

SARAWAK ECONOMIC DEVELOPMENT CORPORATION




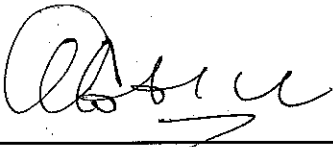
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QUALITY PROCEDURE

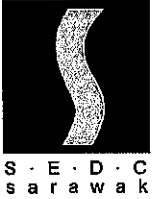
PAYMENT

DOCUMENT NO: QP-SEDC-14

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Hajah Rakayah Hamdan	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Director, Corporate Finance Division	General Manager, SEDC
DATE	27 November 2020	27 November 2020

ISSUED TO	IQD		
REVISION NO.	2	DATE	27 November 2020



QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	2 of 12

1. OBJECTIVE

This procedure is to ensure payment process is being carried out effectively, accurately, and comply with SEDC Financial & Accounting Procedure Regulations 1980 (Revised 2009).

2. SCOPE

This procedure covers the payment process from receiving of paying documents until release of payment (cheque or e-payment) by Corporate Finance Division, SEDC.

3. DEFINITION

- a) Registration Edit List (REL) - List generated upon registration of paying document.
- b) Account Payable Invoice Transaction Edit List (APITEL) - List generated upon input of details as per document of payment.
- c) AP Payment Edit List (APPEL) - List of receipt and payment amount for printing of computerised cheque.
- d) Computerised Cheque - Cheque with Remittance Advice printed using computer according to AP Payment Edit List.
- e) Payment Voucher (PV) - Document that contains payment information that is prepared manually, computerised or via e-payment
- f) Accounting Code - Coding used to represent Account, Supplier, Staff Personal Account and Division.
- g) IFCA System - Computerised financial accounting system used in SEDC.
- h) Paying Documents - Progress Payment Certificate, Minutes, Supplier Invoices, Staff Claim, Loan Agreement and Payment Schedule for processing of payment.

4. ABBREVIATION

- DIR(CFD) - Director, Corporate Finance Division
- AC - Accountant
- AO - Authorised Officer
- AA(PS) - Account Assistant W19 (Payment Senior)
- AAO(BS) - Assistant Administrative Officer N32/Assistant Accountant W29(Billing Senior)
- AA(PJ) - Account Assistant W19 (Billing Junior)
- AA(BJ) - Senior Account Assistant W22
- AA(PCU) - Senior Administrative Assistant N22 / Administrative Assistant N19 (PCU)
- AA(OP) - Administrative Assistant N19 (Operation)
- AA(D) - Administrative Assistant N11 (Despatch)
- CFD - Corporate Finance Division
- PCU - Payment Control Unit
- PD - Paying Document(s)
- ID - Initiative Division



QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	3 of 12

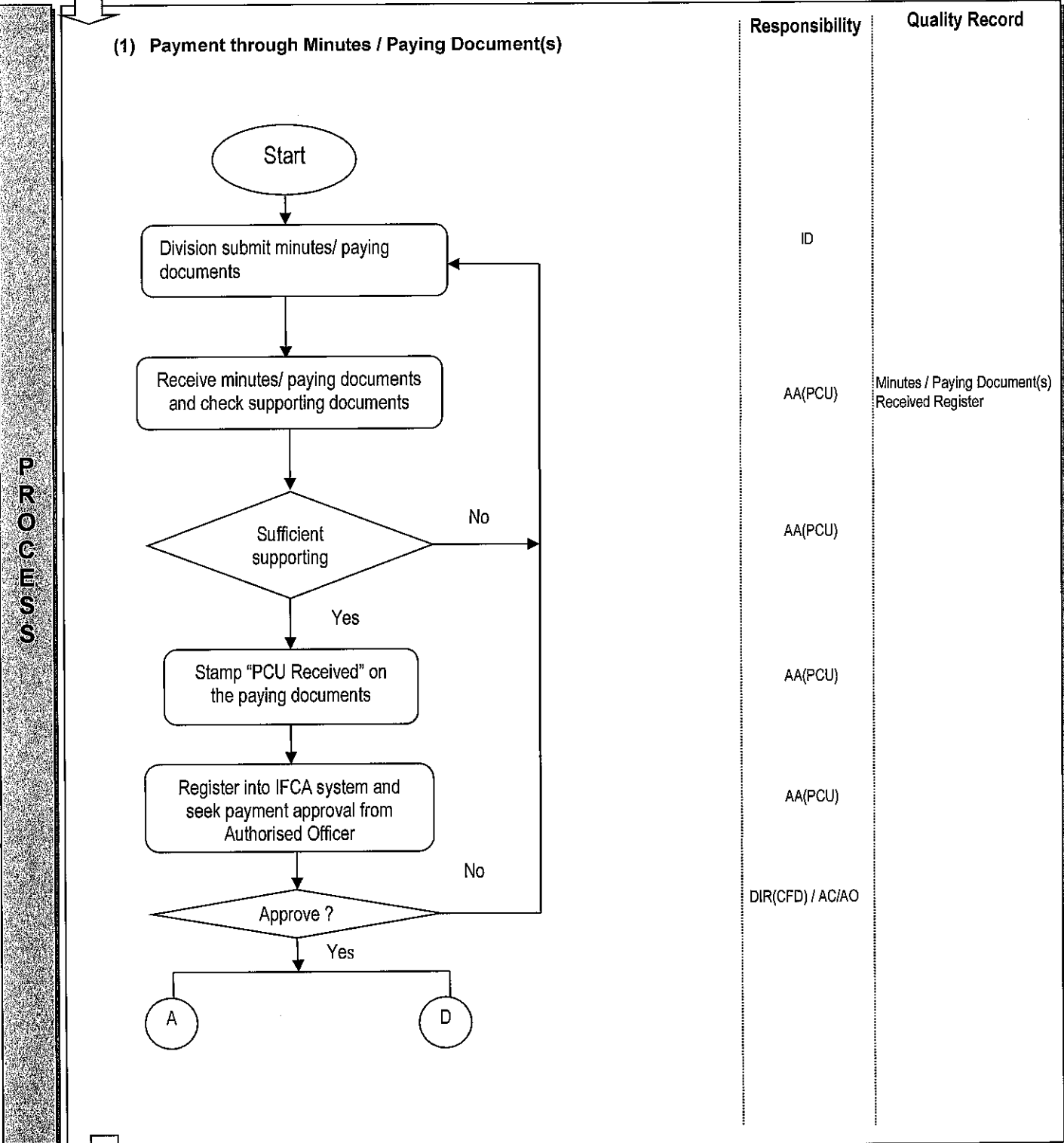
QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	<u>Remittance Advice / Computerised Cheque</u>	10 Years	CFD
2	<u>List of Authorised Cheques Signatories</u>	10 Years	CFD
-	Request for Reimbursement/Refund/Return of Advance Form	10 Years	CFD
-	Advance Request Form	10 Years	CFD
-	Minutes Received Register	2 Years	CFD
-	Payment Progress Certificate	10 Years	CFD
-	Contract Payment Register	10 Years	CFD
-	AP Invoice Transaction Edit List	10 Years	CFD
-	Document Register Listing	10 Years	CFD
-	Debit Note	10 Years	CFD
-	Credit Note	10 Years	CFD
-	AP Payment Edit List	10 Years	CFD
-	Payment Voucher	10 Years	CFD
-	Cheque Hand Over Record Book	2 Years	CFD
-	Payment Despatch Record	5 Years	CFD



QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	4 of 12

IN-PUT • Minutes/ Paying Documents



OUTPUT

PROCESS OUTPUT:

- Payment issued

REFERENCE DOCUMENTATION:

- None



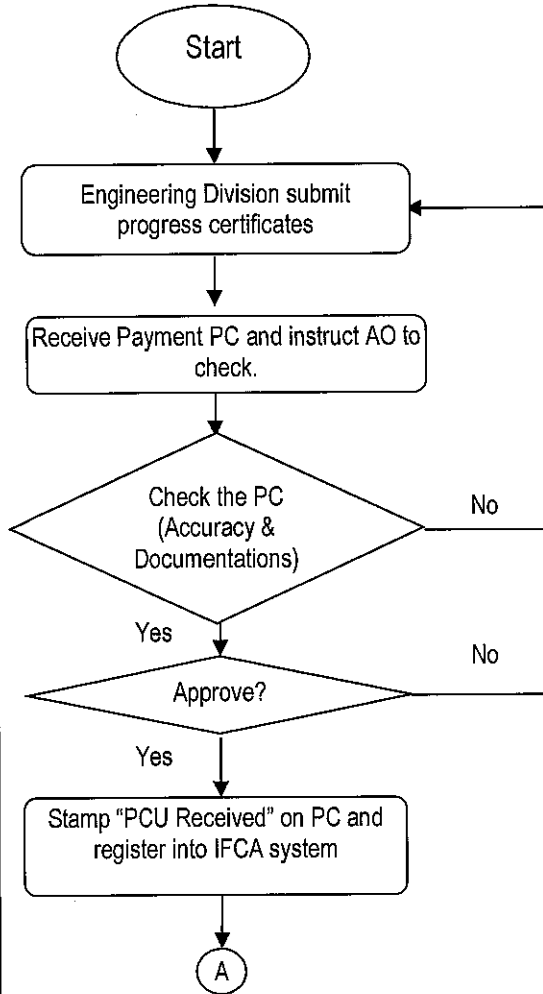
QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	5 of 12

