



ASSOCIATION OF CERTIFIED SECURITY AGENCIES
STANDARD OPERATING PROCEDURES FOR MEMBERS BENEFITS

1. Introduction

- a. This SOP is being put in place to accord benefits to members of ACSA during :
 - i. Bereavement;
 - ii. Child births;
 - iii. Hospitalisation; and
 - iv. Marriage.

2. Who will qualify?

- a. Official Representatives to ACSA;
- b. Directors of Security Agencies; and
- c. All employers of the Security Agencies.

3. Bereavement

- a. ACSA will send a floral wreath on the demise of the official representative, if the funeral is held in Singapore. The value of the wreath will be One Hundred Singapore Dollars;
- b. An e-condolence card will be send to the company upon the demise of any other Directors or employees of an agency

4. Childbirths

- a. ACSA will send a baby gift worth Fifty Singapore Dollars if the official representative or the spouse of the official representative gives birth;
- b. An e-congratulatory card will be sent to all other staff of the security agencies;

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- c. The couple must be man and wife recognised by the Singapore laws. Proof will be required.
- d. An application must be made in a prescribed form.
- e. An application must be made in a prescribed form. The terms and conditions will be stated in the prescribed form.

5. Hospitalisation

- a. ACSA will send a floral fruit basket worth Fifty Singapore Dollars , upon the admission of the official representative to hospitalisation. This is applicable once per calendar year (1st Jan to 31st Dec). If the official representative is admitted is hospitalised more than once, an e-Get well card will be sent for subsequent admissions.
- b. An e-Get well card will be sent to the other staff members upon being admitted to hospital. This applies for every admission.

6. Marriage

- a. ACSA will present a gift voucher worth Fifty Singapore Dollars if the official representative gets married, irrespective the number of marriages, as long as it is recognised and accepted by the Singapore laws.
- b. An e-congratulatory card will be sent to all other staff of the security agencies;
- c. An application must be made in a prescribed form. The terms and conditions will be stated in the prescribed form.

7. Approval

- a. These benefits will be approved by Helpdesk Standing Committee.

Amendment History	
Date of Issue	Brief Description of Changes
30 Aug 2018	Benefits for Member Agencies.

Date of First Issue : 30 Aug 2018

Approved at the ACSA Executive Committee Meeting on 30 Aug 2018.