

## **MINUTES OF THE 4<sup>th</sup> JPSFA COMMITTEE MEETING FOR 2019**

**DATE:** 16<sup>th</sup> April 2019  
**TIME:** 1.00 pm  
**VENUE:** Swift Office Meeting Room

### **Present:**

Ms. Stephanie Lim	-	President
Mr. Douglas Choo	-	Vice-President
Mr. Chong Jit Chien	-	Secretary
Ms. Koh Mary Lin	-	Treasurer
Mr. Ramesh	-	Committee
Mr. Kenny Tee	-	Committee
Ms. Yip See Wan	-	Committee
Ms. Hau Suat Guat	-	Committee
Mr. Kelvin	-	Committee
Mr. Lim Fern Yong	-	Committee
Mr. Arvind	-	Committee
Mr. Mubarak Bin Mansor	-	Auditor
Mr. Gilbert Hee	-	Auditor

### **Absent with apologies:**

Mr. Elgy Ng	-	Committee
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The President thanked the committee members for attending the 4<sup>th</sup> committee meeting.

The minutes were proposed passed by Mr Kenny Tee and seconded by Mr Lim Fern Yong.

	<b>Issues</b>	<b>Action</b>	<b>Action By</b>
<b>1.0</b>	<p><b>Previous Matters:</b></p> <p>1) <u>Income Tax Letter</u> Tax for Y/A 2005 to 2015 duly paid and submitted to Income Tax Department and acknowledgement letter received and agreed for the Special Voluntary Disclosure Program.</p> <p>2) <u>SST Briefing for Freight Forwarders</u> SST Briefing organised for members on 4<sup>th</sup> April 2019 by JKDM SST Department with attendance of approximately 80 members held at Eco Business Park II, Senai Airport City.</p>		<p>For info</p> <p>For info</p>
<b>2.0</b>	<p><b>President's Report:</b></p> <p>1) <u>HSSE Meeting at PTP</u> PTP will organize quarterly meeting with all associations to conform to HSSE requirements and PTP will discuss and improve on issues brought forward by all associations in future meetings.</p> <p>2) <u>Meeting with JPB/JKDM/JOFFA/OGA</u> Chaired by JPB on Custom Examination Area (CEA) whereby containers parked at CEA without knowing the reasons. Currently about 80 containers parked at CEA and some containers are not traceable in JPB system. JPB have proposed to send out weekly report in order to help ease congestion.</p> <p>3) <u>Meeting with LPJ on ISPS Standard</u> Meeting held by LPJ to discuss on the process flow for boarding a vessel at PITSB jetty via shore side effective 1<sup>st</sup> May 2019 as per their safety and ISPS Standard requirements by Jabatan Laut. Proposal from members to LPJ that Terminal should provide shuttle service for boarding from road side instead of ship side as most companies do not have company vehicles. LPJ will extend the implementation date pending confirmation from their management.</p> <p>4) <u>Shipping Related Charges</u> SAM has approached us and informed that for all shipping related charges in regards to SST should be jointly taken up by all trade associations with MOF.</p>	<p>To update once further update is available</p>	<p>For info</p> <p>For info</p> <p>Mr Arvind</p> <p>For info</p>

<p><b>3.0</b></p> <p><b>4.0</b></p> <p><b>5.0</b></p>	<p><b>Vice-President’s Report:</b></p> <p>1) <u>JPB/JKDM/JOFFA/OGA</u>  With regards to CEA area, we should seek kind consideration from JPB to move containers to buffer stack, after complete custom inspection procedure to help ease congestion.</p> <p>2) <u>PTP Navis System N4 Pilot Test Run</u>  PTP will conduct a drive run before their official launch in July to replace the current Navis system. Each company will have to send 2 representatives to attend to the training.</p> <p><b>Secretary’s Report:</b></p> <p>1) <u>JPB/JKDM/JOFFA/OGA</u>  Commented that feedback from major parties that the working hours from OGA should be more flexible e.g. more manpower on Fridays and lesser manpower on Sundays to ease clearance processing.</p> <p>2) <u>LMFA Conference</u>  Attended above with Fern Yong and found that the conference is an “eye opening event”. Concurrently they have different ongoing programs, booths on technology and public speaking forums. The LMFA Conference emphasis mainly focus on data info, block chain, AI, apps application technology, etc to achieve the last mile fulfillment objective, custom satisfaction and customer relationship management system.</p> <p><b>Treasurer’s Report:</b>  The balances as at 31<sup>st</sup> March 2019 stands at:  Cash in Hand: RM 1,000.00  Cash in Bank: RM 95,056.22  Fixed Deposit: RM 466,899.46</p> <p>To-date 29 members have not paid up the subscription fees for year 2019 totalling RM16,150 and target to collect all outstanding subscription by end May 2019.</p> <p>2 new members namely Sapphire Marine and Motor Express joined our association in April 2019. OPL Marine indicated they will discontinue membership. Mr Arvind will assist to talk and convince OPL Marine again. Total membership to-date is 149 members.</p> <p>Committee agreed that we proceed to transfer RM50,000 from our Current Account to Fixed Deposit account for 1 year tenure at current FD</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>To follow up and collect outstanding by end May 2019</p> <p>Prepare letter to bank</p>	<p>To highlight in next JPB meeting</p> <p>For info</p> <p>For info</p> <p>For info</p> <p>For info</p> <p>Cecilia</p> <p>For info</p> <p>Cecilia</p>
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	<p>Venue:</p> <ul style="list-style-type: none"> <li>- Write to MPKU for approval</li> <li>- Source for 5 activities station</li> <li>- Beneficiaries food station (popsicles &amp; popcorn)</li> <li>- Ambulance, Rela &amp; Police bantuan</li> </ul> <p>Sponsorship:</p> <ul style="list-style-type: none"> <li>- Finalize sponsorship letter</li> <li>- Send sponsorship letter to members</li> </ul> <p>Beneficiaries:</p> <ul style="list-style-type: none"> <li>- Visited beneficiaries</li> <li>- Beneficiaries background to be finalized</li> </ul> <p>Marketing:</p> <ul style="list-style-type: none"> <li>- Finalize flyer</li> <li>- Blast out website, facebook &amp; members</li> <li>- Approach VIP (JPB/PTP/JOFFA/etc)</li> <li>- Source for suppliers of other colletarals, runner pack , t-shirts, sourvenirs, banners, medals</li> </ul> <p>F &amp; B:</p> <ul style="list-style-type: none"> <li>- Start sourcing for water sponsors</li> </ul> <p>HR: Runner Guide – 30 pax</p> <p>Ticketing/Registration:-</p> <ul style="list-style-type: none"> <li>- Create table</li> <li>- Take note of incoming registration</li> </ul>		
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With no other matters arising the next meeting ended at 5.00 pm. The next meeting will held on 21<sup>st</sup> May 2019 at 2.00 pm at JPSFA Office.