

TO : ALL EMPLOYEES  
 FROM : FINANCE DEPARTMENT  
 SUBJECT : NO SUBSIDY FOR MEALS DURING MEETINGS  
 DATE : March 17, 2026  
 REF : FIN-000-26-03-079  
 CC :  HRD \_\_\_\_\_  PRO \_\_\_\_\_  
        ADM \_\_\_\_\_  WHS \_\_\_\_\_  
        MIS \_\_\_\_\_  PWD \_\_\_\_\_  
        FIN \_\_\_\_\_  ENG \_\_\_\_\_  
        AIS \_\_\_\_\_  QC/QA \_\_\_\_\_  
        SAL \_\_\_\_\_  DCO \_\_\_\_\_  
        SVC \_\_\_\_\_  OP \_\_\_\_\_  
        MKTG \_\_\_\_\_

In line with the company's new cost-saving directives, please be informed that the company will no longer subsidize any meal claims during official meetings, including but not limited to update meetings, progress meetings, regular departmental meetings, and organized team meetings.

We would like to emphasize that the primary purpose of meetings is to facilitate effective communication, coordination, and the generation of concrete and meaningful outputs. Attendance and participation in meetings should be driven by the need to accomplish work objectives, share progress, and collaboratively resolve issues not by meal provisions.

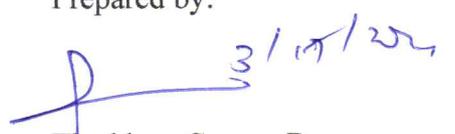
Meetings are intended as a platform to perform tasks collectively and not as an avenue to claim meals from activities that are inherently part of our routine responsibilities. Organizing or attending a meeting solely for the purpose of claiming a meal is therefore considered invalid.

We trust all employees will understand the importance of this measure and continue to actively participate in meetings with the focus on achieving productive outcomes. Your commitment to meaningful engagement in discussions and outputs will significantly contribute to the efficiency and effectiveness of our operations.

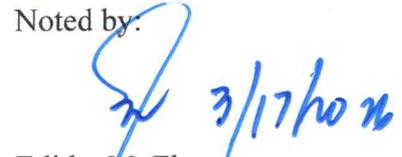
We appreciate your cooperation and support in aligning with this directive.

Thank you.

Prepared by:

  
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Noted by:

  
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 Assistant Vice President