

**ERL MAINTENANCE SUPPORT SDN BHD**

Co. Reg. No. 199901023674 (498574-T)




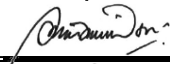







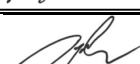




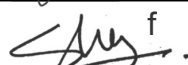




**FINANCE & ADMINISTRATION**

**SIGNATURE MANDATE REGULATION PROCEDURE**

Ref. No. G00.OMB.M11160.CA.1002.B

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
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**Release**

<b>Released:</b>	Thomas Georg Baake	Chief Executive Officer	09/03/2023	
<b>Checked:</b>	Suriani Farisa Md Isa	Human Resource	08.03.2023	
<b>Checked:</b>	Sukhbir Singh	Safety & Security	16.02.2023	
<b>Checked:</b>	Gan Lee Hong	Procurement	28.02.2023	
<b>Checked:</b>	Raefendy Ismail	Material Management	22.02.2023	
<b>Checked:</b>	James Leonard Boudville	Operations	16.2.23	
<b>Checked:</b>	Norhandee Nordin	Drivers & Stations	09.02.2023	
<b>Checked:</b>	Omar Zakir Ibrahim	Operations - Control Centre	23.02.23	
<b>Checked:</b>	Ham Mow Wai	Maintenance	22.02.2023	f 
<b>Checked:</b>	Anthony Arokianathan Darama Rajan	Wayside	22.02.2023	f 
<b>Checked:</b>	Jayarajah Savarimuthu	Rolling Stock & Engineering	22.02.2023	
<b>Checked:</b>	Norazman Abu Hassan	Rolling Stock	10.02.23	
<b>Checked:</b>	Noel Devan Sawnthara Pandian	Systems	23 Feb 2023	
<b>Checked:</b>	Abdul Halim Baharom	Infrastructure	07.03.2023	
<b>Checked:</b>	Muhamad Dzulfaqar Yusoff	Project and Engineering	10/2/2023	
<b>Checked:</b>	Muhammad Azim Abdullah	CEO Office	07.02.2023	
<b>Checked:</b>	Haryati Khalil	CEO Office	9.2.23	
<b>Checked:</b>	Siti Fauzana Nor Mohd	Finance & Administration	07/02/23	
<b>Author:</b>	Azriatushaida Ahmad	Finance & Administration	07/02/23	
	<b>Name</b>	<b>Department</b>	<b>Date</b>	<b>Signature</b>

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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**Change Record and Configuration Control**

B	07.02.23	Update to reflect current process flow Change of Signature Mandate form submission to fully digital	Azriatushaida
A	29.07.21	Update overall procedure to reflect current process flow Change of department to Finance & Administration from Documentation & Administration Inclusion of new E-MAS Discretionary Authority Limit (DAAL) which was approved in BOD meeting 21 June 2021	Azriatushaida
A	07.01.19	Revised as per new organization chart dated 1 January 2019 Update clause 3.2.2 Temporary Delegation of Signature Mandate Update clause 3.3.2.1 HR-Related Correspondence / Forms	Azriatushaida
D	02.03.18	Update Clause 3.2.4 Limitation to the Temporary Delegation of Signature Mandate Update clause 3.3.1.2 Purchase Orders Update clause 3.3.1.3 Claim New Clause 3.5 Specific Condition	Azriatushaida
C	20.08.15	Update clause 3.3.2.1 HR related correspondence/ forms	Azriatushaida
B	14.03.13	Changes made to clause 3.3.1.2. Purchase Orders signatories. Update Specimen of Individual Signature form and Temporary Signature Mandate Delegation form.	Azriatushaida
A	14.02.12	Revised as per new organization chart dated 18 Jan 2012 (including signature specimen and signature mandate delegation form). Change of partner code to OMM. Additional item for clause 3.2.4. Change from FAD-ADM to MMA-ADM.	Yuslina Mohd Yusof
F-N	15.03.10	Signatory specimen, Update to reflect latest Organization chart, Replacement of Malaysian Director signatory, Cheque signatories, Signatory of HRDF document, Signatory of Contracts for Services, PO signatories and general changes	Mazmiha Mohamed
C-E	17.12.03	Change partner code, Signature levels, Signatory specimen, HR –related correspondence/ forms and expense claim	Jamie Kang
B	28.09.01	Refer to G00.OMV.M11160.DK.0002.B	Elke Rumpza
A	22.11.00	Refer to G00.OMV.M11160.CA.0001.A	Commercial Asst.
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

