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**Memorandum**

**From:** Stephanie Lim  
Chief Executive Officer

**To:** All Staff

**Date:** 25.5.2026

**C.:** Board of Directors

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HR/Memo/5/2026/031

**Approval Requirement for Training and Purchases**

Dear All,

Please be informed that all requests for **training, courses, seminars, workshops, and company purchases** require **prior approval from the CEO** before any arrangements are made.

Kindly ensure **no bookings, registrations, or purchases** are made without **written approval**.

Thank you for your cooperation.



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Stephanie Lim  
Chief Executive Officer