

Malaysia Flexible Benefit Fund Guidelines

Purpose

The purpose is to outline the details of fund provided to S&P Global team members based in Malaysia. This fund caters to team member's wellbeing.

Eligibility

All permanent full-time and part-time team members in Malaysia are entitled to this benefit.

Guidelines

The Company reserves the right to change, modify and/or terminate the provision, terms and conditions of this benefit at its absolute discretion.

Guidelines Description

- Full Time team members are entitled to reimburse up to MYR 1,200 (pro-rated for part-time employees) per scheme year for the coverages defined in table 1.
- Flex fund of MYR 1,200 (pro-rated for part-time team members) can be used only by team members' wellbeing unless family members are stated as defined in table 2.
- Family members are defined as spouse and children
- Actual receipt(s) or tax statement(s) include(s) any applicable taxes and service charges.
- Receipts must be dated in the same scheme year as the reimbursement request.
- The payment of the claim items must be made by cash, credit card, debit card and bank transfer. Payment made by cash voucher, gift cards, pre-paid card or groupon will be excluded from the reimbursement.
- For all reimbursements to be approved, there should be documentation that has reference to the team member or the family member's name (if applicable).
- The entitlement is refreshed every January 1st and neither advancement nor carry forward of unused entitlement to the following year is allowed.

- Expenses incurred must be submitted for reimbursement during the scheme year itself and up until the 15th of January in the next scheme year.
- New hires, Part-time team members and transfer team members are entitled to a pro-rated flex fund, either based on the hours that the team member works per week or on the basis of their date of joining
- For Leavers, any over-spend of the flex fund shall be prorated up to the date of leaving. The same shall be deducted/adjusted in the full and final settlement.
- For colleagues leaving or transferring out of the country, they are required to submit their pending claims before their last day.

Guidelines Description		
Category	Coverage	Taxable
Health & Wellness	Health Screening	Non-Taxable
	Vision Care	Taxable
	Dental	Non-Taxable
	Vaccinations	Non-Taxable
Lifestyle	Personal Holiday Benefits	Taxable
	Mobile & IT Gadgets	Taxable
	Broadband	Non-Taxable
Disability Equipment and Accessories	Disability Equipment / Accessories	Taxable
Personal Protection	Supplemental Personal Life, Medical or Travel Insurance	Taxable
Overspend	Voluntary Flex Upgrade – Medical Insurance	

Coverage Description (Table 2)

Health & Wellness – Vision

**Description: Coverage Strictly for vision wear related expenses
Payment Type – One-Time Payment / Eligibility – Employee & Family**

Requirement for Claiming	Payment Receipt upload is mandatory
Claimable	<p>Any vision related expenses (with or without prescription degree) incurred, includes any misc fees incurred under same bill.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Optical Consultation Fee, Eye examinations, Eye tests • Spectacles / Contact Lenses/ Sunglasses • Sundries item-> Contact Lenses Solution / Saline solution/ Contact Lens Protein tablets <p>*Online printed / softcopy receipts from merchant are acceptable</p>
Not Claimable	<ol style="list-style-type: none"> 1. Lasik (including Pre/Post consultation) 2. Related accessories <ul style="list-style-type: none"> ○ Example: Casing, Neck string, Lens cleaning cloth, Ear Grips/Hook

Health & Wellness – Dental

**Description: Coverage for dental treatment
Eligibility – Employee Only**

Requirement for Claiming	<ol style="list-style-type: none"> 1. Payment Receipt upload is mandatory 2. For dental procedures / surgery expenses incurred, itemized receipt is required.
Claimable	<p>Any dental procedures/surgery related expenses incurred, with or without consultation. Includes any miscellaneous fees incurred under same bill.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Procedures/surgery incurred • Dental sundries/ consumable items incurred under dental bill <p>Examples:</p> <ul style="list-style-type: none"> • Scaling & Polishing • Extraction & Filling • X-rays - Crowning • Orthodontics (Including Braces) • Teeth whitening • Dentures
Not Claimable	Aesthetics/ cosmetic services

