

POA Management RACI - Syensqo SA

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: TSU Tools & BAM

Responsibility area:

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Scope

 WW

Please remove the icon when not applicable.

ERP

 PF1

 WP1

 PE1

 Unknown Attachment

Please remove the icon when not applicable.

Frequency

 Month

 Unknown Attachment

 Unknown Attachment

Please remove the icon when not applicable.

References

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1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. *POA Management RACI - Syensqo SA*

Governance							
Activity	TSU Tools & BAM	Corp. Treasury	TSU Operations	Legal Dept	Legal admin (deleg.)	Author. Signatories	Banks
Information (by people or system)	I	A	I	R	R	R	
Decide the update list of Authorised Signatories	I	R	I	C	A	I	
Power of Attorney letters preparation	R A	I	I	I	I	I	
Compliance & KYC process	A				C	R	
Signature of POA letter	R				A		
Communication to the banks	R A		I		I	I	I
Internal communication	R A	I	I				
Bank account repository update	R A						
EBS update	R A	I	I			I	

R = Responsible ("Doer"), A = Accountable ("Approver"), C = Consulted, I = Informed

End of document.