INPUT

- Progress Certificates

PROCESS

(2) Payment through Progress Certificates (PC)



Responsibility	Quality Record
DIR (ENG)	Payment Progress Certificate
DIR (CFD) / AO	
AO	Contract Payment Register
DIR(CFD)	
AA(PCU)	

OUTPUT

- PROCESS OUTPUT:
- Payment issued

- REFERENCE DOCUMENTATION:
- None

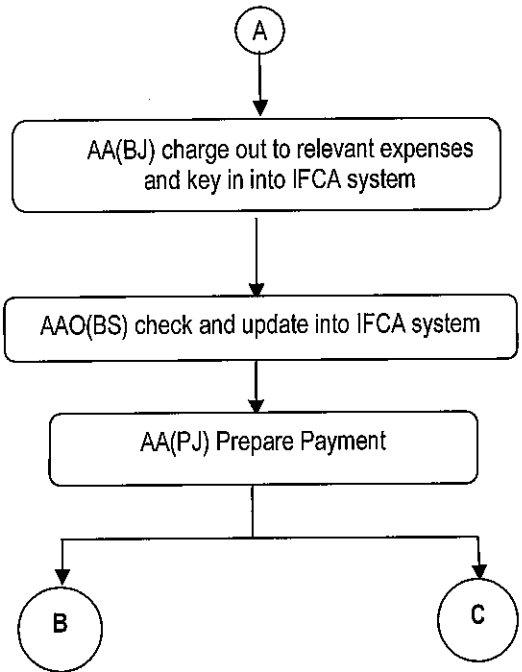


QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	6 of 12

IN-
PUT

- Minutes/ Paying Documents

PROCESS



Responsibility	Record
AA(BJ)	Invoice through PO Request for Reimbursement/Refund/ Return of Advance Form Advance Request Form Utility & Council Bills Contract Payment Clinic Bills
AAO(BS)	
AA(PJ)	Supplier Code Supplier Name GRN No. GRN Date GRN Status PO No. GRN Item Receive Quantity Total Amount Item Description Item Remark

OUTPUT

PROCESS OUTPUT:

- Payment issued

REFERENCE DOCUMENTATION:

- None

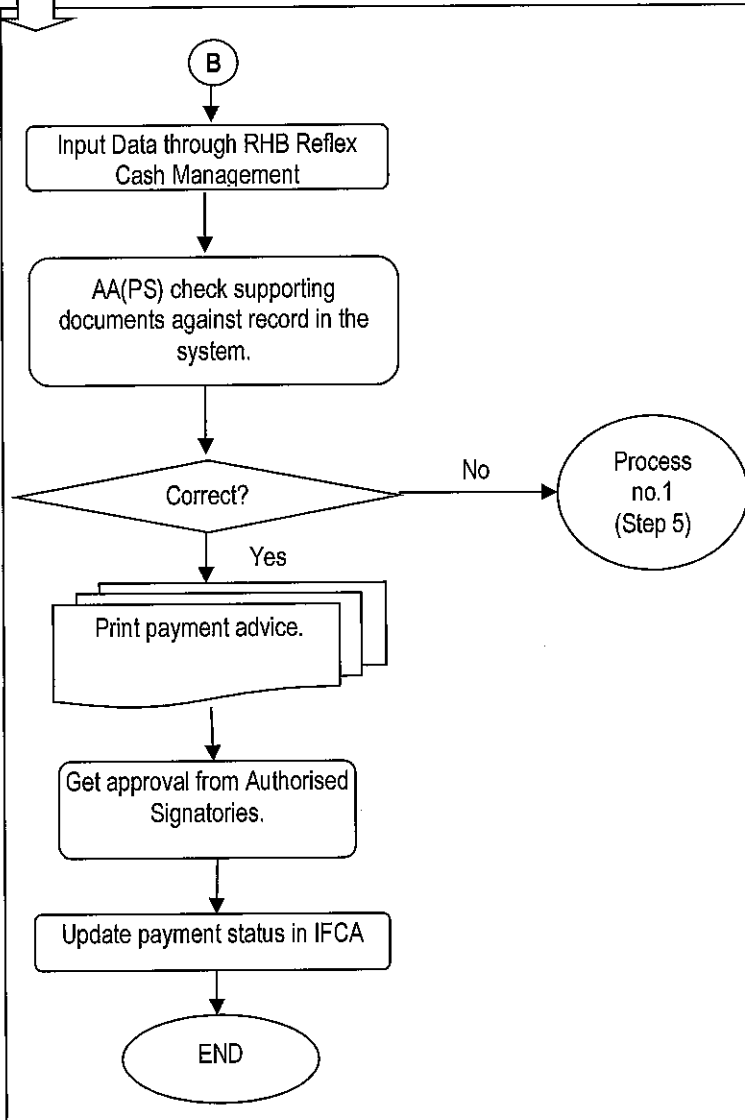


QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	7 of 12

IN-PUT

• E-Payment

P R O C E S S



Responsibility	Quality Record
AA(PJ)	
AA(PS)	
AA(PS)	
AA(PS)	Banking Operation - Authorised Signatories
AA(PS)	IFCA System

