

Date: 19th July 2024

Dear Sir/Madam

**RE: NOTICE OF VISITOR REGISTRATION**

Visitors are required to register online by scanning the QR Code below and are required to meet the conditions below before being allowed to enter the premises.

Conditions:

1. Visitors should inform the company's contact person before arriving at the company's premise/factory;
2. Visitors should wear their visitor tag while in the company's premises/factory;
3. **If you are a contractor or supplier** and there is work to be carried out in the factory, kindly click **"yes" for question 6**: Are you an external contractor(s) or supplier(s) who wish to carry out work in the factory premise(s)?; and fill in the "Permit to Work" form\*; and
4. If there is hot work to be carried out in the factory, kindly click "yes" for the question: activity involves Hot Work and fill in the "Hot Work Permit" form\*.

If there is any difficulty in the application process, please refer to Sum Hing's personnel who has been liaising with you.

Note:

\* Suppliers and contractors carrying out work in the factory may also apply in advance, to save time on the day of work using the web address:

"[https://docs.google.com/forms/d/e/1FAIpQLSckgR4\\_Ts9yUufog0W1VKb0YX6x0RjxTxBrQo94tw2\\_qkRKw/viewform?vc=0&c=0&w=1&flr=0](https://docs.google.com/forms/d/e/1FAIpQLSckgR4_Ts9yUufog0W1VKb0YX6x0RjxTxBrQo94tw2_qkRKw/viewform?vc=0&c=0&w=1&flr=0)" which may be given to you in advance by Sum Hing's personnel who has been liaising with you.

Your co-operation is appreciated for protecting and ensuring safety, health and environment for all.

Yours Sincerely,

  
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YUE KHIN MENG  
General Manager

