



NIBONG TEBAL PAPER MILL SDN BHD is committed to establish and implement the below policy to the whole organization;

FOREIGN WORKER PASSPORT POLICY

With immediate effect, the company shall not retain, keep or with hold the passport of the foreign workers. They wil have to responsible to their own passport and must provide to the management as and when required to fullfill any mandatory compliance

This policy shall be communicated to all employees concerned via communication channels such as memo, email or notice board (which ever applicable).

For the new recruits, this policy shall be communicated to them by Human Resource Department on the day they report for duty.

Yours sincerely,

LEE CHONG CHOON
CEO

3rd, April. 2017