

Date : 29<sup>th</sup> August 2017

To : Valued Supplier

Dear Sir/Madam,

**ISSUANCE OF PURCHASE ORDER OR LETTER OF AWARD**

Please be informed that only the Group Centralised Procurement (GCP) / Contract Management (CM) department is authorized to issue "*Purchase Order or Letter of Award*" to our suppliers.

The company shall not entertain or be held liable for any payment for delivered goods or completed works/services which have not been properly authorized by GCP/CM and/or are not supported by "*Purchase Order or Letter of Award*".

As such, suppliers are advised to comply strictly with the above mentioned.

Your kind attention and co-operation would be highly appreciated.

Thank you.

Yours faithfully,



Yau Weng Jee  
Assistant Vice President  
Group Centralised Procurement