



Title
INTERDEPARTMENT TRANSFER (Executive /Non- Executive)

Prepared	Approved
	

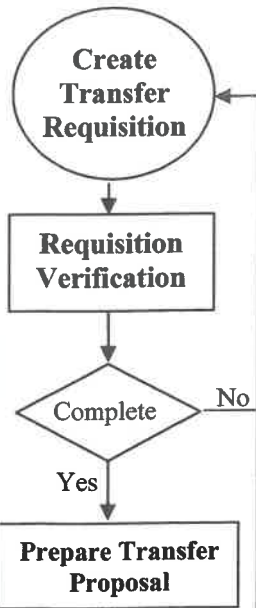
Revision	Date	Document No
01	1/11/2023	HCD/TA/WI-04/TRANSFER

A. PREPARATION

Man	Head of Company (HOC), Head of Division (HODiv), Head of Department (HOD), Head of Section (HOS), Head of Talent Management (HTM), Talent Acquisition (TA), Compensation & Benefit (C&B), Finance Department (FD)
Machine	MS Words & Excel
Method	Work Flow / Step
Material	Transfer Requisition Form (TRF), Approved Organization Chart (Orga), Transfer Proposal, Manpower Requisition Form (MRF), One Off Transfer Assistance Memo
Environment/Location	TA, C&B, FD

B. INSTRUCTIONS

- 1) Interdepartmental transfer may arise due to vacancy that is available at any department.
- 2) Interdepartmental transfer may be requested by an employee or by Head of Department.
- 3) Any Head of Department that has a vacancy at his department and had identified potential candidate from another department may request for a transfer.

PROCESS FLOW	PIC	DESCRIPTION	TIMELINE/ REMARK
	HOD, HODiv, TA, Employee	<ol style="list-style-type: none"> a) Employee / HOD shall initiate the Transfer Requisition Form. b) Transfer Requisition Form must be signed by both HOD and HODiv (the releasing and the receiving department) to indicate they have agreed to the transfer request. c) The signed transfer form must be attached with relevant documents as listed below and submitted to TA: <ol style="list-style-type: none"> i. Approved Orga of the releasing and the receiving department. ii. MRF (If required a replacement or additional) d) TA shall check the form and documents, verify vacancy availability and eligibility for one-off transfer assistance following with preparing the transfer proposal. 	One (1) month before effective date of transfer

HUMAN RESOURCES DIVISION
 6 NOV 2023

<pre> graph TD A[HTCM Recommendation] --> B{Complete} B -- no --> A B -- yes --> C[HOC Approval] C --> D{Complete} D -- no --> C D -- yes --> E[Issue Transfer Letter] E --> F[Employee Acknowledgement] F --> G[Notification & Memo] G --> H((End)) </pre>	<p>HOC, HTCM, HOS, TA</p>	<p>a) The completed transfer form and proposal will be checked by HOS TA and recommended by HTM for approval by HOC.</p> <p>b) HTM shall recommend the transfer proposal for HOC approval.</p> <p>Approval Level:-</p> <p>i. Inter Section: HTM ii. Inter Dept/Division/ Location: HOC</p>	<p>One-Off Transfer Assistance</p> <p>Eligibility :</p> <p>i. Executive and Non-Executive that are instructed to be transferred/ relocated/ assigned to another location by the management.</p> <p>ii. Transfer distance within 100km – 499 km eligible for RM1,000.00 (one off)</p> <p>iii. Transfer distance more than 500 km eligible for RM2,000.00. (One off)</p>
	<p>HTM, TA</p>	<p>a) TA shall prepare a transfer letter for the employee signed by HTM upon receiving the approved proposal.</p> <p>b) Employee shall acknowledge the transfer letter and return a copy to TA for personal file use.</p>	
	<p>HOD, TA, C&B, FD</p>	<p>a) TA shall send a copy of the signed Transfer Letter to C&B Section for record purpose and notify all related party via email.</p> <p>b) If the employee entitled to the One-Off Transfer Assistance, TA shall issue a memo payment to the Finance Department.</p>	

C. DISPOSITION

<p>N/A</p>
