

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 6 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			FAM	
FIN	FINANCE AND ACCOUNTING (FIN)			
FIN01	Accounting & Financial - Policies, Rules & Regulations	Policies, rules & regulations pertaining to finance and accounting matters.	Yes	
FIN02	Credit Facilities	Leasing, BG, BA, Performance Bond, Letter of Credit, Overdraft, Bank Draft, etc.	Yes	
FIN03	Management Accounting & Financial Audit	Management accounting reports such as cash flow, profit & loss, balance sheet, trial balance, audit reports, financial statements, etc.	Yes	
FIN04	Bank Statements	Statement of accounts from bank, etc	Yes	
FIN05	Company Assets & Depreciation	List of office equipment, plant and machinery, test equipment, furniture and fittings, vehicles, office renovation, property with date of purchase, purchase cost, accumulated depreciation, NBV, etc.	Yes	
FIN06	Taxation, GST and Duties	Corporate income tax, sales tax, service tax, import/export duties, etc.	Yes	
FIN07	Insurance	Life/PA/Medical insurance for employees, workmen compensation insurance, all risks insurance, fire/burglary/stockholding/cash-in-transit insurance, insurance bond, any other insurance requirement in support of company operations, vehicle insurance, etc.	Yes	
FIN08	Utility Bills	Bills on electricity, water, gas, sewage, solar power, etc.	Yes	
FIN09	Accounting Monthly Reports	Filing of printed receivable, payable, inventory, cash book, P&L, trial balance, balance sheet, etc. derived from automated accounting system.	Yes	
FIN10	Vendor Delivery Order & Invoices	Filing of vendor's delivery order, invoices, vendor credit notes, vendor debit notes, carriage claims, etc	Yes	
FIN11	Accounting Vouchers	Filing of petty cash vouchers, payment vouchers, journal vouchers, debit and credit notes, etc.	Yes	