

## **MINUTES OF THE 2nd JPSFA COMMITTEE MEETING FOR 2017**

**DATE:** 2<sup>nd</sup> March 2017  
**TIME:** 2.00 pm  
**VENUE:** JPSFA Meeting Room

### **Present:**

Mr. Michael Cheah	-	President
Ms. Stephanie Lim	-	Vice-President
Mr. Douglas Choo	-	Treasurer
Mr. William Chan	-	Secretary
Ms. Nancy Kwan	-	Committee Member
Mr. M Nathan	-	Committee Member
Ms. Hamidah Wagey	-	Committee Member
Ms. Lee Siew Fang	-	Committee Member
Mr. Alan Hwang	-	Auditor
Ms. Yip See Wan	-	Auditor

### **Absent with apologies:**

Mr. Elgy Ng	-	Committee Member
Mr. Raymond Wong	-	Committee Member
Mr. Alan Tang	-	Committee Member
Mr. Daniel How	-	Committee Member

The President thanked the committee members for attending our 2<sup>nd</sup> committee meeting

The minutes were proposed passed by Ms Yip and seconded by Mr Nathan.

	Issues	Action	Action By
1.0	<p><b>Previous Matters:</b></p> <ol style="list-style-type: none"> <li>1) <u>CDN Paperless</u> CDN paperless already fully implemented since 15<sup>th</sup> February 2017 but system is still not very stable.</li> <li>2) <u>Break-bulk</u> We had a fruitful meeting on break-bulk issues with Johor Port and Break-bulk held on 10<sup>th</sup> January 2017 together with Osjay and Far Eastern Freight and minutes of meeting have been posted on our website.</li> <li>3) <u>RAPID</u> Highlighted that there are still many containers still in port waiting for AP issued by CIDB. CIB bay is full and huge sums have to be paid for demurrage and detention charges to shipping lines due to delay in clearance mainly on AP issue. This project cargo estimated to end by 2019. As advised by Johor Port, future import and export of materials from RAPID will be shipped via Petronas private jetty at Teluk Ramunia by barge to JCT hence only internal haulage service will be required at Pengerang.</li> <li>4) <u>uCustoms Updates</u> Latest information is that pilot users of uCustoms module were requested to attend 5 days course in Langkawi next week but have been revise to 1 day course to settle SOP. Target date still remain on 1<sup>st</sup> January 2018 for implementation of uCustoms.</li> <li>5) <u>Demerit-System Task Force</u> Vice President and treasurer attended meeting in Putrajaya and informed that finally everyone agreed and will be implemented effective from 1<sup>st</sup> March 2017 on the 4 main items, namely false declaration, falsification of documents, fraud and smuggling. Other items will be pending further discussion.</li> <li>6) <u>Johor Port Net</u> No updates received from LPJ on Johor port Net.</li> <li>7) <u>Customs Meeting</u></li> </ol>		<p>For info</p> <p>For info</p> <p>For info</p> <p>For info</p> <p>For info</p> <p>For info</p>

