

Aedas



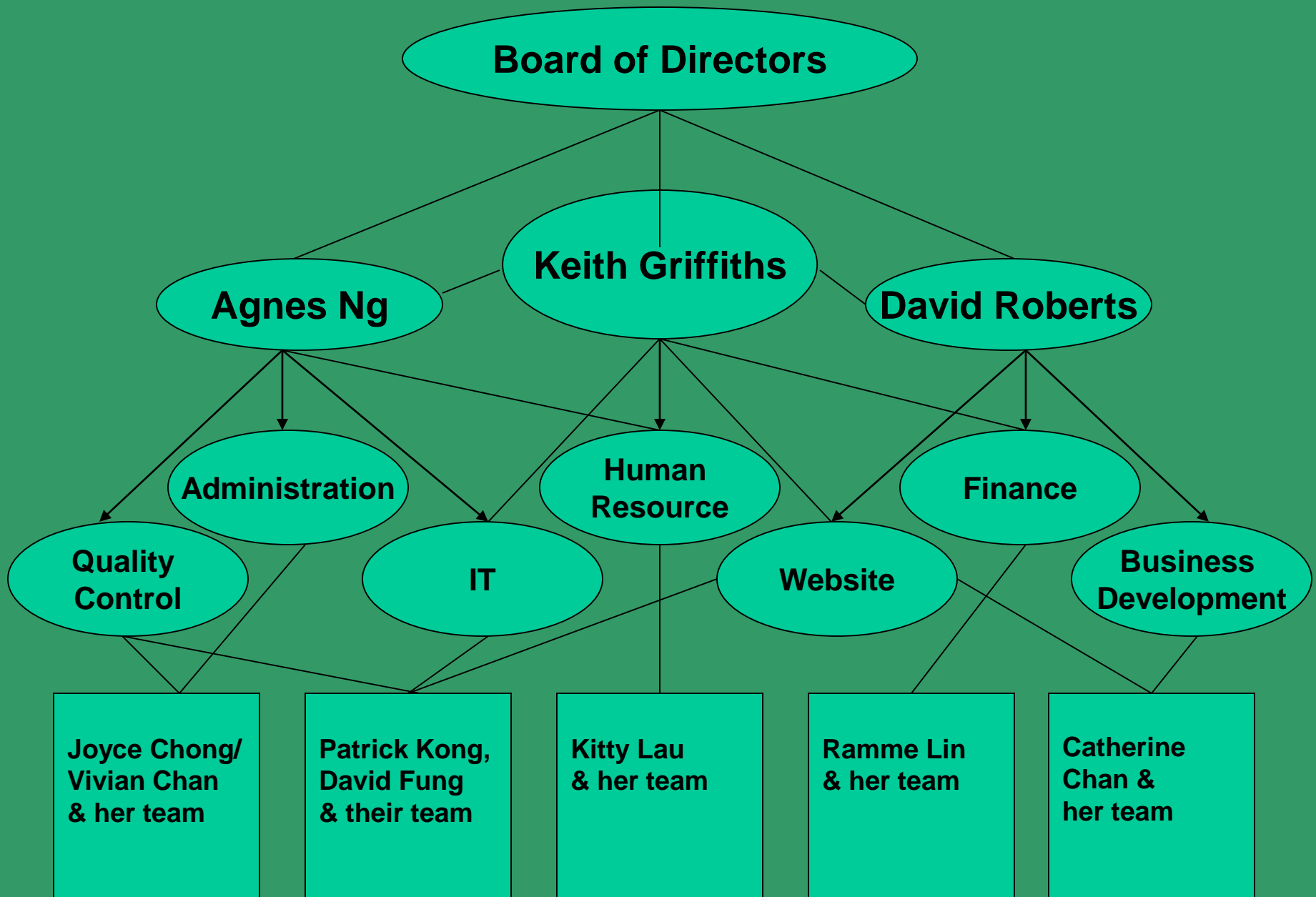
Management Meeting

May 3 2005



Agenda

- The Vision and Mission
- The Company and Office Image
- The Supporting Departments
- The Duties and Responsibilities
- The Collaboration



