FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			FAM	
FIN	**FINANCE AND ACCOUNTING (FIN) - Continued**			
FIN12	Building Tenancy & Machinery Lease	Building rental, tenancy agreement, machinery lease, etc.	Yes	
FIN13	Vehicle Documentation	Records of vehicle, road tax, registration cards, etc.	Yes	