

**To:** Company Approval Holders  
**From:** Quality Assurance Department  
**cc:** -  
**Issue:** 18062021-02  
**Re:** Company Approval Authorisation renewal

---

Dear All,

Kindly be reminded that company approval holders are responsible for their own approval validity. To that extent, each are responsible to monitor their own approval expiry, and are required by internal procedure to submit a renewal application 30 days prior to expiry in accordance with MOE part 3.4.7, Company Approval Authorisation Renewal.

Personnel are prohibited from exercising their approval authority once their personal company approval has expired. Failure in renewing company approval shall subject personnel to internal inquiry, as well as salary being withheld for the duration of their approval expiry, subject to management's discretion.

Thank you.

Omar bin Ahmad

Quality Assurance Manager