

MOVING TOWARDS A NEAR PAPERLESS OPERATING ENVIRONMENT

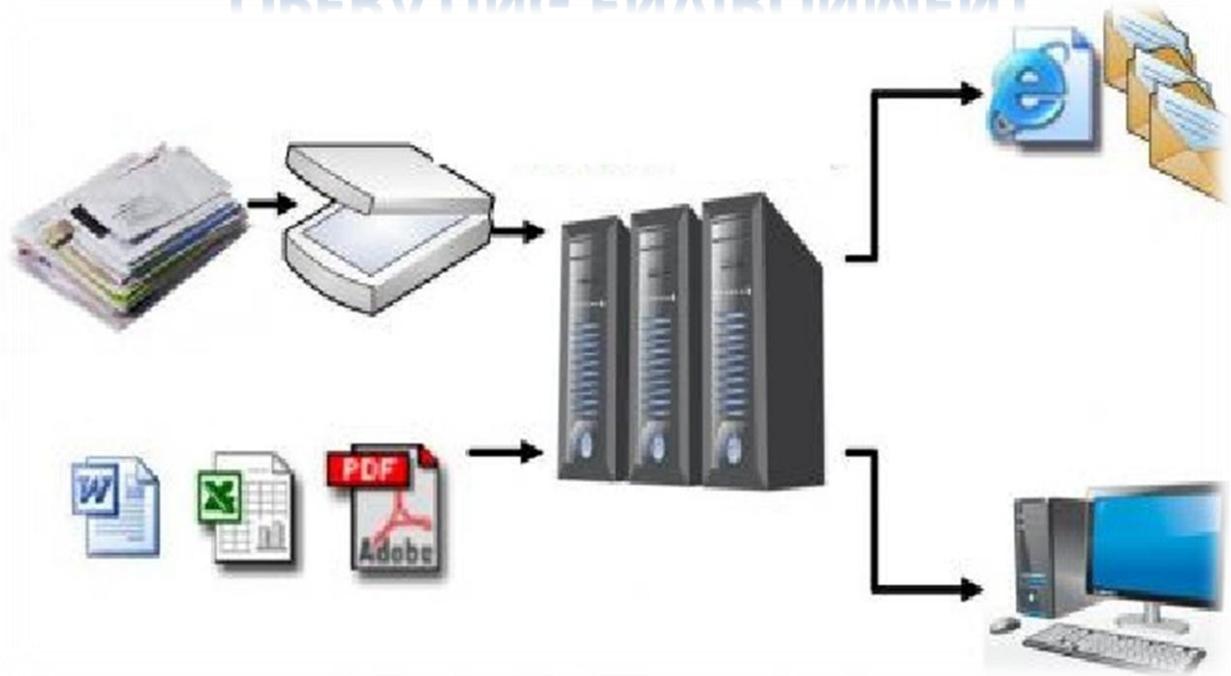


Image Scanning Project of Employees' Provident Fund Department

The Image Scanning Project (ISP) initiated to meet one of the strategic objectives of enhancing the efficiency and effectiveness of services by converting the existing EPF system to an automated banking model. ISP is expected to improve the operational efficiency of the Department by minimizing the time, space, cost and human resources involved in handling paper documents by converting the paper-based operating environment of EPF to electronic form.

The project is mainly categorized into four phases

- **Conversion of existing documents into electronic form**



The tender for Image Scanning Project was awarded to a service provider and the contract agreement was signed on 29 July, 2013. According to the scheduled time plan, scanning of existing documents such as Master Files (MFs), Form D (Employer registration form) and Re-registration documents are expected to complete in August, 2014.

- **Real Time Scanning of documents**



The scanning of documents at the point of reception to eliminate accumulation of paper documents will commence within the second quarter of 2014 (EPF Department is currently in the process of developing the Software Requirement Specification to customize the software to meet the requirements of the Department).

- **Establishment of the E-record room**



The hardware for the establishment of the e-record room was completed on the first quarter of 2014.

- **Linking of the Document Management System with the existing EPF computer system**

This phase will be carried out in collaboration with the IT Department after the completion of the three major phases described above.

The successful completion of the project within year 2014 is expected to provide the following benefits to the Department; decentralized simultaneous access to documents, member centric and efficient retrieval of documents and improved processes. Cost savings through the elimination of rental cost for storing of documents and other staff costs associated with handling of documents could also be achieved.