Health & Wellness – Health Screening

**Description: Any health screening related expenses incurred, including packages
Eligibility – Employee Only**

Requirement for Claiming	Payment Receipt upload is mandatory
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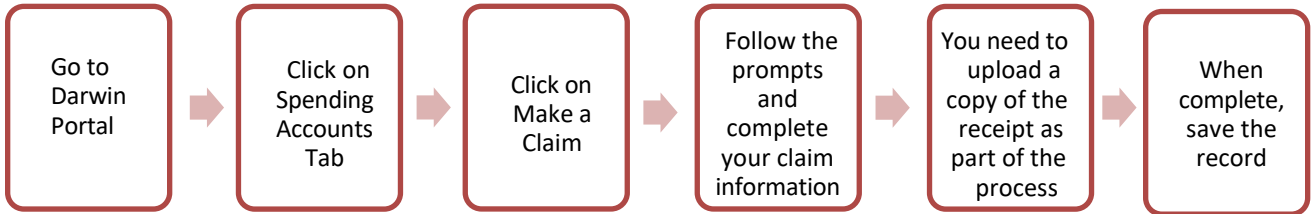
Claimable	<ol style="list-style-type: none"> 1. Related consultation fee incurred 2. Any personal / preventive vaccination 3. Related medical or diagnostic tests (medical / blood lab/ scans - MRI, CT, ECG/ X-ray/ Ultrasound etc)
Not Claimable	<ul style="list-style-type: none"> • Aesthetics/ cosmetic services • COVID-19 tests
Health & Wellness – Vaccination Description: Any vaccination / jabs related expenses, includes miscellaneous fees incurred under the same bill Payment Type – One-Time Payment / Eligibility – Employee & Family	
Requirement for Claiming	Payment Receipt upload is mandatory
Claimable	<p>Examples:</p> <ul style="list-style-type: none"> • Personal vaccination for Flu • Hepatitis A and B • Chicken pox
Not Claimable	Non-Preventive vaccine expenses
Disability Equipment / Accessories Description: Expenses related to disability equipment and accessories Payment Type – One-Time Payment / Eligibility – Employee & Family	
Requirement for Claiming	Payment Receipt upload is mandatory
Claimable	All disability equipment like Hearing Aid, Wheel chair etc.
Not Claimable	
Lifestyle – Broadband Description: Expenses related to broadband Eligibility: Employee Only	
Requirement for Claiming	<ul style="list-style-type: none"> • Payment Receipt upload is mandatory • Subscription and receipt should be under employee's name • Itemized bill must be provided
Claimable	<p>Individual Broadband subscription service/cost only</p> <p>Example: Maxis Broadband, Fiber Home Broadband, Celcom Broadband, etc.</p>

	* Online printed / softcopy receipts from merchant are acceptable
Not Claimable	Fees not related to subscription service / cost Example: Multi-Service Package/Plan that includes Broadband. "1 cost for Fixed telephone line with broadband line" or "1 cost for Mobile phone line with broadband line"
Lifestyle – Holiday Expenses Description: Personal and holiday expenses Eligibility – Employee Only	
Requirement for Claiming	Payment Receipt upload is mandatory
Claimable	<ul style="list-style-type: none"> • Air, cruise, train, coach tickets • Holiday packages • Hotel accommodation • Car rental incurred locally or overseas • Overseas In-land tours • Visits to places of interests in Malaysia • Chalet/ NTUC bungalow rental/ Farm stay/ in Malaysia <p>*Online printed / soft copy receipts from merchant or booking confirmation are acceptable Expenses for multiple people is acceptable so long criteria are fulfilled. Example, family hotel room, 4 coach tickets, 2 entrance fee to place of interest.</p>
Not Claimable	-
Lifestyle – Mobile & Gadgets Description: Expenses related to Mobile and IT Gadgets Eligibility – Employee Only	
Requirement for Claiming	Payment Receipt upload is mandatory
Claimable	<ol style="list-style-type: none"> 1. Mobile Gadgets: <ul style="list-style-type: none"> • Handphone • Smartphone 2. IT Gadgets: <ul style="list-style-type: none"> • Computer/ laptop, tablets, reader tablets • Printer, scanner, fax machine, printer ink cartridge • Monitor, Keyboard, Mouse • PC Speaker (Bluetooth speaker, wireless headsets) • External HDD/storage • Scientific calculator • Software Eg. MS office, PowerPoint, etc. • Router • WiFi Extender • Smart Watches

	<ul style="list-style-type: none"> • Electronic pen • Chargers for hand phone / tablets / laptop / PDA • Powerbank • Broadband Dongle <p>*Online printed receipts are acceptable.</p>
Not Claimable	<ol style="list-style-type: none"> 1. Mobile / IT gadget's accessories (i.e. phone casing) 2. Games – Hardware, Software, Accessories 3. Camera / Videocam or related. 4. Key ring holder/ Air Tag holder
Personal Protection – Personal Insurance Description: Expenses related to personal / medical insurance Eligibility – Employee Only	
Requirement for Claiming	Employee must be the direct beneficiary of the insurance plan
Claimable	<ol style="list-style-type: none"> 1. Life Assurance 2. Critical Illness 3. Endowment/ Savings 4. Travel Insurance Family Package
Not Claimable	<ol style="list-style-type: none"> 1. Housing Insurance / proper insurance 2. Maid insurance 3. Car / Motor Insurance
Supporting Documents	<ol style="list-style-type: none"> 1. Proof of payment required. 2. Annual Insurance premium statement/Insurance policy/Certificate
Overspend – Medical Description: Expenses related to Voluntary Flex Upgrade of Company Medical Plan Payment Type – Monthly Deduction via Payroll / Eligibility – Employee & Family	
Requirement for Claiming	NA
Claimable	Additional premium paid towards purchase of Voluntary Flex Medical & Wellness Plan
Not Claimable	-
Requirement for Claiming	
Claimable	
Not Claimable	-
Underspend / Overspend (Leavers) Description: Overspend to be deducted when flex fund is overspent	

Requirement for Claiming	NA
Details	Any overspend of the flex fund shall be prorated up to the date of leaving. The same shall be deducted/adjusted in the full and final settlement
Not Claimable	-

Reimbursement Claim Process



Additional information:

For any related concerns, please reach out to Darwin at +603 9212 7636 Pin Code 0033 or email HB.MY@marsh.com from Mondays to Fridays, 9.00 am to 5.00 pm (Closed on Malaysia Public Holidays).

Click [here](#) to visit the Darwin portal.