

Interaction	Control/Activities	Records
<pre> graph TD Start([Start]) --> Step1[1. Finance to check HLBB on line on daily basis] Step1 --> Step2a[2a. Broking staff will furnished info to Finance] Step1 --> Step2b[2b. Finance get info from HLBB & inform Broking to furnish details] Step2a --> Step3[3. Broking to update CMB and provide supporting to Finance] Step2b --> Step3 Step3 --> Step4[4. Finance to post transaction in CMB.] Step4 --> Step5[5. Provide official receipts to brokers/clients (upon request)] Step5 --> End([End]) </pre>	<ol style="list-style-type: none"> 1. Finance will check HLBB on-line for any TT/Direct bank-in transaction on daily basis. 2. Client TT/Direct bank in to Anika's bank account. <ol style="list-style-type: none"> (a) Client will inform our Broking staff. Subsequently, the Broking staff will furnished Finance on the information pertaining the TT/Direct bank-in. (b) If Client did not inform our Broking staff, Finance will check with HLBB to get the payee information. Once HLBB reply by email or verbally by phone, Finance will immediately inform Broking staff. Broking staff will check with their client on the payment details. 3. If the money is credited to our bank, Finance will email to Broking staff requesting them to update ClearMind Broker (CMB) and provide supporting document to Finance for record purpose. 4. Broking staff to inform Finance to post the transaction once they have updated in CMB. 5. A copy of the computerised official receipts will be provided to brokers or clients (upon request). 	<ul style="list-style-type: none"> • HLBB online • CMB • CMB • Official Receipt

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