



Malaysian Financial Planning Council

(Reg. No. : PPM-003-14-10032004)
(Incorporated under Societies Act 1966)



ANNOUNCEMENT – NOTICE FOR MEMBERS AND VISITORS

Dear ladies and gentlemen,

Based on the latest news announced on 29th September 2021, the Prime Minister of Malaysia has announced that Selangor, Kuala Lumpur and Putrajaya will be moved to the phase three of National Recovery Plan on 1st October 2021. In the wake of this order, the **MFPC office will resume its operation effective on 1st October 2021 with 50% of staff force to working from office.** In the event of any urgent matter pertaining to MFPC's office operation, you may contact MFPC direct line at 03-6203 5899.

Safety is of the utmost importance during this return-to-office process, and we have made numerous changes to our policies and procedures as below:

- All employees entering our premises must complete the two jabs of vaccine
- All visitors entering our premises must complete the two jabs of vaccine
- Only 50% of the staff work force will report to office at any one time to adhere to social distance guideline
- Common areas and frequently touched surfaces are being cleaned daily
- Workspace layouts and seating arrangements are adjusted to allow adequate social distancing
- All employees and visitors must screen their temperature, keep their hand sanitized and wear their facial mask when entering our premise

A reminder to our members to maintain good hygiene practices to prevent the spread of COVID-19 and keep yourself and others safe. We will also continue to monitor the COVID-19 outbreak closely and adhere to Standard Operating Procedure (SOP) issued by the government through the Ministry of Health (MoH). Our scheduled physical classes and events are also cancelled until further notice. Members should also play their part in practising good hygiene and prevention measures as well as applying measures of social distancing, including avoiding crowded places.

Thank you.

COMPETENCE.ETHICS.STANDARDS

Your sincerely,
Malaysian Financial Planning Council
Chung Kar Yin
Executive Director