Alpha
Consulting Engineers Pte Ltd

2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919
TEL: (65) 6276 2228 FAX: (65) 6276 9929 E-MAIL: ace@alpha.com.sg
WEBSITE: www.alpha.com.sg COMPANY REGN NO. 199407965N

Our Ref: OM-OA/5

2 February 2010

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : Handphone Allowance

With effect from 1 February 2010, the monthly handphone allowances for those Staff who have agreed to allow the occasional use of their handphones in connection with the Company's business will be revised as follows:

(a) $50 for Executive Engineer and above.

(b) $30 for other Project Staff.

The following conditions applied:

1. The allowance is only applicable to the Project Staff.

2. At all material times, the Staff concerned must be in possession of a handphone, which is readily available for use during normal and after office hours. The allowance to the Staff will be withdrawn once his/her handphone is disposed of.

3. The current handphone number must be made known to the Office as well as to the other parties related to the projects under his/her charge on an as required basis, to facilitate the project work.

For those existing participants, please confirm your participation in the revised scheme to Shirley Lim before 22nd February 2010. Likewise, new applicants should inform Shirley Lim before 22nd of the month for participation in the ensuing month.

Office Memo dated 7 March 2003 is superseded.

LOH FOOK YUEN

LFY/sl

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BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2000
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