



MEMO

TO : All Senior Project Managers/Project Managers, Site Managers, Site QS's
FROM : Executive Director – Design & Estimates
SUBJECT : LABOUR SUB CONTRACT PAYMENTS
DATE : 9th July 2019
CC : Chairman, CEO, All Directors, All GMs & DGMs

This is with further to the MEMO issued by me on 14th June, 2019 on "LABOUR SUBCONTRACT PAYMENTS"

Whilst thanking you for adhering to the instructions given in the aforementioned MEMO and although the billing process was successfully completed with a minimum of issues, a review of the process, identified a few grey areas, which need attention to further improve the system. Therefore, you are requested to note the following changes and follow same in the forthcoming payments:-

01. Difficulties were noted in forwarding the Authority sheets separately to the sites, due to the requirement of issuing some payments by Head Office and putting on hold certain other payments, resulting in considerable time being wasted in sorting out the authorities. Therefore, henceforth, the site QS is given permission to print the Authority sheets and the site QS shall take 2 printout per Subcontractor and issue to the site administration staff, for them to issue the cheques with the signature of the subcontractor on 1 authority sheet.
02. Signed Authority sheet should be then forwarded to the Head Office QS division within 14 days
03. In order to sort out the cheques that are to be put on hold due to the absence of salary settlement sheet, the Site QS staff should submit the salary settlement sheets of the previous payment latest by Wednesday (i.e. 2 days prior to the payment of next cheque) and accordingly the Head Office QS staff to issue a list of "on hold" cheques to Accounts division by 12 of Thursday.
04. List of the Subcontractors who usually collect cheques from Head Office should be a permanent list, so that, cheques of these permanent Subcontractors can be retained at HO and issued to them directly from HO. Therefore, please issue a permanent list of Subcontractors who intend to collect the cheques from HO.
