



WORKING INSTRUCTION MANUAL

Title
INTERCOMPANY TRANSFER (Executive /Non- Executive) Releasing Employee & Receiving Employee

Prepared	Approved

Revision	Date	Document No
01	1/11/2023	HCD/TA/WI-05/INTERCOTRANSFER

A. PREPARATION

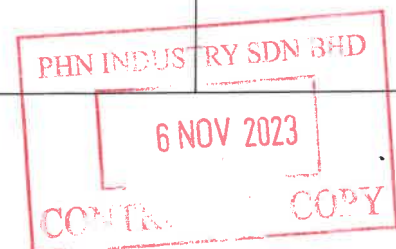
Man	Head of Company (HOC), Head of Department (HOD), Head of Division (HODiv), Talent Acquisition (TA), Compensation & Benefit (C&B), Head of Talent Management (HTM)
Machine	MS Words & Excel
Method	Work Flow / Step
Material	Internal Job Application Form (IJAF), Inter Company Transfer Proposal (ICTP), Letter of Appointment (LOA)
Environment/Location	TA

B. INSTRUCTIONS

- 1) Intercompany transfer may arise due to vacancy that is available at any company within DRB Hicom subsidiaries.
- 2) Intercompany transfer may be requested by an employee.
- 3) The intercompany transfer will be valid if the proposal is mutually agreed by both company.
- 4) Work instruction:
 - I. Releasing Employee
 - II. Receiving Employee

RELEASING EMPLOYEE

PROCESS FLOW	PIC	DESCRIPTION	TIMELINE/ REMARK
<pre> graph TD A((Initiate Internal Job Application Form)) --> B{APPROVAL} B -- yes --> C((End)) B -- no --> A </pre>	HOD, TA, HODiv, HTM, HOC	<ol style="list-style-type: none"> a) Employee shall fill in the Internal Job Application Form. b) The Internal Job Application Form requires recommendation from HODiv and approved by the HTM. c) The receiving company shall prepare and submit the Intercompany Transfer Proposal with employee details to TA. TA shall provide necessary info regarding the transfer for HOC recommendation. 	



<pre> graph TD A[TA Create Inter Company Transfer Proposal] --> B((End)) </pre>	<p>HOC, TA</p>	<p>a) Upon receiving approval from HOC, TA shall forward the Intercompany Transfer Proposal to the receiving company for their HOC approval.</p>	
RECEIVING EMPLOYEE			
PROCESS FLOW	PIC	DESCRIPTION	TIMELINE/ REMARK
<pre> graph TD A((TA received Internal Job Application Form)) --> B[Transfer Proposal Preparation] B --> C{APPROVAL} C -- no --> B C -- yes --> D[LOA Issued] D --> E((End)) </pre>	<p>HOC, TA</p>	<p>a) The Candidate shall complete their Internal Job Application Form at their company and forward it to TA section.</p> <p>b) TA shall prepare Internal Company Transfer proposal.</p> <p>c) TA shall forward the Internal Company Transfer proposal to the releasing company for the recommendation from their HOC.</p> <p>d) Upon receiving the recommendation from the releasing company, TA shall submit the Intercompany Transfer Proposal for HOC approval.</p>	
<pre> graph TD A[LOA Issued] --> B((End)) </pre>	<p>TA, C&B</p>	<p>a) Upon receiving the approval, TA shall prepare the LOA and make arrangement for the candidate report duty.</p> <p>b) TA shall complete candidate personal file and send to C&B Section.</p>	<p>LOA to be signed by HTM.</p>

C. DISPOSITION

N/A