Supporting Departments

Finance

Ramme Liu
Eva YIP
Helen LAM
Winnie LAU
Wendy CHAN
Rebecca LEE
Doris CHAU
Pomen HO
Mei FUNG

Human Resource

Kitty LAU
Natalie LAW
Joey FUNG
Rosa YEE

IT

Patrick KONG
William NG
Chris WAI
Toby LEE
Louis CHEUK

Business Development

Catherine CHAN
Flavia CHU
Joyce LAM
Gordon CHEUNG
Shirley TSUI
Ada FONG
Benny LAM
Mandy LAM
Betty FOK
Beatrice CHAN

Administration & Secretarial

Joyce CHONG
Esther PANG
Michelle CHAN
Mandy MA
Ivy CHENG
Jessie CHEUNG
Sarah LAW
Joanna TAM
Iris TONG
Yeona YIP
Peggy LEUNG
Rita KO
Monnea MAK
May NG
Emily LAU
Claudia NG
Cassie CHIU
Nancy LAI
Karen PANG
Loletta CHAN

Teresa CHU
Krisann LIM
Lisa LEUNG
Patricia LIU
Kindness CHUNG
Rosa Yee
LAM Chak Kwan
KUNG Wai Man
Jacky LAU
CHEUNG Yu
Edmond LI
TSE Yi Chong
Alice CHENG
Lam So Ha

Finance Departments

**Hong Kong
office**

**Beijing
office**

**Shanghai
office**

**Macao
office**

**CFO
Ramee LIU**

**Singapore
offices**

Accountant
Mary Ma
Zhang Yue

Bookkeeper
Karen Li

**Accounting
Consultant**

Auditing firm

Accountant
TBC

Bookkeeper

**Accounting
Consultant**

Auditing firm

Accountant
TBC

Bookkeeper

**Accounting
Consultant**

Auditing firm

Accountants
Eva YIP
Helen LAM
Winnie LAU
Wendy CHAN
Rebecca LEE
Doris CHAU
Pomen HO
Staff
Mei FUNG

Accountant

Bookkeeper

**Accounting
Consultant**

Auditing firm

Duties and Responsibilities for Finance Dept

- **Reporting system**
- **Accounting/tax Strategy report to Keith Griffiths**
- **Day to day business report to David Roberts**

- **Duties & Responsibility**
- **Regional**
 - **Liaise with the local accounting staff/consultants and to establish the Accounting/tax strategy**
 - **Internal auditing to ensure proven accounting system in place**
- **Hong Kong**
 - **Accounting**
 - **Time sheet of the staff**
 - **Project Cost Reporting**
 - **Auditing**

- **Identify On-job training for the staff**

Business Development Department

**Hong Kong
office**

Catherine CHAN

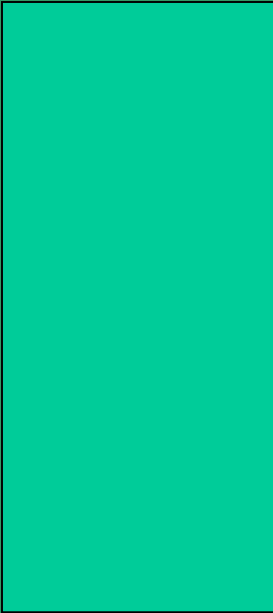
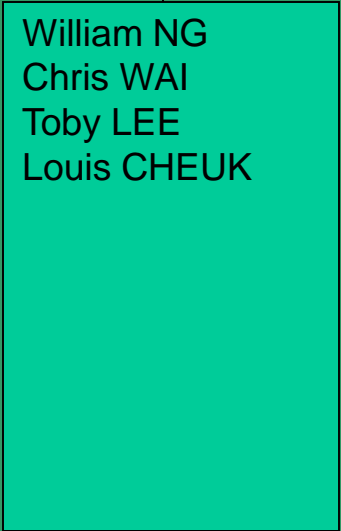
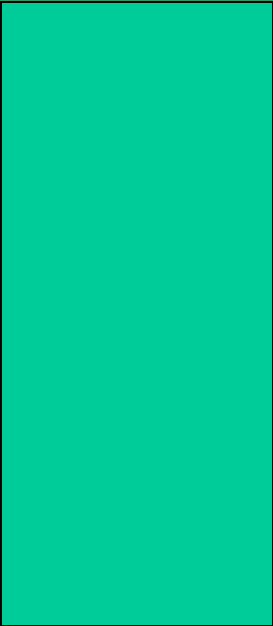
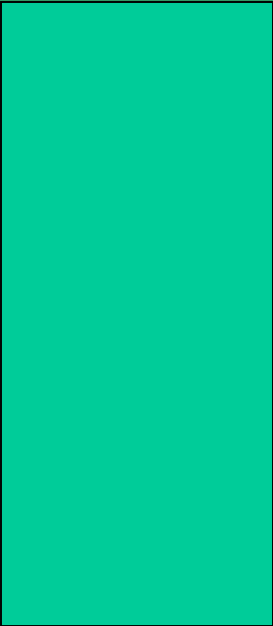
**Singapore
offices**

