

TOP GLOVE SDN BHD
EXPORT DOCUMENTATION DEPARTMENT F9/F20



Mr. KM Lee
M. D.



Noraziah
GM



Jimmy Gan
Manager



Noor Dalila
Asst.Manager



Christine Cham
Asst.Manager



Kuna Letchmi
Asst.Manager



Woon Sook Chuen
Asst.Manager



Stephy Lim
Executive I



Chew Lea Hoay
Officer II



Tam Xiu Lin
Officer II



Subashini
Officer I



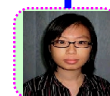
Yap Kai Lee
Officer I



Amutha
Officer II



Pinky Khoo
Officer II



Mapple
Officer II



Anne Miranda
Executive I



Lee Siew Sia
Executive I



Hidayat
Officer I



Tee Yee Von
Officer I



Lim Lin Jin
Officer I



Loh chyi Yee
Officer I



Tan See Chee
Officer I



Maung Tun Shein
Supporting staff - Clerk



Mami Tri
Supporting staff - Clerk



Suhaimi
Despatch



M.Hafizan
Despatch



M.Zulfazdli
Despatch

Prepared by:
Chew Lea Hoay
Officer II

Checked by :
Woon Sook Chuen
Asst. Manager

Verified by:
Mr.Jimmy Gan
Manager

**F9/F20 - DOCUMENTATION DEPARTMENT
INTERNAL CUSTOMER ADVISORY SERVICES**

<p>Team (Special): Special Departmental Project Team to HOD HOT: Woon Supporting members on Training/Meeting: Stephy/ Li Jin (Training) Lim Li Jin/ See Chee (Meeting Slide) Loh Chyi Yee Tan See Chee Supporting member on Intranet: Chew Lea Hoay</p>	<ul style="list-style-type: none"> • All banking documentary negotiation / collection / discrepancy / acceptance / refusal / settlement • Allocation of trade bill (LC and Documentary Collections) to bankers • Compliance on Management Report / Staff Training / Meetings • Intranet Data / Information Updating • Office administration / Staff Training on records • All China F8 & F15 documentary operations/training and compliance • Control and monitoring of yearly renewal of all departmental licenses - Chinese Chamber & MITI • Overall Recruitment / Training / Retention (RTR)
<p>Team (A): Spring HOT: Noor Dalilla (Dilla) Members: Chew Lea Hoay Tam Xiu Lin Subashini Yap Kai Lee</p>	<ul style="list-style-type: none"> • Advisory & checking of all Import and Export LC • LC amendment, LC safe keeping/recording/custodian • Advisory on all matter including shipping documentation related to: <ul style="list-style-type: none"> - Pre-LC advisory including Import and Export from the group - USA / FDA shipment procedures - Documentary processes including ISF10+2 work flows/ report • Documentary operations / compliance in Thailand (F6 + F7) • Insurance Claims advisory • Monthly GRE and Commercial Invoice Compliance • Control and arrange for documents storage/custodian/DMS administration
<p>Team (B): Summer HOT: Kuna Members: Anne Miranda Lee Siew Sia Hidayat Tee Yee Von</p>	<ul style="list-style-type: none"> • Operational and Documentary Processes • Advisory & Compliance to all departmental & company guidelines and procedures • New incoming L/C Distribution to marketer • Enquiry / Arrange of freight payment • New Account Allocation and re-distribution of existing account in compliance with the departmental KPI • Control and arrange for all local dispatches and collection of documents • Control and arrange for all office and departmental purchases • Control and arrangement for all office forms/bank forms etc. • Recruitment • Cardical Project
<p>Team (C): Autumn HOT: Christine Cham Members: Amutha Pinky Mapple Ang</p>	<ul style="list-style-type: none"> • Application & compliance to all governmental or legalization of certification with . Trade Association / Embassy / Consulate / Bank Negara • Departmental reporting - DTF • Documentary advisory service related to Flexitech - F18 • All export compliance to Israel • All matter related to Certificate of Origin • Enquiry / Arrange of Insurance payment • Application yearly renewal of all departmental licenses - Chinese Chamber & MITI
<p>Team (D): Winter HOT: Stephy Members: Lim Li Jin Loh Chyi Yee Tan See Chee</p>	<ul style="list-style-type: none"> • Departmental Trainer on documents guidance & processes for all new OIC • All arrangement & matters related to departmental training • F15/F08 documentary processes and operational checking and advisory service

Rev.2012

Prepared By: Woon

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Verified and Approved By: Jimmy Gan

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