O U T P U T

PROCESS OUTPUT:

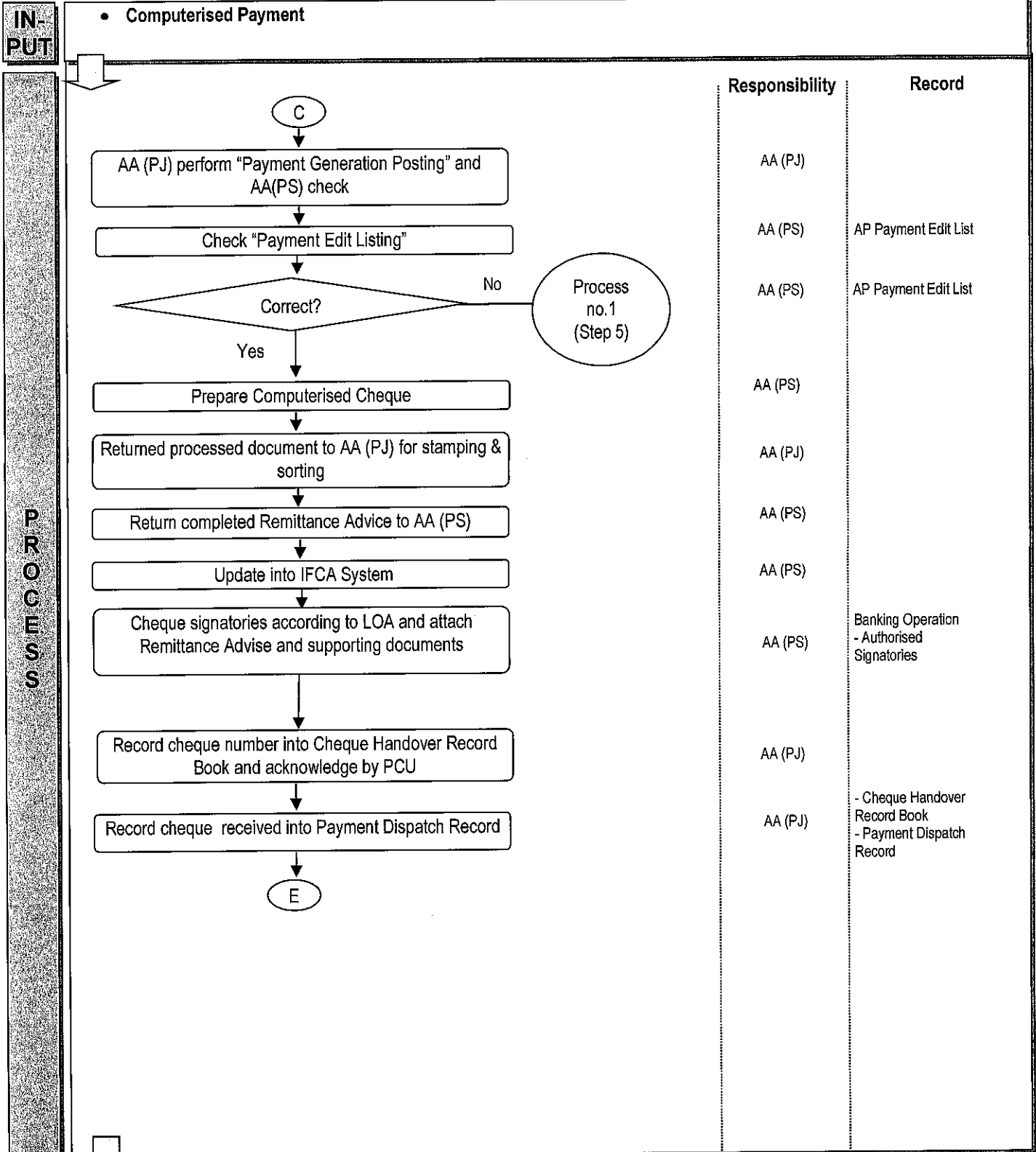
- Payment issued

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	8 of 12



OUTPUT

PROCESS OUTPUT:

