



MEMO

DATE	08 th June 2018	REF NO.	MEMO/AHOSS/02/2018
TO	All Business Units/Operating Units/Service Units		
CC	GCEO/COO/GPC/RPC/PC/CM Thong/ACM Ting/AGFC		
FROM	Assistant Head of Support & Services		
SUBJECT	Announcement Regarding Theft and Security in Office		

The above matter refers.

Kindly note that the management had received several report of theft cases in SOPB HQs. Although the management had placed extensive security measures to prevent unauthorized access to our premises, it is vital for all employees to take preventive actions to ensure the safekeeping of company property and personal belonging. Any theft case has to be reported as soon as possible.

Please be advised that this is a criminal offense and should anyone be caught, stern action will be taken.

Regards,

A handwritten signature in black ink, appearing to be "JLTI", is written above the printed name.

JOSEPH LING TIONG ING
Assistant Head of Support & Services