

Notice on the Application and Reapplication of Staff ID Card

关于员工卡办理和补办的通知

All Departments / 各部门：

Currently, CEO's Office is in charge of printing and distribution of Staff ID cards for all the staff. To standardize its management, the following notice is hereby released for your reference.

目前员工卡暂由总经理办公室负责制作，为规范管理，现将有关事项通知如下：

1. New staff shall bring with them *Notice for Applying Staff ID Card* (Attachment 1) to Room 319, Main Office Building to apply for the ID card. Wang Minglei (Mobile: 8233815) will be the focal person for the process.

新员工报到后，凭人力资源部出具的《员工卡办理通知单》（附件 1），到办公楼 319 办公室办理员工卡，经办人为王明雷，电话：8233815。

2. Staff ID card, as the only legally valid certificate for the staff to access freely within the company, has already integrated multiple functions like work pass, attendance card, meal card and door access card, which shall be cherished by all employees.

员工卡是员工在公司内通行的唯一、合法、有效证件，已实现工作证、考勤卡、餐卡、门禁卡等功能整合，员工应该珍惜使用。

3. In cases the Staff ID card is lost, bent, damaged or expired due to poor storage or improper usage, staff shall pay 10 BND as the production fee for reapplication. However, for Staff ID card

damaged due to normal wear and tear, staff can apply for its reissuance freely.

员工卡因保管或使用不当，造成遗失、破损、失效需要补办的，须缴纳工本费 10 文币。正常磨损导致无法使用的，免费更新。

4. Staff ID card reapplication procedures are as follows: staff filling in the *Application Form for the Reissuance of Staff ID Card* (Attachment 2) - responsible department HOD review & approval - HR Dept. review & approval - payment receipt of production fee by Finance Dept - reissuance of Staff ID card by CEO's Office.

员工卡补办程序：员工填写《员工卡补办申请单》（附件 2）——部门领导审核——人力资源部审核——财务管理部缴费后取得凭证——总经办补办新卡。

5. HSE Dept. shall be responsible for the authorizing of adding door access function to Staff ID Cards in accordance with relevant HSE regulations and procedures.

员工卡门禁授权由 HSE 部负责按相应程序办理。

6. For personnel like external visitors requiring to dine on island, the receiving department should apply through the HYBN-0124 process. In cases of large crowds dining for long time, the receiving department shall fill in the *Application Form for Temporary Card* (Attachment 3), and apply for the temporary card at Room 110, Main Office Building with Joanne/Lim Boon Haw , Tel: 8676726 / 8796807.

外部访客等人员有就餐需要的，接待部门须通过 HYBN-0124 流程申请。就餐人数较多或时间较长的，须填写《员工临时卡申请

单》（附件 3），到办公楼 110 办公室申请临时卡，经办人为 Joanne / Lim Boon Haw，电话：8676726 / 8796807。

Please be informed.

特此通知。

Attachment 附件：

- 1. Notice on the Application of Staff ID Card 员工卡办理通知单**
- 2. Application Form for the Reissuance Staff ID Card 员工卡补办申请单**
- 3. Application Form for Temporary Card 员工临时卡申请单**

总经理办公室

2020 年 9 月 28 日