<b>Planning Of Changes Reference For Revision: G00.OMB.M11160.CA.1002.B</b>					
<b>Issues To Consider</b>	<b>Checked</b> <i>(Please mark X)</i>				<b>Remarks</b>
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	x	
3) Resources available?	YES	x	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	x	

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## 1 Purpose

This procedure is to provide guidelines on the signature mandate regulations and structure within E-MAS Abbreviations and notations:

ADM	Finance & Administration – Administration unit
BOD	Board of Directors
CEO	Chief Executive Officer
E-MAS	ERL Maintenance Support Sdn Bhd (Co. Reg. No. 199901023674 (498574-T))
ERL	Express Rail Link Sdn Bhd (Co. Reg. No. 199601003493 (375839-H))
FIN	Finance & Administration – Finance unit
HOD	Head of Department
Other department codes	Refer to Documentation Manual (Ref. No.: G00.OMM.M11160.BT.1007.*)
DAAL	Discretionary Approval Authority Limit
*	An asterisk (*) refers to the latest revision

## 2 Scope, Distribution & Access

The Signature Mandate Regulation outlines the signature protocol practiced within E-MAS.

The Signature Mandate consists of three (3) kinds of signature power:

- a) Binding external power  
To represent E-MAS in the form of binding declarations with third parties, for example, employment contracts, purchase orders, engagement letters/agreement, etc.
- b) Binding internal power  
To approve/check internal transactions, for example, expenses voucher, travel applications, etc.
- c) Non-binding internal and external power for example, requests for quotations, information, etc.

Distribution and access are to all E-MAS personnel and shall therefore be distributed company wide.

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**3 Procedure**

**3.1 Signature Levels (SL) and Specimen of Individual Signature**

Five (5) signature levels have been identified as follows:

Signature Level (SL)	Title	Details
SL 1	Board of Directors	As listed in E-MAS Form 49
SL 2	Chief Executive Officer	As approved by the Board of Directors and refer to E-MAS Organisation Chart (Ref. No.: G00.OMG.M11110.BB.0005.*)
SL 3	Company Authorised Person	As approved by the Board of Directors for specified matters only
SL 4	Heads of Department	Refer to E-MAS Organisation Chart (Ref. No.: G00.OMG.M11110.BB.0005.*)
SL 5	Others	With authorisation by HODs

Upon appointment of SL 2 and SL 4, ADM shall request a Specimen of Individual Signature as the main resource of signature reference. The specimen of Individual Signature form (Appendix A, Ref. No.: G00.OMB.M11000.BA.1006.\*) shall be kept in original hardcopy form at ADM for audit purposes.

**3.1.1 Board of Directors**

The Board of Directors (SL1) is not subjected to any restrictions other than those imposed by the Articles of Association.

**3.1.2 Chief Executive Officer (CEO)**

The Chief Executive Officer (SL2) is an appointment by the Board of Directors of E-MAS to act for and on behalf of E-MAS on all matters and subject to DAAL.

**3.1.3 Company Authorised Personnel**

Company Authorised Personnel (SL3) are persons identified and approved by the Board of Directors to execute the specified matters (item 3.5 Specific Condition) and **cannot be delegated to a mandate.**

**3.1.4 Head of Departments**

HODs (SL4) are restricted to their respective field of responsibility within E-MAS as defined in respective Job Description and may require a second signature as defined in this procedure. Relevant HODs are also subjected to responsibilities as identified under DAAL.

**3.1.5 Others**

Others (SL5) are restricted to their respective field of responsibilities and may require a second signature as defined in this procedure and only effective to staff authorised by the HOD and/or CEO.

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**3.2 Signature Mandate**

3.2.1 Appointment of Signature Mandate

The list of signatories for signature levels SL2 and SL4 shall be maintain by ADM in the form of hard copy and scan copy. Any addition or deletion to this list can only be done with the directive from the appropriate authority or superior signature level and as per the latest company organisation chart (Ref. No.: G00.OMG.M11110.BB.0005.\*).

