SECTION M2 - PROJECT COMMISSION AND SERVICE AGREEMENT

OBJECTIVE

To describe procedure for the following:

(i) Registration of a new project

(ii) Assignment of project team and review of resources

(iii) Control of documentation

RESPONSIBILITIES

The Director-in-charge in conjunction with the Managing Director have the responsibility to review the new commissions received from a Client.

The Managing Director has the responsibility to assign the team members for the new project.

PROCEDURES

1. Registration of New Job Number

On receipt of a Client's instruction, either written or verbal, to proceed with a new Project, the Director-in-charge shall immediately complete the Project Announcement form for issue to the Account's Department and project team members via e-mail.

2. Assignment of Project Team and Review of Resources

On receipt of the Client's instruction to proceed, the Managing Director will nominate the Project Director and the Project Manager who shall be responsible for the day-to-day control of the Project.

The Managing Director and Project Director will review if additional staff is required to meet the project requirements and authorise recruitment, if necessary. The overall Company's human resources need will be reported and reviewed in the Management Meeting by the Managing Director and all Directors.

3. Records

The Director-in-charge shall:

(i) send the original letters of commission forming the Contract between the Client and the Company to the Accounts Department.

(ii) review the contents of the enquiry files. Documents that are contract or fee related shall be transferred to the S-file. All other documents shall be transferred to the normal project file.

4. Service Agreement

The Director-in-charge shall vet the service agreement subsequently made available by the Client, seek clarification and/or amendments to the contents therein, where required before execution.

REFERENCE

Form M2.A - Project Announcement