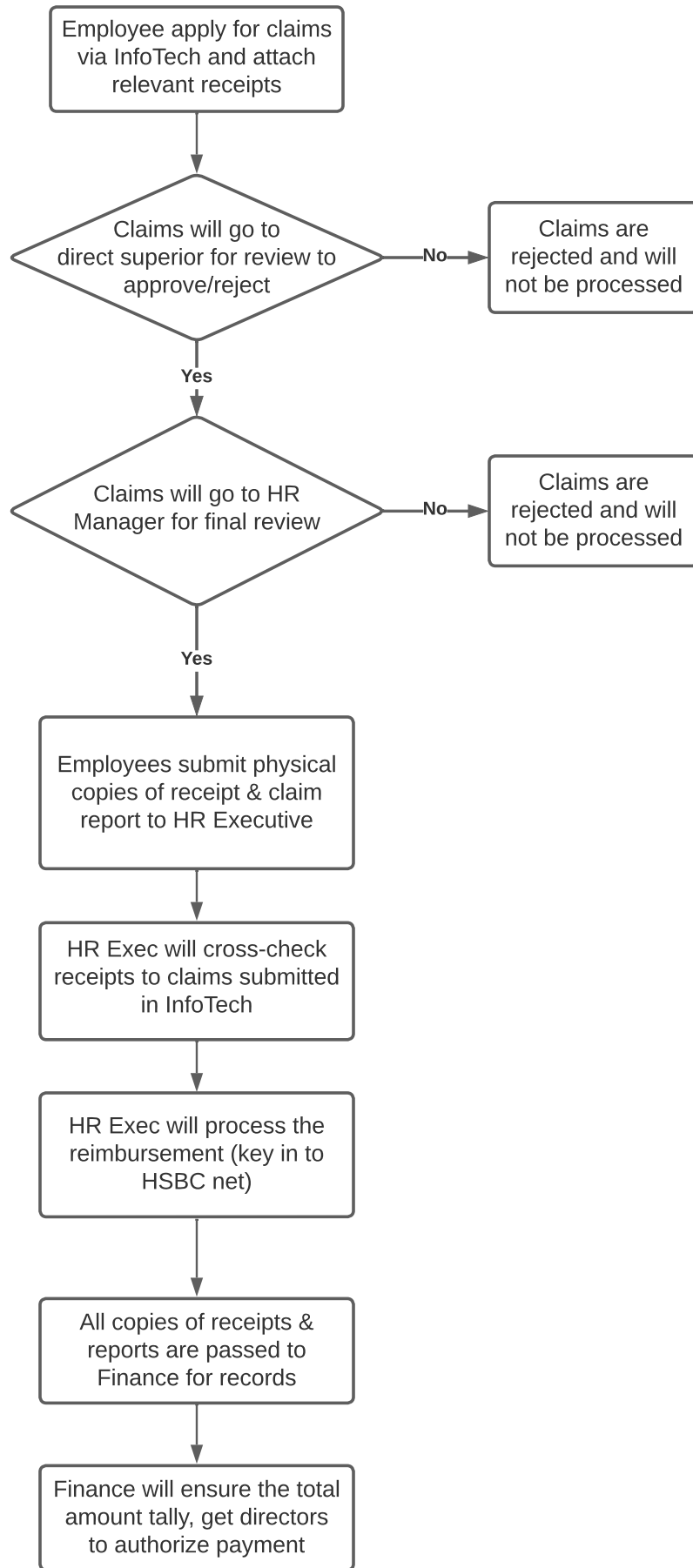


# Claims Policy



Final approval cut off date - 10th of every month

Purchases/spendings on behalf of company RM200 & above - has to submit request in Wrike to get HR Manager to purchase

Entitlements - meals/petrol/tolls are ok

Provision: avoid using personal cash for company purposes