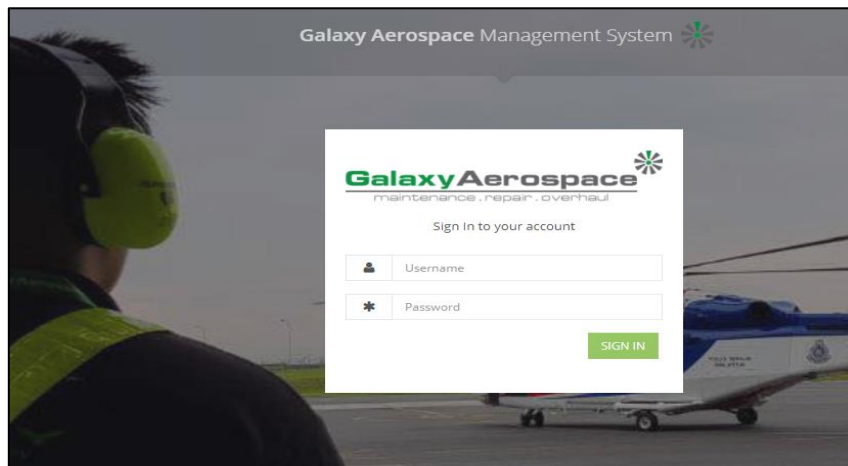


## SAFETY MEMO

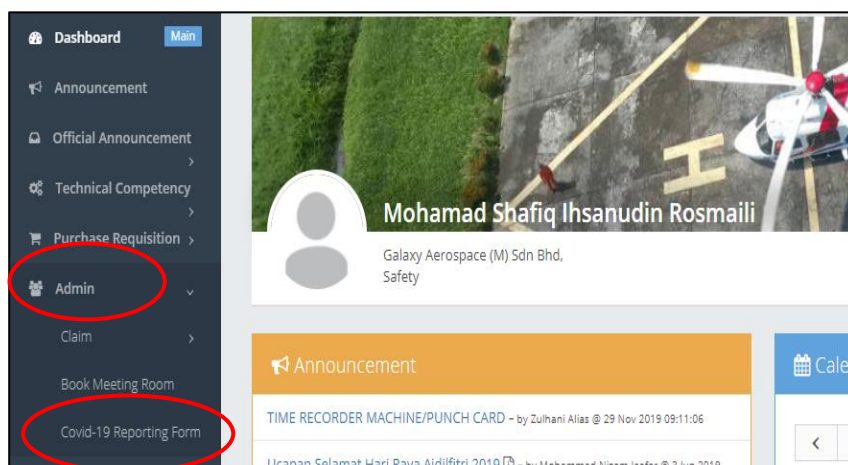
**To** : All Employees  
**Date** : 27<sup>th</sup> May 2021  
**Reference** : GAM-S/ME/67/MAY21  
**Subject** : Galaxy Aerospace Covid-19 Reporting Form

1. To all staff, due to enhance our Covid-19 Reporting System within the organisation, Galaxy Aerospace Covid-19 Management Committee have come out with a Covid-19 Form. For those who has **tested positive** for Covid-19, the staff must report through GAMs Portal via **“Admin Module”** as follows:

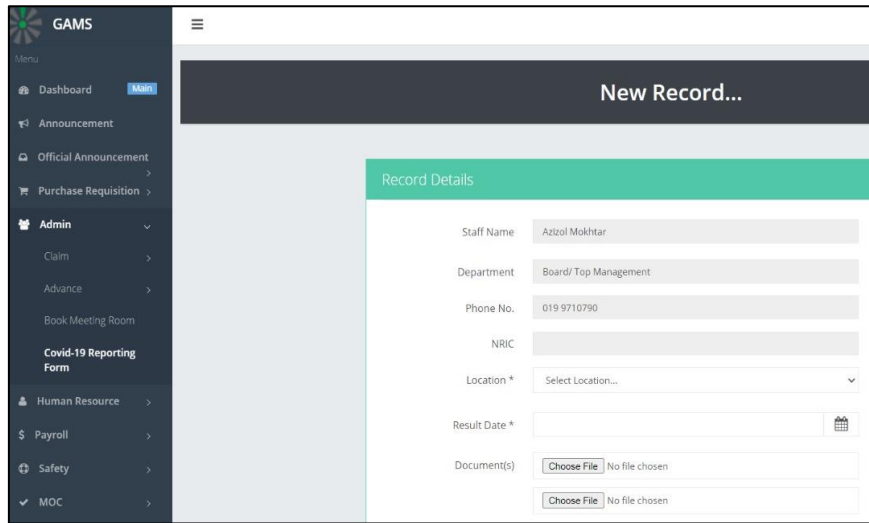
- **Step 1:** Open your GAMs Portal.



- **Step 2:** Find and click at **“Admin Module”**.
- **Step 3:** Click at Covid-19 Reporting Form.



- **Step 4:** Fill up the information as required.



2. All the report will be received by HOD, Safety and HR/Admin for further action as required. Your kind commitment and cooperation are highly appreciated.
3. In the same regard, seeking all departmental head to disseminate this information to their subordinates and to paste this memo onto your respective notice board.

Thank you,

***#Lindungi Diri, #Lindungi Semua.***



Mohammad Nizam Jaafar  
**Safety Manager**

C.C – Managing Director  
Chief Technical Operation Officer  
Quality Assurance Manager