



Andrew,
copy for record.

Form 1

List

PERFORMANCE APPRAISAL FORM (Professional)

SECTION A : PERSONAL DATA (To be completed by Appraisee)	
Name : Andrew Kuan Yoke Loon	Employee No : J7225
Department / Designation : Finance/Group CFO	Age : 50 years
Scheme and Grade : SG2	Years in Grade : 2 years 10 mths
Date Joined JTC : 1 June 2001	Highest Qualifications : FCMA, FCPA, CPA
Purpose of Review : <input checked="" type="checkbox"/> Annual (please tick) <input type="checkbox"/> Confirmation (See Section G) <input type="checkbox"/> Others	Commendations/Awards in JTC : Period Reviewed : From 1 April 2003 to 31 March 2004 mm/yy mm/yy

Reporting Officer : Name Chong Lit Cheong Designation GEO(JTC)	Reviewing Manager : Name Soo Kok Leng Designation Chairman
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SECTION B (I) : JOINT REVIEW OF TARGETS AND ACHIEVEMENTS					
Target No	Targets of Officer for Period Under Review (To be completed by Appraisee)	Review of Achievements/Progress of Targets (To be completed by Appraisee/Appraiser)	Exceed Expectations (To be completed by Appraiser)	Meet Expectations (To be completed by Appraiser)	Below Expectations (To be completed by Appraiser)
1.	The supervision and administration of the JTC Corporation's accounting system, including financial and accounting records and procedures for the receipt, custody, investments, safekeeping and payment of JTC moneys and the purchase, custody and disposal of JTC property	Met all statutory reports deadlines to President, Ministries & Board. Also ensured compliance with the financial provisions embodied in the JTC Act and JTC's Financial Manual JTC is the only MTI SB which submits Annual Returns within 90 days after close	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

