

# **Notice on the Integration of OA Processes**

## **关于整合业务流程的通知**

**All Departments:**

**各部门:**

**In order to unify and standardize all kinds of processes, the corporate OA process for the operational phase will be further integrated since it has been tested online for several months.**

**Detailed requirements are as follows:**

公司运行期业务流程已上线测试运行数月,为确保各类流程的唯一性和规范性,现进一步整合公司业务流程,具体要求如下:

**1. Hengyi Industries will officially adopt the OA process for the operational phase starting with HYBN in October 24<sup>nd</sup>, 2019. Please reference the attachment 1 - *HYBN OA Process List*. All departments shall initiate and handle business process through the new OA process.**

10月24日起,正式启用以“HYBN”开头的恒逸文莱公司运行期业务流程,详见附件1《HYBN业务流程清单》,请各部门使用新流程发起、处理各类业务。

**2. The 8 original processes will be temporarily remained and integrated under the column of Hengyi Industries - Construction Phase considering the work cohesion between the construction**

**phase and the operation phase. Please reference the attachment 2 - *Retention OA Process List*.**

考虑工程期与运行期工作衔接，暂时保留 8 个原有流程，整合在“恒逸文莱-工程期”栏目下，详见附件 2《保留业务流程清单》。

**3. Hengyi Industries employees and PMC personnel will not be able to use the 78 original OA processes since they will be deactivated in October 28<sup>th</sup>, 2019. Please reference the attachment 3 - *Deactivated OA Process List*.**

2019 年 10 月 28 日起，停用 78 个原有业务流程，详见附件 3《停用业务流程清单》，届时恒逸文莱公司员工及 PMC 人员将无法继续使用。

**4. In order to ensure the smooth integration between the old and the new processes, all functional departments please conclude the unsettled original OA processes before they are deactivated.**

为确保新旧流程整合工作顺利进行，请各职能管理部门在原有流程停用前，尽快办结未归档的原有业务流程。

**5. Please refer to attachment 4 - *Common Process Integration Cross-references* for the integration of common OA processes, and all departments shall guide the employees to familiarize with them as soon as possible.**

常用业务流程整合情况详见附件 4《常用流程整合对照表》，请各部门引导员工尽快熟悉。

**6. Please contact Wang Haiqing of CEO Office and Wu Bin of IT Departement for any abnormalities or issues encountered during the integration of OA processes.**

业务流程整合期间如出现异常及疑问,请及时与总经理办公室王海庆、信息部吴彬联系。

**Attachments 附件:**

- 1. HYBN OA Process List HYBN 业务流程清单**
- 2. Retention OA Process List 保留业务流程清单**
- 3. Deactivated OA Process List 停用业务流程清单**
- 4. Common Process Integration Cross-references 常用流程整合对照表**

**CEO Office**

**October 24<sup>nd</sup>, 2019**