Catherine CHAN
Flavia CHU
Joyce LAM
Gordon CHEUNG
Shirley TSUI
Ada FONG
Benny LAM
Mandy LAM
Betty FOK
Beatrice CHAN

Duties and Responsibilities for BD Dept

- Maintaining the Data Base for Marketing Purpose
 - Company Profile
 - Project Data Bank
 - CV's of the Fee-earning Staff
- Liaise with the Journalist
- Updating information on the Website
- Comply the tender submissions
- Comply presentation materials and booklet
- Organize promotion material and Souvenir
- Liaison with other office outside Hong Kong

- Attend job training



Duties and Responsibilities for IT Dept

- Maintain the hardware system of the office
- Maintain the software system of the office
- Auditing the computer application
- Develop intranet system for the office
- Investigate any appropriate application software
- Resolve the day to day problems
- Conduct the CADD skill survey for all the staff
- Liaison with the office outside HK
- Provide on job training to all staff

Human Resource Department

**Hong Kong
office**

**Beijing
office**

**Shanghai
office**

**Macao
office**

Kitty LAU

**Singapore
offices**

Officers
Natalie Law
Joey FUNG

Assistant
Mei FUNG

**Company
Secretary**

Duties and Responsibilities for Human Resource Dept

- Induction Training
 - Employment & Termination
 - Personnel information
 - Attendance and Leave Management
 - Investigating appropriate management software
 - Liaison with offices outside HK
-
- Attend on job training

Administration Department

Hong Kong office

Joyce CHUNG/

Singapore offices

Macao office

Shanghai office

Beijing office

Mary Ma

Xi Liu
Jennifer CHUN
Yealin Zhang

Monnea MAK
Teresa CHU
Krisann LIM
Lisa LEUNG
Patricia LIU
Kindness CHUNG
Rosa Yee

Alice CHENG

Duties and Responsibilities for Administration Department

- Administrator
 - Day to Day office management
 - Manage the minor staff to conduct supporting works
- Project Secretary
 - Project Secretarial works
 - Assist Project Architects in the projects administration
 - Assist Directors if assigned as Director's Secretary
 - Other duties assigned by the Administration Manager

Project Secretarial Works

- Assist Project Architects in their Office Documentation
 - Out-going documents
 - Project Administration Documents
 - Government Submission Documents
- Project Filing Works
 - Physical Filing
 - Digital Filing
- Project meetings arrangement
- Taking messages for the Project team

Director's Personal Assistance

- Look after the Directors' Calendar (HK and Oversea)
- Directors' other social commitments
- Tickets and logistic arrangement other than projects'
- Other duties as may be required by individual directors such as time sheet, claim form etc.

Other Administration Duties

- Quality Management
- Environmental Management
- Company's Corresponding List
- Christmas Card
- Company Functions

The works done by each and everyone of us
represent the image of the company

Thank You