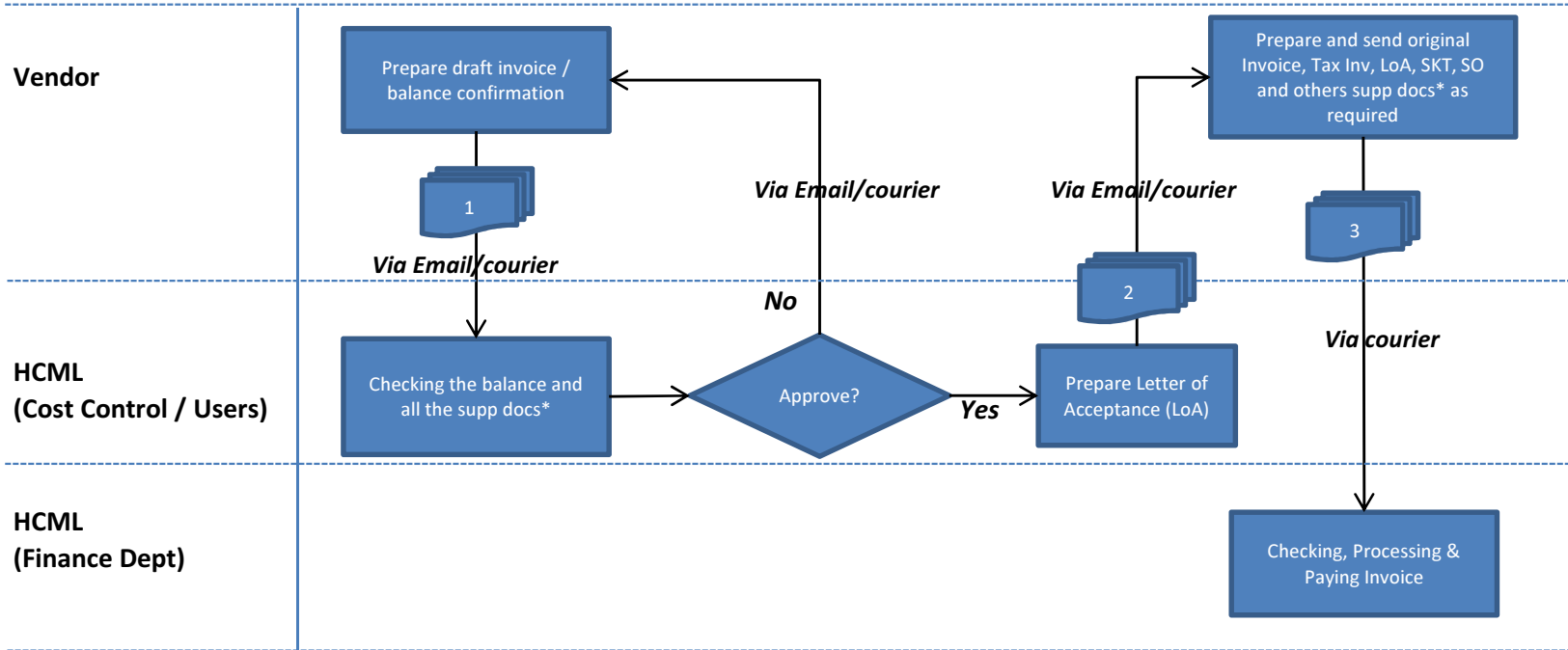


HCML - Invoice Procedure Scheme



Legend:

- 1. - Draft Invoice/Amount confirmation to be invoiced
- Copy/Scan supp docs as required for balance review
 - 2. Original/Scan Letter of Acceptance (LoA)
 - 3. Invoice, Tax Inv, LoA, SKT, SO and other supp docs* as required supporting the balance of invoice.
- *) For invoice supporting documents, please refer to HCML Invoice Receiving Procedures