Signature Level (SL)	Approving Signature Level / Authority
SL 2	SL 1
SL 3	SL 2 or/and SL 1
SL 4	SL 2
SL 5	SL 4

3.2.2 Temporary Delegation of Signature Mandate

A temporary signature delegation is the temporary transfer of his/her own signing power to another staff member during their absence. Prior to absences from the office, the relevant authorised signatory shall nominate up to two (2) mandate to sign for and on behalf of the said signatory. Mandate to sign correspondence/documents with “**For**” / “**f**” for differentiation and tracking purposes.

Signature delegations must be done by submitting the Temporary Signature Mandate Delegation Form (Appendix B, Ref. No.: G00.OMB.M14100.CD.1002.\*), **digitally signed** and submitted to ADM **via softcopy**. All submission shall be made by the Authoriser (i.e.: HOD/CEO) through company official email only. No submission on behalf of the authoriser is allowed except for the CEO, which can be submitted by CEO's Secretary or representatives.

All delegations shall have the **scope, limitations** and **time frame** clearly defined. ADM shall notify via Microsoft Outlook E-MAS Public Calendar to HOD’s and relevant parties for all delegation forms received before noon of the effective date.

A HOD may delegate up to two (2) mandate if he/she so wishes to. He/She may appoint a mandate (subordinate/deputy/supervisory) from the same department to represent departmental issues and another mandate (HOD or CEO) to act on his/her management responsibilities. Contrarily, a HOD may also appoint a peer to represent both department and management responsibilities.

Mandate/s may not act as signatory to the HOD in instances where he/she acts as both the requester and also as the approving authority. In unforeseen circumstances where the mandate/s may have to be away from the office, he/she must delegate the signing authority to a peer i.e. within the same department or within the HOD level, depending on the type of authorisation.

If a delegation of authority was not carried out, then the next higher level of authorisation shall be the approving authority. HODs have the responsibility to organise signature delegations for their department or section.

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### 3.2.3 Termination of Signature Mandate

The signature mandate will expire with immediate effect if a signatory leaves the company or if his/her signing authority is revoked.

### 3.2.4 Limitation to the Temporary Delegation of Signature Mandate

No temporary delegation listed below shall be allowed:

- Reports and Audited Financial Statements
  - Bank Authorised Signatories
  - Any other statutory reports which require the signatures of the Directors of the Company
  - HRD documents which have financial implications except for salary, bonus and increment (with prior approval on tabulation by CEO). Any deviation from this must be with CEO's approval
  - Corporate Tax Form and Indirect Tax Form
  - Register of Unclaimed Money
  - Approval of Purchase Orders
  - Letter of Employment, Immigration Bond, Staff Bond agreement, Staff Group Insurance
  - Contract for Services
  - Subcontractors Contract
- } Refer clause 3.5 for details

## 3.3 Required Signatories

### 3.3.1 Monetary Authorisation

#### 3.3.1.1 Payments and Bank Correspondence

Payments and bank correspondence signatories are determined by the latest Board of Director's Approval (i.e.: Latest Director's Circular Resolution and/ or Minutes of the Board of Director's Meeting) . Process flow for payment can be referred to Payment Procedure (Ref. No.: G00.OMA.M11160.CD.1020.\*).

#### 3.3.1.2 Purchase Orders

All Purchase Orders are to be approved by PRC HOD and any one of the Company's Director following the requirement under the Companies Act 2016. Refer to Purchasing procedure (Ref. No.: G00.OMU.M10540.CD.0008.\*).

#### 3.3.1.3 Claims

Process flow for advance requisition and settlement and flow chart of expenses claim can be referred to Advance Request and Claim Management Procedure (Ref. No.: G00.OMA.M11160.CD.1019.\*).

Process flow for travel expense claim can be referred to Business Travel Procedure (Ref. No.: G00.OMB.M11715.CD.1004.\*).



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Process flow for personal claim can be referred to Payroll and Salary Management (Ref. No.: G00.OMH.M11760. ZP.0001.\*).

