

## Annex-2

| CTC PSEAH Acknowledgement Form  Name of employee/consultant/Vendor:  |
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| Position: Manager Finance.   |
| Department:  |
| I have received, read and I fully understand the CTC PSEAH policy included in the CTC ESR manual.  |
| I understand its contents and agree to comply with the guidelines set out in the subject policy and understand that failure to comply may result in disciplinary or legal action(s). |
| Date: 02-12-2021 Signature:  |

Please sign and return to HR Team. This document will be filed in the employee's personal file.