

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 10 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	
			PM	
<b>PRM</b>	<b>PROJECT MANAGEMENT (PRM)</b>			
PRM01	Tender Documentation	Pre-qualification document, Tender documents, Tendering Fees, Earnest Money, etc	Yes	
PRM01/YY/0001/TN/01	Tender - Project A (Specify full project name)	All tender documents, Suppliers and Sub-Contractor quotations relating to Project A	Yes	
PRM01/YY/0002/TN/01	Tender - Project B (Specify full project name)	All tender documents, Suppliers and Sub-Contractor quotations relating to Project B	Yes	
PRM01/YY/0003/TN/01	Tender - Project C (Specify full project name)	All tender documents, Suppliers and Sub-Contractor quotations relating to Project C	Yes	
PRM02	Contract Documentation	Main Contract, Sub-Contract, Letter of Award, Memorandum of Understanding (MOU), Memorandum of Acceptance (MOA), etc	Yes	
PRM03	Project Management Documentation	Appointment of Manager in charge of Project, Project Pre-Planning and Mobilization instructions, etc	Yes	
PRM04	Design & Development	All documents relating to Design & Development		