

EMPLOYEE INDIVIDUAL STAMP

Instruction:

This policy outlines the use of the Employee Stamps, which are produced for each employee authorized to approve invoices, quotations, pro-forma invoice and other documents related to payment procedure as per TCG and subsidiaries Authorization Matrix Reference# TCG000/B17-V1.0-04052017.

USAGE INFORMATION

Production:

Each stamp contains the Employee No., Full name, Date & a line for the signature. The stamp rubber should be changed or destroyed upon completion of employment or termination of contract.

Access:

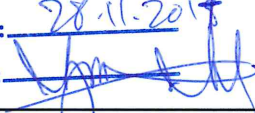
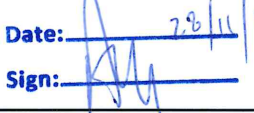
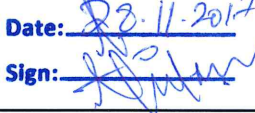
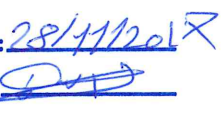
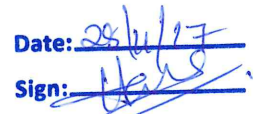
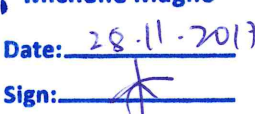
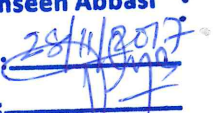
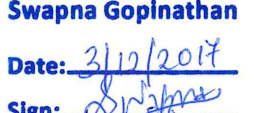
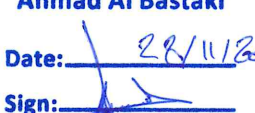
The stamps should be kept in a secure and locked location and only accessible by the owner. They should not be accessed without notification and authorization of the owner of the stamp. Employees who have stamp are fully responsible for the safety of his/her own stamp.

Procedure:

Invoices, quotation, pro-forma invoice and other documents related to payment process without the stamp of the senior employee/line manager will be rejected for payment processing by the Finance Department.

Only the owner shall use the stamps, in situations where the line manager is not available, the next senior employee will be only authorized to use the stamp on behalf of the owner in an urgent cases only with the advance notification and approval of the owner to use the same.

ACKNOWLEDGEMENT OF RECEIPT OF STAMP

Emp. No: CBS033 Ayman Al Awadhi Date: <u>28.11.2017</u> Sign: 	Emp. No: CBS046 Adel Al Awadhi Date: <u>28/11/17</u> Sign: 	Emp. No: CBS023 Hesham Hashim Date: <u>28.11.2017</u> Sign: 
Emp. No: CBS068 Dania Alzaybak Date: <u>28/11/2017</u> Sign: 	Emp. No: CBS006 Hashik Haneefa Date: <u>28/11/17</u> Sign: 	Emp. No: CBS028 Michelle Magno Date: <u>28.11.2017</u> Sign: 
Emp. No: CBS047 Tahseen Abbasi Date: <u>28/11/2017</u> Sign: 	Emp. No: CBS070 Swapna Gopinathan Date: <u>3/12/2017</u> Sign: 	Emp. No: CBS059 Ahmad Al Bastaki Date: <u>28/11/2017</u> Sign: 
Emp. No: CBS071 Archana Mukunthan Date: _____ Sign: _____		