

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 3 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			AE	
100	SECRETARIAL AND LEGAL			
SEC/101	Company Documentation	Register of Business (ROB), Register of Company (ROC), Forms 9, 24, 44, 49, 32, etc	Yes	
SEC/102	Agreements	Joint Venture/Partnership Agreements, Tenancy Agreements, Agency Agreements, Business Agreements, etc.	Yes	
SEC/103	Legal Matters	Law suites, legal letters to collect debts, etc.	Yes	
SEC/104	Secretarial & Legal Matters - General	All of the above (for Branch or Site Office use)	Yes	