- Payment issued

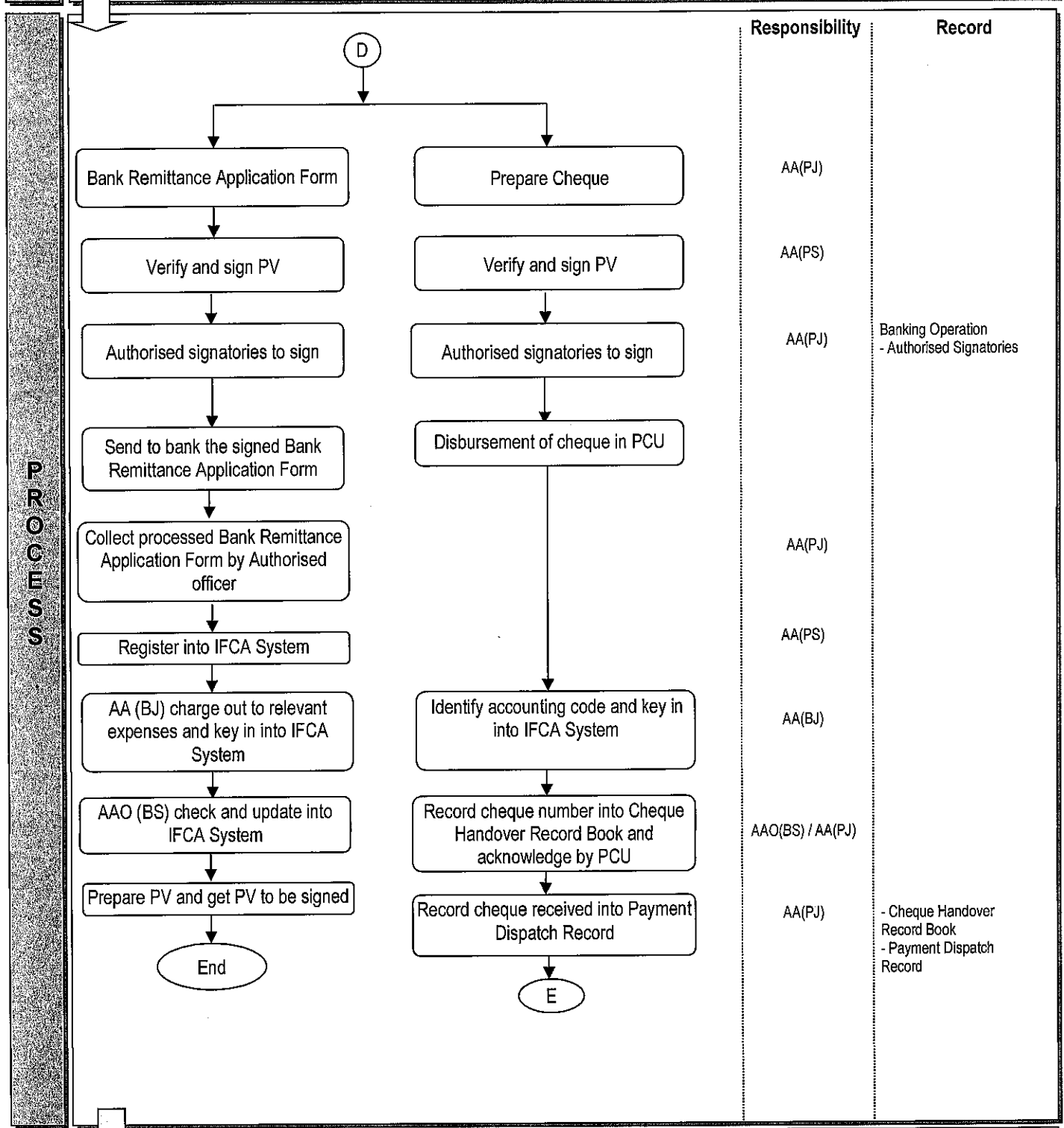
REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	9 of 12

