

Interaction	Control/Activities	Records
<pre> graph TD     Start([Start]) --&gt; Step1[1. Print Introducer Report Detail]     Step1 --&gt; Step2[2. Verify Introducer Report Detail]     Step2 --&gt; Step3[3. Check the ICP accounts for payment processing]     Step3 --&gt; Step4[4. Identified the transaction due for payment]     Step4 --&gt; Step5[5. Cheque will bank in to ICP Account or pass cheque to HOD (upon request).]     Step5 --&gt; End([End])                     </pre>	<ol style="list-style-type: none"> <li>1. Print the Introducer Report Detail by Brokerage Settled from CMB</li> </ol>	<ul style="list-style-type: none"> <li>• Introducer Report Detail by Brokerage Settled</li> </ul>
	<ol style="list-style-type: none"> <li>2. Verify the Introducer Report Detail whether the brokerage have been received.</li> </ol>	
	<ol style="list-style-type: none"> <li>3. Finance staff will check the ICP accounts for payment processing within 60 days. Payment shall only be made for transactions where brokerages have been received, and also on adhoc basis as per Broking HOD request upon receipt of payment received from client.</li> </ol>	
	<ol style="list-style-type: none"> <li>4. Identify ICP transaction which is due for payment and pass to payment staff to process payment.</li> </ol>	
	<ol style="list-style-type: none"> <li>5. a) After cheque is signed, the cheque will be bank in directly to ICP bank account. For ICP with no bank account, the cheque and remittance advice will deliver to ICP correspondence address via normal post.  b) Upon request, Finance will pass the cheque to Broking HOD.</li> </ol>	<ul style="list-style-type: none"> <li>• Cheque</li> <li>• Remittance Advice</li> </ul>

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