

**Notice on Launching Hengyi Industries Intranet and
OA Process Information System**

**关于启用恒逸文莱公司内部网站和
业务流程信息系统的通知**

All Departments:

各部门：

In order to standardize the management of corporate information platform and raise the efficiency of communication, in accordance with the management's instructions, the Hengyi Industries intranet and OA processes are hereby officially launched. Please be informed of the following instructions:

为规范公司内部信息平台管理，提高工作效率，根据公司领导要求，定于 4 月 26 日正式启用恒逸文莱公司内部网站和业务流程信息系统。现将具体内容通知如下：

I. Hengyi Industries Intranet

恒逸文莱公司内部网站

1. Hengyi Industries intranet, in its bilingual form, is the only platform where information and documents are released and shared. Please be informed that future department announcements and notices are required to be released on the Hengyi Industries intranet instead of WeChat groups or emails.

恒逸文莱公司内部网站是公司唯一的信息发布及文件传递平台，为中英双语版，部门各类通知、公告要逐步从微信、邮箱

发布转变到在公司内部网站发布。

2. Users are required to log in to get access of HYBN intranet. Username will be the staff ID number and initial password is 123456. Heads of departments are required to train their department staff to familiarize to use company intranet and keep all relevant information as confidential.

网站需登录后访问。登录名为员工工号，初始密码为 123456，各部门应要求所有员工逐步熟悉和使用公司内部网站，并做好网页保密工作。

3. Intranet administrators from each department are required to update department webpages and manage staff accounts within the department accordingly to ensure the security of the intranet. Departments that have not yet nominated administrators are required to contact MIS to confirm by 30 April 2019.

各部门网页管理人员应定期维护部门页面，及时增减部门人员账号，确保网站访问安全受控。目前尚未指定管理员的部门，应于 2019 年 4 月 30 日前与信息管理部联系确认。

4. Website contents should be bilingual (both Chinese and English), with English version followed by Chinese version. In any case, the titles must be written in both languages. Releasing, editing and deleting of any contents must be done through the administrator account.

发布在各级页面的内容，原则上必须中英双语，英文在前中文

在后。特殊情况下，必须保证标题为双语。文件发布、编辑、修改、删除等须登录管理网址。

5. Currently the intranet is under improvement. Staff from all departments are supposed to browse the website often to identify any issues and report to department intranet administrators in time. All suggestions should be addressed to Li Feiyan of MIS and Wang Haiqing of CEO Office.

目前，网站仍在不断优化完善中，请各部门及时登录浏览，如出现各类问题请及时反馈至部门网站管理员，由部门网站管理员集中将意见汇总后与信息管理部李飞燕、总经理办公室王海庆联系处理。

Intranet address: brunei.hengyi.com

网站地址: brunei.hengyi.com

Administrator address: brunei.hengyi.com/admin

管理地址: brunei.hengyi.com/admin

II. HYBN OA Process Information System

恒逸文莱公司业务流程信息系统

1. the portal of HYBN OA Process Information System is: Intranet Frontpage – Business System – OA. System language can be set when logging into the website.

恒逸文莱公司业务流程信息系统访问入口为：公司内网主页——业务系统——OA。登陆时可选择系统语言。

2. All OA processes are named in the format of “HYBN” plus

four digits, where the first two digits represent department code and the last two digits represent OA sequence numbers.

业务流程均为“HYBN”+四位数字组成，其中前两位数字为流程所属部门代码，后两位数字为程序号。

3. To ensure a smooth transition, previous OA processes will be in use in tandem with new OA processes bearing the wording “HYBN”. Expiry time for previous OA processes remains open. All staff are recommended to use the HYBN OA processes as preferences.

为确保转换期各类流程流转正常，现阶段，原流程与新流程并行运行，停用时间另行通知，请各部门优先使用恒逸文莱公司流程。

4. Currently, the OA processes are in testing stage. Any issues encountered can be addressed to Corporate Management, CEO's Office.

目前，业务流程信息系统处于公共测试阶段，在使用中如遇各类问题，请及时与总经办企管联系处理。

Please be kindly informed.

特此通知。

CEO's Office 总经理办公室

26 April 2019