	<p>We will leave this to the next committee for meeting with Tuan Jaafar if required.</p> <p>8) <u>Staff Employment, terms and benefits</u> Mr William informed that new letter of Employment have been forwarded to secretariat together with Terms and Conditions of Employment. Under Terms and Conditions of Employment, we will have an option on overtime if required to work on Saturdays and Sundays, can be paid via replacement leave or overtime payment based on labor law and cost factor directly to courses. JPSFA will register with Income Tax department for company's PCB file reference no.</p> <p>9) <u>Immigration Issue</u> We have requested Johor Port to organize a joint meeting together with immigrations but have yet to receive feedback from Johor Port.</p> <p>10) <u>Jabatan Laut</u> Member inform that they are still facing problems with Jabatan Laut as no written instructions received with regards to originals documents not required to be presented during clearance process. Mr President informs Mr Nathan to make appointment with En Redzuan to discuss and settle this issue.</p> <p>11) <u>Photographs</u> Photographs of Johor Royal family already purchased. Photographs of Menteri Besar can be collected from the State Secretary's office sometime in April</p> <p>12) <u>Petty Cash</u> Proposed Petty Cash float of RM1,000.00 to be discussed at AGM due to Petty Cash amount as per constitution is at RM500.00. To find out insurance coverage for Petty Cash kept in office.</p> <p>13) <u>Title Deed, Safe Deposit keys, Fixed Deposit Certificate</u> Title Deed, Safe Deposit Keys, Fixed Deposit Certificates are all in hand and sighted by auditors. Mr President inform that the Title Deed in still under our Association's old name and we should have it changed. Agreed to appoint a lawyer to handle change of name.</p> <p>14) <u>GST Issue</u></p>	<p>To finalize new terms and conditions of employment</p> <p>To fix appointment</p> <p>Include in AGM agenda</p> <p>Appoint lawyer to handle</p>	<p>New Committee</p> <p>Mr William</p> <p>For info</p> <p>Mr Nathan</p> <p>For info</p> <p>Secretariat</p> <p>Mr William</p>
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	<p>Mr President informed Ms Stephanie to consult with all the association nationwide as GST is a national issue and he suggested that the new committee to take over this discussion with the relevant authorities.</p> <p><b>2.0 President's Report:</b></p> <p>1) <u>PTP Sports Community Meeting</u>  Custom PTP organized this event amongst the entities working in PTP. We have combine strength with JOFFA to form Team Forwarding and came in fourth place for table tennis event held on 26<sup>th</sup> February 2017. It was decided that all future games will be held on Saturdays so that LPJ will be able to participate. Next game, badminton consisting of 1 x doubles veteran (45 years and above), 3x doubles Men and 1x doubles Women to be held on 22nd April 2017. Round robin system, best of 3 sets with 11 points per game. Total cost for badminton estimated at RM2000 to be shared amongst 4 entities as LPJ will pay for bowling. JOFFA will pay for JPSFA cost and JPSFA will organize the badminton games. Bowling will be the finale of this Sports Community to be organized by LPJ so as to celebrate the farewell of Tuan Ibrahim of LPJ estimated to be held around October 2017.</p>	<p>To follow up</p> <p>To inform members for participation</p>	<p>New committee</p> <p>Sports committee and secretariat</p>
<p><b>3.0</b></p>	<p><b>Vice President's Report:</b></p> <p>1) As reported in above meetings</p>		<p>For info</p>
	<p><b>4.0 Secretary's Report</b></p> <p>1) <u>Title Deed</u>  Mr William highlighted that we should find out the cost and appoints a lawyer to process the change of name on title deed, MBBJ and Pejabat Tanah.</p> <p>2) <u>Building</u>  Highlighted by auditors if the value of our building need to be revalued to current market value. Agreed by all that we will just maintain building value as per our book value.</p> <p>3) <u>Accounting Software</u>  Propose to buy accounting software for our association accounts as currently our accounts are done manually. As there are different views from committee members it was decided that we will let the next committee to decide if we need to get</p>	<p>To appoint lawyer</p> <p>To follow up</p>	<p>Mr William</p> <p>For info</p> <p>New committee</p>

	accounting software.		
<b>5.0</b>	<p><b>Treasurer's Report:</b> The balances as at 31<sup>st</sup> January 2017 stands at: Cash in Bank: RM 152,832.88 Fixed Deposit: RM 262,971.60</p> <p>Mr President highlighted that all Fixed Deposit Receipts have been obtained. He also informs that presently all our Fixed Deposit is under 1 month tenure and we should look into a longer period of tenure with the bank in order to enjoy better interest rates. However he advises the next committee to review on tenure for Fixed Deposit.</p> <p>We have received payment for subscriptions fees for 2016 and 2017 from PG Launch. However Sitty Travel have decline to join as our member.</p>	To review	For info  New committee  For info
<b>6.0</b>	<p><b>Training Courses:</b> Tentative training courses as follows but however we will leave it for confirmation for next committee. April 2017 – Incoterms &amp; Bill of lading November 2017 – Customer Service in Logistics - Motivation Sales for Logistics December 2017 – How to handle import &amp; export procedure - Intermediate/Advance Microsoft excel</p> <p>Pending advice from UUM for tentative dates for KEP and KEK courses.</p>		New committee
<b>7.0</b>	<b>Other matters:</b>		
<b>7.1</b>	<p><u>Audited Accounts 31<sup>st</sup> December 2016</u> The audited accounts for the year ended 31<sup>st</sup> December 2017 was approved and authorized for presentation at the Annual General Meeting.</p> <p>That Mr Michael Chee Chee Keong and Mr Choo Wai Teck is authorized to sign the Committee's Report and Statement by Committee.</p> <p>That Mr Choo Wai Teck is authorized to sign the Statutory Declaration.</p> <p>That Messrs. TK Soon And Company, Chartered Accountants was re-appointed as Auditors for the next financial year ended 31<sup>st</sup> December 2017.</p>	For approval at AGM	For info
<b>7.2</b>	<p><u>Annual General Meeting</u> That the 27<sup>th</sup> Annual General Meeting of the Association be fixed on 30<sup>th</sup> March 2017, 12.30 pm at JPSFA Office.</p>		For info

With no other matters arising, the next meeting is proposed to be held in mid April 2017