



**Applying Procedure for Personal Expenses (RMB)  
(For Hong Kong Staff use only)**

1. Staff should complete the application form (refer the attached e-form) and send it to the General Manager of China GS by e-mail.
2. General Manager of China GS will notify the staff regarding the applicable exchange rate and forward the staff's application to EVP (G.S.) by email.
3. EVP (G.S.) approves the deduction amount in Hong Kong dollar and the staff's payroll deduction month by e-mail.
4. General Manager of China GS instructs Accounts Dept. of regional office to release the Renminbi amount, and the receiving staff should sign a receipt to the regional accountant as acknowledgement.
5. General Manager of China GS then fax the copy of receipt to EVP (G.S.) for subsequent accountancy reconciliation.

Procedure date: September 2000



**Application Form for Personal Expenses (RMB)**  
**(For Hong Kong Staff use only)**

Staff Name:		Region/Project:	
Dept.:		Position:	
Applying for RMB¥:			

Signature of Applicant: \_\_\_\_\_

Date :        /        /

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*(To be completed by GS China GM)*

Exchange rate at HK\$100 = RMB¥

Checked by Johnson Fung: \_\_\_\_\_

Date :        /        /

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*(To be completed by GS-EVP)*

Deduction amount in HK\$ =

Deduct from \_\_\_\_\_ Salary.  
(Month and Year)

Approved by Peter Lee: \_\_\_\_\_

Date :        /        /

Distribution after approval : Johnson Fung  
Winnie Leung  
Karen Lo