#### 3.3.1.4 External Correspondence / Forms

Except for Company Secretarial Documents, all other document or written communications to external parties, which contain representations, warranties or any information require the CEO's signature.

Company Secretarial document e.g. Directors' Circular Resolution, Certified True Exact of the Resolution and correspondence will be prepared by the Company Secretary and signed by the Directors or the Company Secretary.

All staff must have their correspondence counter-initialed by their respective HODs before submission to the CEO for signature. The authorised signatories shall release the documents after signing. For more details, refer to the Document Control Procedure (Ref. No.: G00.OMM.M11160.DD.1003.\*).

#### 3.3.2 HR-Related Correspondence / Forms

HRD HOD is authorised to sign documents for Statutory, Government Bodies and other documents listed below:

- a) Immigration Department (Jabatan Imigresen Malaysia)
  - Authorisation letter to allow staff to act on company's behalf;
  - Cover letters for submission of applications; and
  - Other immigration related forms

The above documents are sign together with an appointed local manager.

- b) Income Tax Department (Lembaga Hasil Dalam Negeri)
  - Monthly Contribution Form (Form 39);
  - Notification of New Staff (CP22);
  - Notification of Leaver (CP21 & CP 22A) and
  - Other income tax related forms

For the yearly Employer's income tax earning assessment (E form) declaration, it requires authorised signatory of the CEO. In his absence, an appointed HOD shall sign in substitution.

- c) EPF – Employee's Provident Fund (Kumpulan Wang Simpanan Perkerja)
  - Monthly Contribution Form (Borang A);
  - Application of New Membership (KWSP 3); and
  - Other EPF related forms and letters
- d) SOCSO – Social Security Organisation (Pertubuhan Keselamatan Sosial)
  - Monthly Contribution Form (Borang 8A);
  - Previous Month's Monthly Contribution Form (Borang 8B);
  - Notification of New employee (Borang 2);
  - Notification of Resigned Staff (Borang 3);
  - Notification of Accident (All related documentations) and

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- Other SOCSO related forms and letters
  - Employee injured outside Klang Valley or coma/death or those who had accidents and are unavailable as they are recuperating at hometown (out station), HRD will sign Form 34 on behalf of the employee for the purpose of completion and submission to SOCSO
- e) HRD Corp – Human Resource Development Corporation (Kumpulan Wang Pembangunan Sumber Manusia)
- Monthly contribution and remittance form; and
  - Other HRD Corp related forms (for grants and claims)
  - Other correspondence letter
- f) Monthly remittance advice from employee salary deduction (e.g. Zakat, Tabung Haji, etc)
- g) Medical and Insurance
- Cover letter / notification to third party on all types of claims
  - Medical Surveillance letter (to individual staff)  
Guarantee Letter for Inpatient/Outpatient medical treatment
- h) Employee's support letter
- i) Staff Movement/ Allowance
- Confirmation letters and the relevant evaluation forms (standard with no deviation)
  - Acceptance of resignation (standard with no deviation)
  - Allowance letter to employee upon CEO's approval on comparison tabulation
- j) Examination Leave (Part Time)
- Examination leave based on field study (must be related to current job responsibilities)

It is the requirement of the statutory and government bodies that only the signature of a Malaysian Manager is accepted. In the event two (2) signatures are required for the above listed documents, an appointed HOD shall be responsible to sign as the second signatory.

All monetary related memorandums and/or recommendations pertaining to employee's salary, benefits and/or incentives, require the approval of the CEO. Except for welfare support documents can be signed by HRD HOD.

### 3.3.3 Internal Correspondence / Forms

Internal correspondence can be signed by the originator. If it is related to a form, which requires approval, then the originator must go through the verification and approval protocol from the relevant parties. For more details, refer to the Document Control Procedure (Ref. No.: G00.OMM.M11160.DD.1003.\*).

### 3.3.4 Purchase Requisitions

Purchase Requisitions (PRs) must bear two (2) signatures, namely the Requestor and his/her superior/HOD. For details on PR refer to Purchasing Procedure (Ref. No.: G00.OMU.M10540.CD.0008.\*).

