
Memorandum

From: Ong Han Hooi

To: All Staff

Date: 26/01/2026

C.c Board of Directors

Claim Reimbursement – Cut-off Date & Payment (Effective from March 2026)

Please be informed of the claim reimbursement procedure:

- **Cut-off date:** 5th of every month
- **Payout date:** End of the month
- **Payment method:** Reimbursement will be made via **e-payment**

Kindly ensure that all claims are submitted before the cut-off date to facilitate timely processing.

Thank you.

HanHooi

Ong Han Hooi