

HEXATECH	COMPANY ADINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 4 of 17
	<b>Company Filing Index (CFI)</b>	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			AE	
<b>ADM</b>	<b>COMPANY ADINISTRATION (ADM)</b>			
ADM01	Company Policies, Rules and Regulations	Any policies relating to company operations besides quality system processes	Yes	
ADM02	Office and Staff Administration	Office procedures and matters relating staff welfare	Yes	
ADM03	Company Annual Dinner, Meeting and Conventions	Programmes, Minutes of meetings, Agenda, etc	Yes	
ADM04	Company Profile and Advertisement	Graphic designs for profiles, adverts, etc	Yes	
ADM05	Computerization, Other Maintenance and Services	Systems Administration, Computer Services, Cleaning Services, Air-Cond Maintenance, Laundry Services, Intercom/PABX Services, Photostating Services, Office Equipment Repair & Maintenance Services, Medical Clinics Panel, Petrol Cards, etc	Yes	
ADM06	Licensing Documentation	JBE, Telekom, CIDB, Petronas, PKK, TNB, JKR	Yes	
ADM07	Government Documentation	Kementerian Sumber Manusia, EPF, SOCSO, IRB, etc.	Yes	
ADM08	Administration Matters - General	All of the above (for Branch or Site Office use)	Yes	