

MINUTES OF THE 1st JPSFA COMMITTEE MEETING FOR 2017

DATE: 5th January 2017
TIME: 12.00 pm
VENUE: JPSFA Meeting Room

Present:

Mr. Michael Cheah	-	President
Ms. Stephanie Lim	-	Vice-President
Mr. Douglas Choo	-	Treasurer
Mr. William Chan	-	Secretary
Mr. Elgy Ng	-	Committee Member
Mr. Raymond Wong	-	Committee Member
Ms. Lee Siew Fang	-	Committee Member
Mr. Daniel How	-	Committee Member
Ms. Nancy Kwan	-	Committee Member
Mr. Alan Tang	-	Committee Member
Mr. Alan Hwang	-	Auditor
Ms. Yip See Wan	-	Auditor

Absent with apologies:

Mr. M Nathan	-	Committee Member
Ms. Hamidah Wagey	-	Committee Member

The President thanked the committee members for attending our 1st committee meeting. He informed the committee that he will not continue to the next term and endorse for Ms Stephanie Lim to take over the post and he hopes that all committee members will give their full cooperation and support to Ms Stephanie. Mr President expresses his appreciation to Mr Douglas as Acting President for the month of December 2016.

Highlighted by Ms Stephanie to separate Immigration and Jabatan Laut Issue under 8.0

The minutes were proposed passed by Mr Elgy and seconded by Ms Stephanie Lim.

	Issues	Action	Action By
1.0	<p>Previous Matters:</p> <p>1) <u>CDN Paperless</u> Mr William contacted Mr Yap on the status of the implementation of CDN due to start of 1st January 2017 but to date no confirmation from JCT on the implementation date. We have arranged a meeting on 10th January 2017 with JCT together with Break-bulk and will press JCT on this CDN paperless issue. Ms Stephanie was informed by Mr Yap that that PEP pass is faulty and have quality issues and will therefore have to wait before implementation of CDN Paperless. However we have questioned them that for those 20 hauliers who have previously participated in the pilot run should be allowed to start with CDN paperless.</p> <p>2) <u>Break-bulk</u> For Break-bulk issues to be discussed during meeting on 10th January 2017 suggested to contact Osjay together with Far Eastern Freight to invite them to join us in the meeting with JCT and Break-bulk so that members can raise up their issues and problems faced.</p> <p>3) <u>RAPID</u> As there were no issues raised regarding RAPID, we will drop this topic.</p>		For info
		To follow up	Ms Lee and Secretariat
2.0	<p>President's Report:</p> <p>1) <u>uCustoms Updates</u> No updates to-date.</p> <p>2) <u>Demerit-System Task Force</u> The President informed that we have received circular from Customs which is acceptable by all parties concerned.</p> <p>3) <u>Johor Port Net</u> We have appointed our representative for the Johor Port Net and have yet to receive info on next date of meeting.</p> <p>4) <u>Customs Meeting</u> Meeting arranged for 17th January 2017 for formal introduction with Tuan Jaafar..</p>		For info
3.0	<p>Vice President's Report:</p> <p>1) <u>Customs Meeting</u> We attended Meeting with Customs PTP,</p>		For info

	<p>Tuan Noraizam 30th November 2016 during which we request for pre-clearance in view of reduce of free storage from 7 days to 5 days and minutes of meeting posted on our website.</p> <p>2) <u>LPJ Meeting</u> Attended LPJ meeting on presentation on the process flow for ship clearance & document and 24 hour manifest submission before ATD under Ucustoms.</p> <p>4.0 Secretary's Report: 1) <u>Staff Employment, terms and benefits</u> Mr William informed secretariat that the committee have agreed with effect from 1st January 2017, that staff will be employed under full employment terms with EPF and SOCSO contributions, medical fees of maximum of RM700 per year, annual leave of 14 days per year, medical leave at 14 days per year, overtime as per labor law, hand phone allowance at RM75 per month, mileage claim at RM0.50 per km, working hours from 9am to 5.30 pm from Mondays to Fridays and observe public holidays as per gazette State Government holidays. Committee members have also agreed to revise secretariat's salary to RM2,500 per month with effect from 1st January 2017 under full employment terms and review performance and salary after 6 months by end June 2017.</p> <p>5.0 Treasurer's Report: The balances as at 30th November 2016 stands at: Cash in Bank: RM 144,678.42 Fixed Deposit: RM 261,052.18</p> <p>To-date we have yet to receive payment from PG Launch and Sitty Travel. To inform Mr Nathan to assist in this collection..</p> <p>1) <u>Johor Port ISMS Talk</u> Attended meeting on IT Security, compliance and preventions of hackers</p> <p>6.0 Training Courses: To defer Bill of Lading Course to after Chinese New Year.</p> <p>7.0 Other matters: <u>Immigration Issue</u> To set up meeting with Immigrations in February 2017.</p>	<p>To finalize new appointment letter</p> <p>Follow up membership subscription</p> <p>To finalize</p> <p>To fix appointment</p>	<p>For info</p> <p>Mr William</p> <p>For info</p> <p>Secretariat</p> <p>For info</p> <p>Ms Nancy</p> <p>Secretariat</p>
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	<p>of RM1,000.00. Secretariat to purchase Petty Cash box and inform insurance company accordingly.</p> <p><u>Association Revenue & Taxation matters</u> Association need to sort this out with regards to the revenue earned. Mr Douglas to look into this as soon as possible. Suggested that an external auditor be appointed to audit our accounts.</p> <p><u>Title Deed, Safe Deposit Keys, Fixed Deposit Certificate</u> Mr President together with Douglas and William will look into this urgently.</p> <p><u>Annual General Meeting</u> Mr President inform that the AGM originally set on 18th January 2017 has to be revise to a later date in view of some matters to be resolved. Secretariat to email and inform all members accordingly. Internal auditors are not willing to sign accounts and agreed to get an external auditor after consultation with tax consultant. Mr William to make appointment with tax consultant for discussion.</p> <p><u>GST Issue</u> Members request for further clarification on GST that if 1 invoice is issued no GST is applicable. Mr President inform that we need to go to Putrajaya to get proper classification. To make appointment with Tuan Zaruddin of GST Transport.</p>	<p>Appoint external auditor</p> <p>Contact PBB</p> <p>Email to members & fix appointment</p> <p>To fix appointment</p>	<p>Mr Douglas</p> <p>Mr Douglas & Mr William</p> <p>Secretariat & Mr William</p> <p>New committee members</p>
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With no other matters arising, the next meeting is proposed to be held in mid February 2017