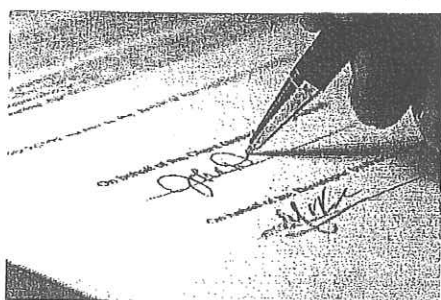




MEMORANDUM
STRICTLY P & C

To : All Marketing Representatives (MRs)	From : OHK / ECC / KT	Date: 23.10.2015
Cc : KCL / LPY / PKK / JL		<input checked="" type="checkbox"/> Information Memo



NEW REQUIREMENTS FOR SIGNING PERSONAL FINANCING DOCUMENTS

With effect from **02.11.2015**, please be informed that for purposes of signing of all legal and / or official documents, please ensure that you use only the following pens:

Acceptable
Fountain pen or ink pen
Black ink only

All forms will be tested for compliance before we acknowledge receipt of your submissions.

Should there be any queries, please contact Mr. Ronald Tan at 03 – 4047 0822 / 017 - 5189 156 or Ms. Ho Win Li at 03 – 4047 0821 / 016 – 2773 004 respectively.

Thank you for your cooperation.

“It is not only for what we do that we are held responsible,
but also for what we do not do.”

~Moliere

Start from 1/11/2015, all the:

- 1) YIR10 Form/BPA Form
- 2) Certification of IC, Payslip and others
- 3) YIR or YYP

Required documents as these are legal documents and it should be signed using black ink.

(Black ink pen ← Better choose
Pen Basah ← 0.7, 1.0 ink pen.)

Malaysia
↓
Accept.

Malaysia
↓
Reject