INPUT • Manual Payment

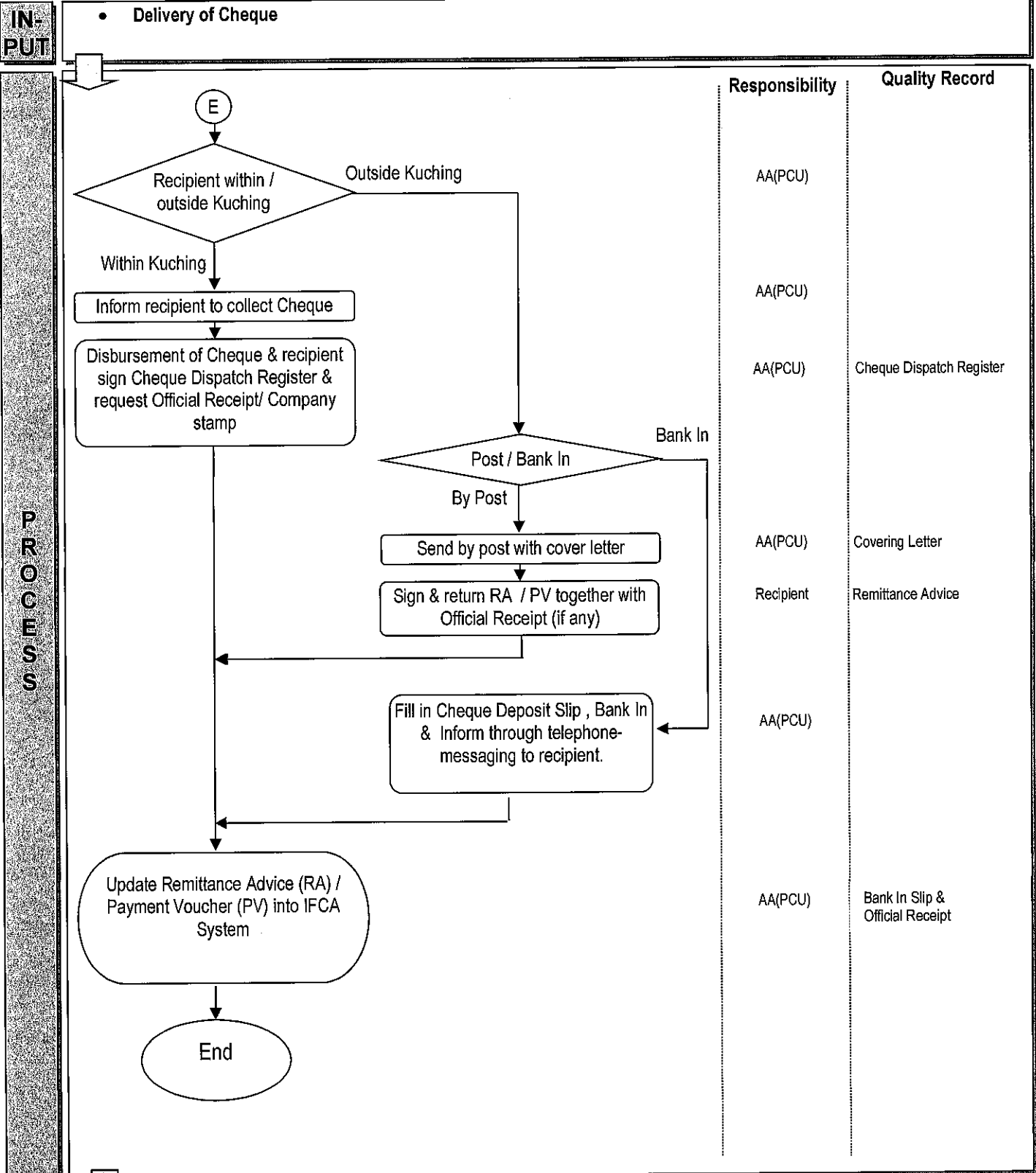


OUTPUT

PROCESS OUTPUT: • Payment issued	REFERENCE DOCUMENTATION: • None
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QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	10 of 12



OUTPUT

PROCESS OUTPUT:

- Payment issued

REFERENCE DOCUMENTATION:

- None



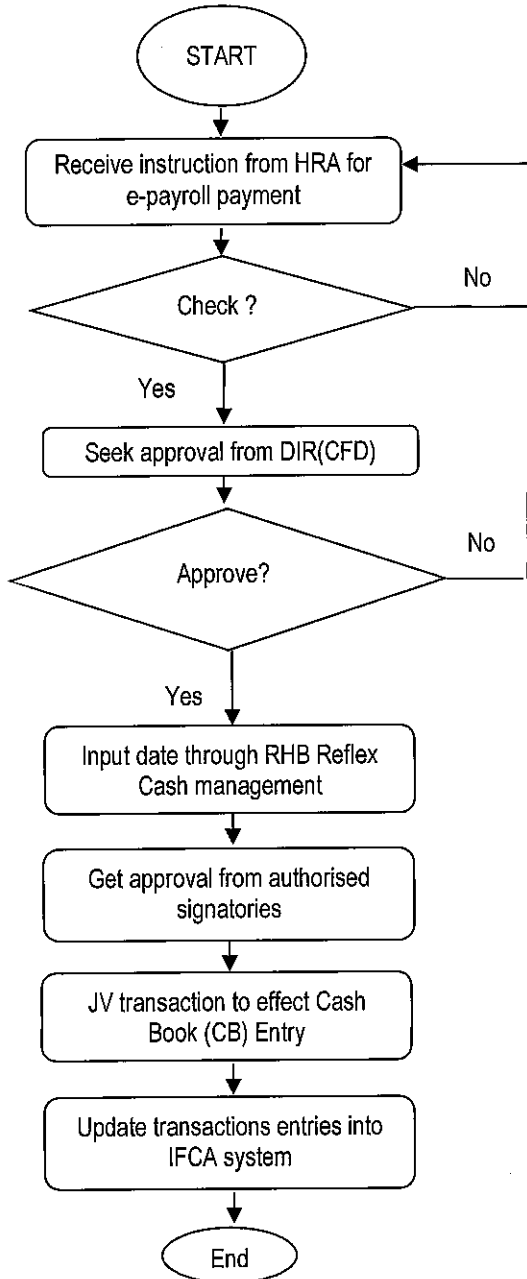
QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	11 of 12

