



Group Chats

Join groups with (A) if you are in Audit or Corporate Tax service lines.
Other services lines, please join groups with (O).
The first two letters: BW/BM/PG indicates the branch you work at.

OACA Bot

Click the link https://t.me/oaca_bot to register. You will need your staff ID and Full Name ready.

Using Bot

To use the feature for the first time, you can key in “/start” and send the message.
A dropdown list of bots available will appear.

HR - Leave Application

Cancellation of approved leave, time-off applications, short notice leave, emergency leave and any other leave enquiries.

Select the appropriate leave application, complete and send. Applications will be forwarded to your 1st Approver automatically. Approvers will only need to click Approve/Reject on Telegram, the message will be forwarded to HR team & final approvers, no further action is required from applicant/approver (no need to screenshot and send).

HR - Payroll

For any P&C salary matters.

IT Help

For issues related to machines/equipment/work-stations or laptops.

Finance

For non-payroll related claims and any business payment requests.

Management

Whistleblowing matters, wellbeing matters, personal issues or feedbacks directly to management.

Sports Club

For communication with current sports club members

Admin

For any administrative matters (for e.g. setting up specific group chats for engagements) or help required.
Anything that you are unsure of, ask Admin.