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### 3.3.5 Technical Documents

For the required signatories and release strategy of technical documents, refer to Clause 13.1 of the Document Control Procedure (Ref. No.: G00.OMM.M11160.DD.1003.\*).

## 3.4 Signing of Documents

It is recommended that a name stamp provided by the company alongside the signature be used for easy verification and signatures to be in blue ink for easy identification of original documents.

## 3.5 Specific Condition

E-MAS contract document (Specific Matter) shall be approved jointly by any Director of the company and the authorised persons as approved by the Board of Directors.

Signatories under Specific Condition shall not be transferred unless approved by Board of Directors.

## 3.6 Discretionary Approval Authority Limit (DAAL)

Define levels of authority limits and are means of control to ensure good business practice and governance, with the aim to:

- Safeguard company assets
- Set the Level of Authority
- Introduce multiple levels of approval of large value spending
- Ensure spending is aligned with approve budgets
- To provide a level of Corporate Governance, tracking and traceability of spending
- Enable Directors, Management and Staff to effectively and efficiently undertake their responsibilities

Established a single reference point of authority limits, it may refer to other company documents and should be read in conjunction with those documents e.g.: Board of Directors' Resolution, etc

The DAAL has been approved by the BOD and the document is kept by FIN.

## 3.7 Zero-Tolerance Against Bribery and Corruption (MACC Act 2019)

ADM takes a zero-tolerance position against all forms of bribery and corruption within the department. This is in line with the Malaysian Anti-Corruption Commission Act 2009 (MACCA Act 2009).

We are committed to acting professionally in all our relationships and business dealings and will continue to stand by our values of honesty and moral responsibility.

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Employees are prohibited from making an offer or pay anything of value or accepting any gratification for any improper purpose whether directly or indirectly to influence any act or decision. Employees are also prohibited from asking or soliciting gifts from external parties.

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**Appendices****Appendix A - Specimen of Individual Signature Form**

(Ref. No.: G00.OMB.M11000.BA.1006.\*)

*- attached next page -*

**SPECIMEN OF INDIVIDUAL SIGNATURE FORM**

- This form is for SL 2 and/or SL 4 signatory only
- The signature is valid as long as the signatory is listed in the current organisation chart (Ref. No.: G00.OMG.M11110.BB.0005.\*)

Name	Specimen of Full Signature	Specimen of Short Signature	Date

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**Appendix B - Temporary Signature Mandate Delegation Form**

(Ref. No. : G00.OMB.M14100.CD.1002.\*)

*- attached next page -*

## TEMPORARY SIGNATURE MANDATE DELEGATION FORM

The delegation of temporary signing authority is governed by the guidelines set out in the Signature Mandate Regulation Procedure (Ref. No.: G00.OMB.M11160.CA.1002.\*). Temporary Signature Mandate Delegation Form shall be archived in softcopy form only and kept by FAD-ADM in a dedicated shared folder in the company server for Finance & Administration Department.

**Temporary Signature Mandate Delegation** is the temporary transfer of signing power to another staff member during an absence. This delegation is restricted by a time frame and by task scope/limitations. Up to two (2) mandates can be delegated at any one time.

### DELEGATION DETAILS

#### Details of Delegating Authority

Name : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Job Designation : CEO / HOD (please circle)  
 Signature Level : SL 2 / SL 4 (please circle)

The Delegated Proxy is hereby authorized to act as the signature substitute of the Delegating Authority under

SL2  SL4

Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_

#### Details of Delegated Mandate 1

Name : \_\_\_\_\_  
 Staff 3 Letter Code : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Job Designation : \_\_\_\_\_  
 Signature Level : SL 4 / SL 5 (Please circle)

Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Scope/Limitations : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### Details of Delegated Mandate 2

Name : \_\_\_\_\_  
 Staff 3 Letter Code : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Job Designation : \_\_\_\_\_  
 Signature Level : SL 4 / SL 5 (Please circle)

Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Scope/Limitations : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This temporary signature delegation is valid from \_\_\_\_\_ to \_\_\_\_\_

#### Legend/Note:

- SL 2 Chief Executive Officer
- SL 3 Company Authorized Person (Specific Condition items cannot be delegated Clause 3.5 as per the Signature Mandate procedure)
- SL 4 Head of Department
- SL 5 Others