IN-PUT

- Instruction Letter for E-Payroll

PROCESSES

(3) E-Payroll



Responsibility	Quality Record
DIR. HRA	Minutes
AA(PS)	
AA(PS)	
DIR(CFD)	
AA(PJ)	
AA(PJ)	
AA(PJ)	
AO	

OUTPUT

PROCESS OUTPUT:

- Staff monthly payroll issued.

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
TITLE	PAYMENT		
DOCUMENT NO.	QP-SEDC-14		
REVISION	2	PAGE	12 of 12

REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	<ul style="list-style-type: none"> • Change page number from 14 pages to 12 pages • Page 2: (Abbreviation): Add authorised Officer (AO) in the abbreviation • Change the revision number from revision 0 to revision 1 • Amend the process flow for payment through minutes, payment through Progress Certificates, other document of payment, e-payment, computerised payment process, manual payment and e-payroll.
2.	<p>Page 2 Definition Item 3(e): Payment Voucher : Add "computerised or via e-payment"</p> <p>Page 2 Item 4 Abbreviation</p> <ul style="list-style-type: none"> a. AA(PS) – Administrative Assistant W22 change to Account Assistant W19 b. AA(BS) – Administrative Assistant N29 / Assistant Accountant W27 change to AAO(BS) - Assistant Administrative Officer N32 / Assistant Accountant W29 (Billing Senior) c. AA(PJ) – Administrative Assistant N19 change to Account Assistant W19 d. AA(BJ) – Administrative Assistant W22 / N19 (Billing Junior) change to Senior Account Assistant W22 (Billing Junior) e. AA(PCU) – Add Senior Administrative Assistant N22 before Administrative Assistant N19 (PCU) f. Delete RO – Administrative Assistant <p>Page 4 Pay (D) through Minutes / Paying Document(s) Add (D) in the process flow</p> <p>Page 4 Payment through Minutes / Paying Document(s): Responsibility column Add DIR(CFD)</p> <p>Page 6 Minutes / Paying Documents Remove (D) from the process flow</p> <p>Page 9 Manual Payment - Amend the process flow as follows: -</p> <ul style="list-style-type: none"> a. 1st process flow divided into 2 separate process b. "Get signature from Authorised signatories" change to "Authorised signatories to sign" c. "Send duly sign Bank Remittance Application Form to the bank" change to "Send to the bank signed Bank Remittance Application Form" d. "Complete details in PV" change to "Register into IFA System" e. "Identify accounting code and key in into IFCA System" change to AA(BJ) charge out to relevant expenses and key in into IFCA System" f. "Verify Edit List together with paying documents" change to AAO (BS) check and update into IFCA System g. Add "Prepare PV and get PV to be signed" to the process flow <p>Page 11 Add the following process after "Approve?" process: -</p> <ul style="list-style-type: none"> a. Input date through RHB Reflex Cash Management b. Get approval from authorised signatories c. AA(BS) change to AO <p>Attach ment 2 List of Authorised Cheque Signatories</p>

**PERBADANAN PEMBANGUNAN EKONOMI SARAWAK
(SARAWAK ECONOMIC DEVELOPMENT CORPORATION)**

Peti Surat 400, 93902 Kuching, Sarawak, Malaysia
Tel.: 082-416777 Fax: 082-424330



S.E.D.C
sarawak

S0681
SESCO KUCHING
WISMA SESCO
PETRA JAYA
93873 KUCHING

REMITTANCE ADVICE

Cheque No.: **075035**

Date: **30-Sep-2009**

Inv Batch	Supplier Ref No.	Transaction Date	Transaction Number	Transaction Description	Net Amount Payable (RM)
22066	100002799589(09/09)	7-Sep-2009	1000027995	ELEC CHRGS M/NIAGA BOYANGERSIK BP(29/7/09-4/9/09)	554.05
22066	100002799807(09/09)	7-Sep-2009	1000027998	ELEC CHRGS M/NIAGA BOYANGERSIK BP(29/7/09-4/9/09)	523.45

