

ERL Maintenance Support Sdn Bhd

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

MEMORANDUM

To: EMS	Originator:	Thomas Baake / Md Azim
	Department:	CEO Office
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 Reference Number:
OMG.STF.M11400.1001.A

 Date:
22-April-22

<input type="checkbox"/> Urgent	<input type="checkbox"/> Review	<input type="checkbox"/> Comment	<input type="checkbox"/> Reply	<input type="checkbox"/> Retain
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Info	<input type="checkbox"/> Note	<input type="checkbox"/> Call me	<input type="checkbox"/> Sign & Return

 Attachment(s): None As listed below

Digitalisation Document Process

With reference to the above subject and the recent Memo on "Digital Signature Usage – General Information ref.no. OMG.STF.M10000.1002.A, and Document Control Procedure ref.no. G00.OMM.M11160.DD.1003.A respectively in processing E-MAS correspondence specifically for both Internal and Technical documents.

Moving forward for standardisation in processing the E-MAS Office Templates where Internal & Technical documents are concerned, shall be processed via digital / softcopy only. Therefore, effectively on **1st May 2022** onward, Document Controller (DC) will only accept the following documents from E-MAS Office Templates in digital format i.e. PDF format:

- Memo (Memorandum)
- Report
- MoM (Minutes Of Meeting)
- Executive Paper
- Procedure

No print or hardcopy for these documents and DC will only provide the original signed PDF copy only if there's a request from the respective department.

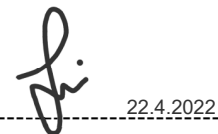
Thank You.

Sincerely,



 22/04/2022

Thomas Baake
Chief Executive Officer

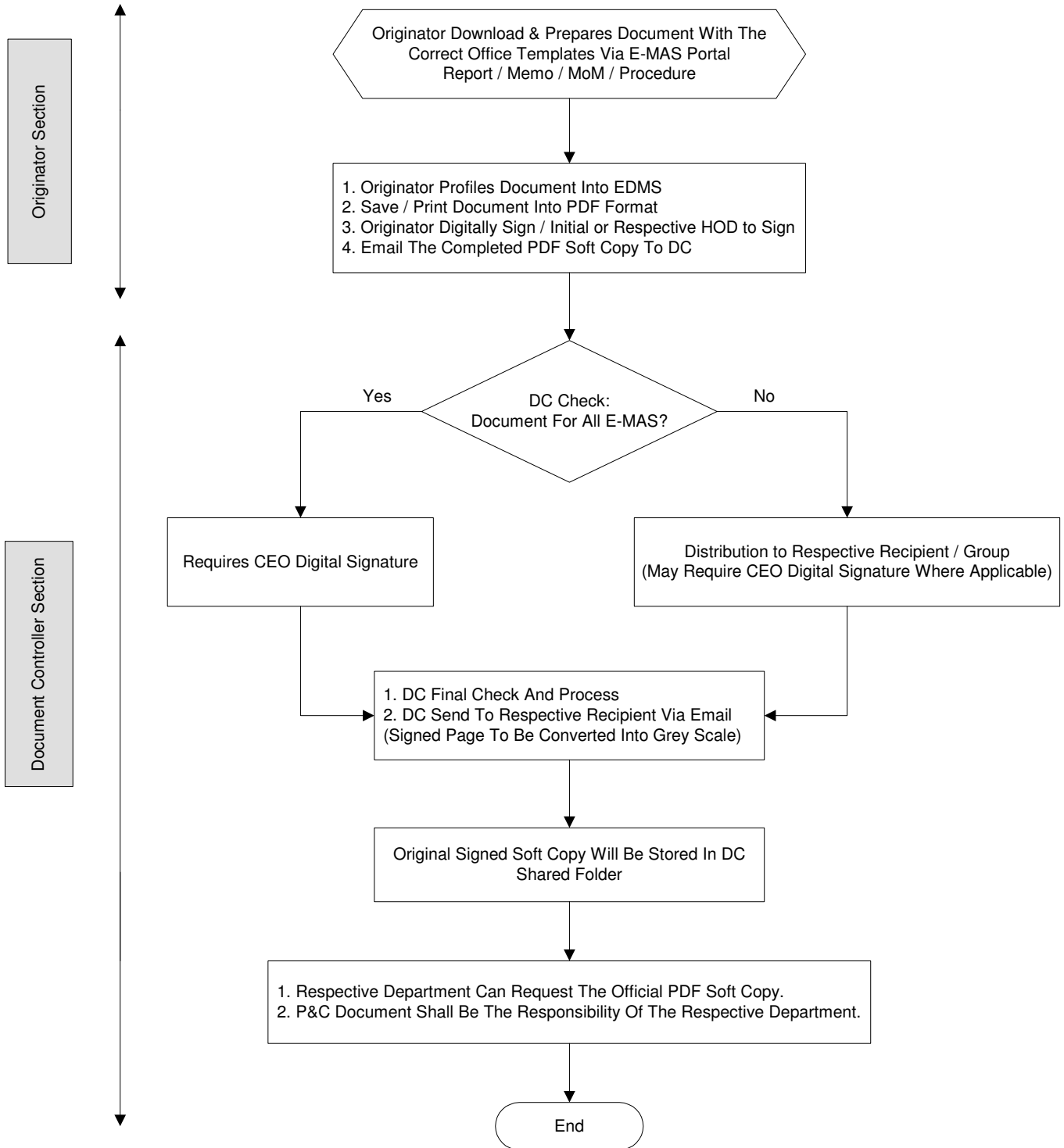


 22.4.2022

Muhammad Azim
Document Controller

Attachments: Digitalisation Document Process Flow (ref.no. G00.OMM.M11400.BK.1003.A)
cc: Nil

Digitalisation Document Process Flow



Note:

1. Originator to give clear instruction to DC for any deviation processes / request.
2. All private and confidential document must clearly indicate before submitting to DC.
3. Originator is advised to inform DC if the document require CEO initial /remark before processing.
4. The process flow is applicable when the correct office template is used.