

Serial Number:

09/10/2012

10:47 AM

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| eCosway Change Request Form (CRF) |
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Directions for Use:

- This form must be filled out completely with signed reviewers and approvals obtained before executed by the eCosway IT staff.
- The reviewers required are Managing Director, Operations Manager and Business Representative Manager.
- Approval is by the Managing Director.
- Please type or print in a legible fashion the information requested below.
- Attach all supporting documentation and submit this CRF to the Operations Manager.

| Section 1 (Requester Data) | | |
|---|---|------------------|
| Change Classification (Tick the classification :) | | |
| <input type="checkbox"/> DEFECT | <input checked="" type="checkbox"/> ENHANCEMENT | |
| Name: Janelle Tan | Employee ID: | Date: 9 Oct 2012 |
| Department: Finance | Phone No: 2030 1360 (direct line) | Ext: |
| Section 2 (Change Data) | | |
| Application Name or Component Affected: Colombia bank file / finance report for members' bonus | | |
| Change Brief Description: (45 characters) : | | |
| 1. Remittance amount less than e\$15 (net of WHT) shall be thrown to the exception report 2. Calculation of WHT shall be based on e\$ and rounded to 2 decimal points 3. Amount in COP shown in the finance reference file and exception report shall have NO decimal point | | |
| Change Detailed Description: | | |
| Refer to sample shown in the attachment | | |
| Section 3 (Change Priority and Justification) | | |
| Requester Recommended Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | | |
| List Justification for the Requested Change: | | |
| Requester Signature: Janelle Tan | Yap Kuen Fah | Date: 9 Oct 2012 |
| Section 4 (Department Manager) Remarks and Signature | | |
| Remarks: _____ | | |
| To Be Implemented By (Development/Technical Group): _____ | | |
| Department Manager Name: | Date: | |
| Section 5 (Reviewers) | | |
| Managing Director: | Signature(s)/Date: _____ / _____ | |
| Operations Manager: | Signature/Date: _____ | |
| Business Representative(s): | Signature/Date: _____ | |
| Section 6 (Change Management (CM) Data) | | |
| Assigned Change Request ID No: _____ | Date: _____ | |
| Remarks: _____ | | |

1. Withholding tax calculation shall be based on e\$ instead of COP (amount rounded to 2 decimal points)

Example 1:

| CL002016A JAVIER IVAN CARRENO ORTIZ | | e\$ |
|--|--|-----------------|
| Direct Profit | | 1,652.02 |
| Personal Branch Profit | | 0.00 |
| Branch Override Profit | | 2,790.61 |
| Branch Performance Incentives & Extra Incentives | | 1,550.00 |
| Total Income | | 5,992.63 |
| Withholding Tax (10%) | | 599.26 |
| Withholding ICA (0.966%) | | 57.89 |
| Net Income after WHT | | 657.15 |
| Amount Retained in eAccount | | 5,335.48 |
| Amount to be remitted into bank account | | 0.00 |

Example 2:

| CL002003 MARIA CRISTINA TORRES DE RODRIGUEZ | | e\$ |
|--|--|---------------|
| Direct Profit | | 79.84 |
| Personal Branch Profit | | 115.00 |
| Branch Override Profit | | 45.00 |
| Branch Performance Incentives & Extra Incentives | | 239.84 |
| Total Income | | 239.84 |
| Withholding Tax (10%) | | 23.98 |
| Withholding ICA (0.966%) | | 2.32 |
| Net Income after WHT | | 26.30 |
| Amount Retained in eAccount | | 213.54 |
| Amount to be remitted into bank account | | 213.54 |

3. Change in reports

FILE NAME : CO_FINANCE_REFERENCE_072012.CSV
 MEMBER MEMBERBANK HOLBANK A EXCHANGE F AMOUNT BE WTAX(e\$) WICATAX(E\$ AMOUNT REMITTED(COP)
 CL002003 2917212 ALFONSO 2E+10 1800 239.84 26.30 213.54 384,372

presented in e\$

FILE NAME : CO_BONUS_PAYMENT_EXCEPTION_072012.csv
 MEMBER MEMBERBANK COI REASO AMT(COP)
 CL002003 MARIA CRISTINA T Invalid b 384,372

No decimal point

2. Remittance amount less than e\$15.00 shall be thrown to the exception report


 8/10/12