Please acknowledge receipt of RHB BANK Kuching Cheque

Cheque No.: **075035**

CHECKED BY : *Chan 30/9*
 PASSED BY : *Abdullah 30/9/09*
 AUTHORISED BY: *Abdul 30/09*

RECIPIENT : _____
 DATE : _____

STAMP DUTY PAID



RHB BANK BERHAD (6371-60)
Incorporated in Malaysia
Jalan Kulus Branch, Kuching (18-11212)

A/C PAYEE ONLY

Tarikh
Date

VALIDITY FOR 6 MONTHS ONLY
30-Sep-2009

D D M M Y Y

BAYAR SYARIKAT SESCO BERHAD
PAY

ATAU PEMBAWA
OR BEARER

RINGGIT MALAYSIA One Thousand Seventy Seven And Cents Fifty Only

RM

*****1,077.50*****



**PERBADANAN PEMBANGUNAN EKONOMI SARAWAK
(SARAWAK ECONOMIC DEVELOPMENT CORPORATION)**

S.E.D.C
sarawak

JANGAN TANDATANGAN DI BAWAH GARISAN INI * NO SIGNATURE BELOW THIS LINE

Abdullah *Abdul*

⑆93 ⑈075035⑈ 18⑈11212⑆ 0050059757⑈ 34

ATTACHMENT 2

CURRENT BANKING OPERATIONS

Group	No.	Authorised Signatories		Remarks
		Name	Position	
A	1.	YBhg. Tan Sri Datuk Amar (Dr) Haji Abdul Aziz bin Dato Haji Husain	Chairman of the Board	
	2.	YB Datuk Amar Datu Jaul Samion	Board Member	
	3.	Yang Arif Datuk Talat Mahmood bin Abdul Rashid	Board Member	
	4.	YBhg. Datu Dr. Haji Wan LizOzman bin Wan Omar	Board Member	
	5.	YBhg. Datu Sr. Zaidi bin Haji Mahdi	Board Member	01.01.2020
	6.	YBhg. Dr. Muhammad Abdullah bin Haji Zaidel	Board Member	
	7.	YBhg. Datu Laura Lee Ngien Hion	Board Member	01.01.2020
B	1.	YBhg. Tuan Haji Abdul Hadi bin Datuk Haji Abdul Kadir	General Manager	
	2.	Puan Hajah Rakayah Hamdan	Deputy General Manager Corporate Services Sector / Director, Corporate Finance Division	
	3.	Encik Edwin Abit	Deputy General Manager Business & Socio-Economic Sector / Director, Corporate Relations & Communications Division & Tourism & Leisure Division	
	4.	Encik James Ambrose Dago	Director, Corporate Planning & Business Development Division (PBD)	
C	1.	Encik Leo Lanaiwong	Accountant, Corporate Finance Division	
	2.	Encik Sapuan bin Mawi	Accountant, Corporate Finance Division	
	3.	Puan Adeline Lee Pi Ling	Accountant, Corporate Finance Division	
	4.	Puan Qaleela Florence binti Lachoo	Accountant, Corporate Finance Division	
	5.	Puan Irene Phang Soon Mei	Accountant, Corporate Finance Division	01.02.2020
D	1.	Puan Siti Huzaimah binti Hadli	Assistant Administrative Officer, Corporate Finance Division	
	2.	Puan Rohaida Nawawi	Assistant Administrative Officer, Corporate Finance Division	
	3.	Encik Ahmad Hazlami bin Marzuki	Administrative Officer, Corporate Finance Division	

ATTACHMENT 2

AUTHORITY LIMIT

Banking Operations

No.	Group	Authority
1.	Any three (3) signatories from Group A OR Any two (2) signatories from Group A jointly with any one (1) signatory from Group B	No Limit
2.	Any two (2) signatories from Group A OR Any one (1) signatory from Group A jointly with any one (1) signatory from group B	Any amount NOT exceeding RM3,000,000.00
3.	Any two (2) signatories from Group B OR Any one (1) signatory from Group B jointly with any one (1) signatory from Group C	Any amount NOT exceeding RM250,000.00
4.	Any two (2) signatories from Group C OR Any one (1) signatory from Group C jointly with any one (1) signatory from Group D	Any amount NOT exceeding RM10,000.00

Fund placement, renewal and withdrawal

No.	Group	Authority
1.	Any two (2) signatories from Group A OR Any one (1) signatory from Group B jointly with any one (1) signatory from Group A OR Any two (2) signatories from Group B	No Limit