

ERL Maintenance Support Sdn Bhd

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

MEMORANDUM

To: All Staff	Originator:	Thomas Baake / MdAzim
	Department:	CEO Office
	Tel:	+(60) 3-2267-7170
	Fax:	+(60) 3-2267-7770
	Website:	www.emskliaekspres.com
	E-mail:	Baake@KLIAekspres.com

Reference Number:
OMG.STF.M10000.1002.A

Date:
13-Dec-2021

Urgent Review Comment Reply Retain
 Action Info Note Call me Sign & Return

Attachment(s): None As listed below

Digital Signature Usage - General Information

Digital Signature governed by the Digital Signature Act (DSA) 1997 & Electronic Commerce Act 2006 defines that a person having the initial message can accurately determine whether the digital signature created corresponds to the signer's, and whether the message had been altered since the transformation was made.

Document Controller (DC) will recognize a digital signature if the relevant criteria are fulfilled;

- Adequately identify the Signer, i.e., using E-MAS official e-mail, i.e., @kلياekspres.com
- Adequately indicate the Signer's approval of the subject to which the signature relates.

DC accepts digital signature in blue colour on all original documents and black colour as copy for internal releasing, distribution or printing to distinguish between original and Non-controlled documents. Therefore, DC will process original documents listed below and release a copy for internal distribution:

- Procedure
- Memorandum (Memo)
- Report
- Minute Of Meeting (MoM)
- E-MAS Outgoing letter
- Departmental Manual

Respective departments whose internal process is governed by relevant laws and regulations shall observe related requirements and ensure compliance.

Reference Number: OMG.STF.M10000.1002.A

Date: 13-Dec-2021

Thank you.

Sincerely,



Thomas Baake
Chief Executive Officer

Attachments: Nil
cc: Nil