Our Ref: OM-OA/023

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17 September 2007

MEMORANDUM

To : Members of the Staff

From : Loh F Y

Subject : Travelling claim and meal allowance for overtime work

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This memo supersedes our earlier memo of 26 March 1996 concerning travelling claim and meal allowance for overtime work for Staff Members:

1. Members of the Staff who work overtime are entitled to claim for travelling by public transport to and from work when performing overtime work during Weekends or Public Holidays, at the flat rate of $5.00 for each day. For those who work exceeding 9:30 p.m. in the night, the actual taxi fare incurred will be reimbursed by the Company.

   The above claims shall be made on the 'Travelling Claim Form' for vertification by his/her immediate superior on the following working day.

2. Staff Members who work overtime are also entitled to claim for meal allowance at the flat rate of $10.00 per meal in respect of overtime work. The basis for such claims are as follows:-

   (a) For overtime work not less than 2 hours for a Weekday, claim for 1 meal.

   (b) For overtime work not less than 3 hours for a day during a Weekend or a Public Holiday, claim for 1 meal.

LOH F Y

LFY/sl