



MEMO

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Date : 12th January 2018
To : Please see distribution list
From : Azmin Che Yusoff
Group Chief Operating Officer/
Executive Director, Group Financial Services
Cc : Badrul Feisal Bin Abdul Rahim
President & Group Chief Executive Officer
UMW Corporation Sdn. Bhd.
Subject : **PROCUREMENT GUIDELINES REVISION 2018**

We refer to the above captioned and wish to inform the following:

A. The Initiative

1. The Procurement Guidelines (2nd Edition) was issued in September 2016. The Procurement Guidelines is intended for all UMW Group (non-motor and non-oil & gas) staff who are involved either directly or indirectly in actions and decisions relating to procurement.
2. In view of UMW's evolving procurement practices, we have taken the initiative to review the Procurement Guidelines and make improvements where necessary.

B. To Do

1. The revised and approved Procurement Guidelines will come into effect from **1st February 2018** onwards and will be known as Procurement Guidelines (3rd Edition).
2. Procurement will disseminate the Procurement Guidelines (3rd Edition) to all UMW Group (non-motor and non-oil & gas). All staff involved in Procurement activities are required to adhere strictly to the Procurement Guidelines (3rd Edition).

You may contact En Harun (5344) and Pn Amalina (5279) for any enquiries.

Regards,


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AZMIN BIN CHE YUSOFF
GCOO / Executive Director
Group Financial Services



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