** *E-subm No.:* _____ *FSSD Ref. No.:* _____	
D	**FSSD**	**FFAI Plans Submission** *E-subm No.:* _____ *FSSD Ref. No.:* _____	
E	**MOM**	**EP/SP Processing Fee** *MOM Ref. No.:* _____	
F	**MOM**	**EP/SP Annual Card Fee** *MOM Ref.No.:* _____	
G	**MOM**	**Multi-entry Visa Fee** *MOM Ref. No.:* _____	

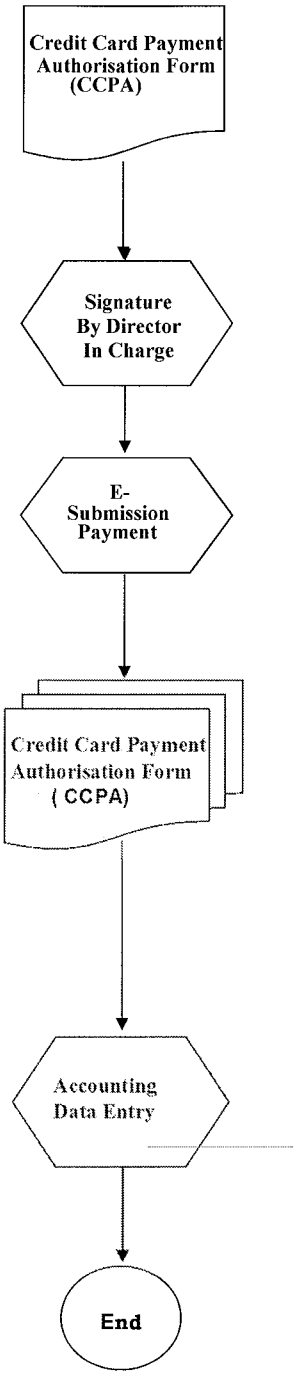
Others, please specify:-

H			

Requested by :		**Approved by Director :**	
Signature		Signature	
Name		Name	
Date		Date	
E-Payment by :		**For Accounts Only :**	
Signature		DR A/C	
		CR A/C	
Name		Input by	
Date		Date	

ALPHA CONSULTING ENGINEERS PTE LTD

GUIDELINES FOR CREDIT CARD PAYMENT AUTHORISATION (CCPA)



Procedure

1 Credit Card Payment Authorisation Form (CCPA)
Requestor needs to fill in all relevant details as required in the form and to attached supporting documents where necessary for approval by Director In Charge.

2 After approval by Director In Charge, Requestor needs to pass the CCPA form and supporting documents to Noraini or Rukiah for E-submission processing.

3 E-Submission
Before E-Submission is done online , Noraini/Rukiah/Designated personnel needs to get Credit Card from HR/Accounts personnel to make e-payment. The form is required to be submitted to HR/Accounts personnel to allocate an Accounts Ref No. (on top right hand corner) of form before E-submission payment is made.

4 Submission Of Documents Upon Completion Of E-Payment
In general, the following documents need to be submitted to Accounts Dept :
a) CCPA Form
b) Supporting documents (where applicable)
c) A copy of acknowlegment/confirmation/ receipt is required to be printed as evidence for e-payment made.

For FSSD e-payment, the following documents are required to be printed:
a) 'Payment Flow Done'
b) ' E-payment Submit'

5 Accounting Data Entry
Accounts personnel will fill in Data Entry details in CCPA form and key in Autocount system and file documents to CCPA file. Reconciliation is done monthly with statement received from bank.