**URGENT : MONDAY**

1. Prepare document requested by LHDN & review by management , prior submission
2. To submit final financial report tpr enterprise , update on the profit sharing TPR for e filing directors
3. Final review all all cme resources financial report, invoice & letter signed by Management. Next call Redzwan & co for audit date.
4. To submit signed document to samad ( increase capital share amta, close PBB cmeR, extension audit cme Marine
5. To give updated list of directors & shareholders verified by secretary company)

**Finance dept meeting (Wednesday 10/2/21)**

AUDIT :

1. Samad : CME SDN BHD

:To print disposal list together with filled disposal form .

: To provide updated creditor list

CME MARINE SDN BHD  
: to print updated creditor list

1. Wasiy : To update on audit date CME Resources

OTHERS

1. To update on document status submitted to redzwan & co (amta & cme marine)-

-cme marine (sign by capt shah)

-extension audit submission

- close public bank CME resources

-increase capital shares AMTA

1. To Print out all claims guidelines and discuss on how to detail up & frequent asked questions by staff. (maternity, OT, allowance meal & accommodation, medical, training- bound period)
2. Monthly report progress.
3. Wasiy: To print on expenses guidelines TPR (repair & maintenance, medical care, allowance & incentives, all upkeep)

**Finance intern ( 1st March 2021 )**

Wasiy & samad -to suggest on tasks that can be done by intern to help finance department

1. check and tally asset list with each company .

2. prepare manual invoice for marine services

3. prepare PV

4. check on toknan bill & petty cash receipt

5. check, shred, and organized finance document at block B

6. To plan together with wasiy on how to keep track on high expenses incurred by TPR , plan to reduce for 2021.

7. To study on online payment getaway for training dept & services cme ( consultancy/ advertising )

8. To study on card device for TPR, so no need to use HLL CME Resources device.