

Notice on the Application and Reapplication of Staff ID Cards

关于一卡通办理和补办的通知

All Departments / 各部门：

Currently the canteen management team under CEO's Office is in charge of printing and distributing staff ID Cards for the staff. To standardize management, the following notice is hereby released for your reference.

目前员工一卡通暂时由总经理办公室餐厅管理团队负责打印和分发，为规范管理，现将有关事项通知如下：

1. New arrivals should bring with them the *Notice for Applying Staff ID Card* (Attachment 1) to Logistics Office (Room 110 of Office Building) in order to apply for the card.

新员工报到后，凭人力资源部出具的《一卡通办理通知单》（附件1），到后勤办公室（办公楼110）办理一卡通。

2. The staff ID Card is the only valid ID card for staff within the company, equipped with multiple integrated functions as work pass, attendance card, meal card and access card.

一卡通是员工在公司内通行的唯一、合法、有效证件，已实现了工作证、考勤卡、餐卡、门禁卡等功能整合。

3. In cases of loss, damage or invalidity of the staff ID Card, reapplication requires a card expense of BND 20 dollars.

员工一卡通因丢失、破损、失效需补办的，须缴纳工本费 20 文币。

4. Reapplication procedures are listed here: first applicant should fill in the *Reapplication Form of Staff ID Card* (Attachment 2), then the form has to be reviewed by HOD and then by HR department, after which applicant should make payment at Finance Department, and finally can go to Logistics Office for reapplication with the payment receipt.

一卡通补办程序：员工填写《一卡通补办申请单》（附件 2）——部门领导审核——人力资源部审核——财务管理部缴纳补卡费后取得凭证——总经办餐厅管理团队补办新卡。

5. HSE Department is in charge of authorizing door access functions to staff ID Cards in accordance with HSE regulations and procedures.

一卡通的门禁授权由 HSE 部负责并按相应程序办理。

6. In case of application of temporary staff ID Cards for service suppliers, applicant must fill in the *Application Form of Temporary Staff ID Card* (Attachment 3) for the application. Temporary cards are subject to the above regulations and must be returned after permitted use period.

因供应商就餐等原因需办理一卡通临时卡的，须填写《临时卡申请单》（附件 3），并限期收回。

The above is hereby notified.

特此通知。

Attachment 附件：

1. Notice for Applying Staff ID Card 一卡通办理通知单

2. Reapplication Form of Staff ID Card 一卡通补办申请单

3. Application Form of Temporary Staff ID Card 一卡通临时卡 申请单

总经理办公室
2019 年 9 月 21 日

Attachment 附件 1:

Notice for Applying Staff ID Card
一卡通办理通知单

CEO's Office 总经理办公室:

Please assist in the application of staff ID Card for new colleague as below. 请为以下新入职员工办理一卡通证件。

Name		Department	
Post		Card No.	

Signature of HR HOD /人力资源部领导签名:

_____ (DD) _____ (MM) _____ (YY)

(Page 1 to be reserved by HR Department / 第一联: 人力资源部留存)

Notice for Applying Staff ID Card
一卡通办理通知单

CEO's Office 总经理办公室:

Please assist in the application of staff ID Card for new colleague as below. 请为以下新入职员工办理一卡通证件。

Name		Department	
Post		Card No.	

Signature of HR HOD /人力资源部领导签名:

_____ (DD) _____ (MM) _____ (YY)

(Page 2 to be reserved by CEO's Office / 第二联: 总经理办公室留存)

Attachment 附件 2:

Reapplication Form of Staff ID Card

一卡通补办申请单

Applicant 申请人		Application Date 申请日期	
Reasons of Reapplication 补卡原因			
Review by HOD 部门负责人审核			
Review by HR Department 人力资源部审核			
Payment Receipt 缴款凭证 (Paste) (粘贴)			
Status of Application 办理情况			

Attachment 附件 3:**Application Form of Temporary Staff ID Card****一卡通临时卡申请表**

Application Department 申请部门		Applicant 申请人	
Quantity of Application 申请数量		Application Date 申请日期	
Reasons of Application 情况说明			
Department of Users 使用人单位			
Permitted Use Period 使用时限			
Payment 费用支付	Paid by Hengyi: <input type="checkbox"/> Paid by User: <input type="checkbox"/> 公司支付: <input type="checkbox"/> 使用人自理: <input type="checkbox"/>		
Review by HOD of Application Department 申请部门 负责人审核			
Review Record and Status of Application 审核及办理情况			