



MEMO

DATE	16 May 2018	REF NO.	Memo/GCEO/076/2018
TO	All Business Units/ Operating Units/ Service Units		
FROM	GCEO		
CC	COO, GPC, RPCs, PCs, CM Thong, ACM Ting, AGFC, APCs, GM Fong		
SUBJECT	Guest House for Staff Visiting to Estates/ Mills		

The above subject and memo dated 7th March 2018 with reference no. Memo/AHOSS/01/2018 pertaining to Guest House in Estate and Mill refer.

Further to the memo dated on 7th March 2018, all staff visiting to the Company estates and mills from either headquarters or other locations are to be reminded and strictly obliged to stay in the guest house provided by estate/ mill should overnight stay is required.

Please be informed that any accommodation expenses outside guesthouse (eg: hotel/ meal claim) due to any private or last minute arrangement shall not be borne by the Company. Therefore, all staff are strictly advised to plan ahead and inform estate/ mill staff for their further arrangement on guest house, meal and others.

Meanwhile, all estates and mills are to ensure that all the guesthouse shall be equipped with basic fixtures and fitting in order to enable visitor staff to stay overnight and carry out their duties.

Please be guided accordingly.

Thank you.

PAUL WONG HEE KWONG
Group Chief Executive Officer

or.