



MTD GROUP OF COMPANIES
ALLOY ADVERTISING SDN BHD

DOC NO.
4

ISSUE:
2

DATE OF MANUAL:
14 Jan 2019

REV. NO.
2

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RIJALUDDIN SALLEH
Senior General Manager, Head
Group Compliance & General Services Division

APPENDIX 1

Sample Letter of Intent



Rujukan Tuan :
Rujukan Kami : AASB/PPUM/CYL/13/059/ee
Tarikh : 6hb Februari 2013

Pengarah
Pusat Perubatan Universiti Malaya
59100 Lembah Pantai
Kuala Lumpur.

U/P.: Prof. Dato' Dr. Ikram Shah Bin Ismail

Tuan,

CADANGAN PENYEWAAN TAPAK UNTUK TUJUAN PENGIKLANAN DI ATAS TANAH DALAM KAWASAN PUSAT PERUBATAN UNIVERSITI MALAYA (PPUM).

Dengan segala hormatnya kami merujuk Tuan berhubung perkara di atas serta rujuk perbincangan di antara wakil pihak kami, En. Emir Ezhar dan wakil pihak Tuan, En. Yahya Bin A.Hamid pada 4hb Februari 2013.

Sehubungan dengan itu, terlebih dahulu pihak kami ingin merakamkan ucapan ribuan terima kasih kerana sudi meluangkan masa dan kerjasama daripada pihak Tuan untuk mengadakan perbincangan dengan pihak kami berkenaan dengan cadangan penyewaan seperti di atas.

Untuk makluman Tuan, pihak kami bercadang untuk menyewa tapak milik PPUM bagi tujuan pemasangan struktur papan iklan luaran di dalam kawasan pentadbiran Tuan. Pihak kami amat berbesar hati sekiranya mendapat maklumbalas positif daripada pihak Tuan.

Di atas perhatian dan kerjasama daripada Tuan berhubung perkara ini di dahului dengan ucapan ribuan terima kasih.

Sekian.

ALLOY ADVERTISING SDN BHD.

A handwritten signature of Choo Yit Liang.
CHOO YIT LIANG
Pemangku Pengurus Besar

A handwritten signature of Dr. Emir Ezhar.

A handwritten signature of Yahaya Bin A. Hamid.
YAHAYA BIN A. HAMID
tel: 03-6195 1111
Jabatan Perhubungan Awam
Pusat Perubatan Universiti Malaya
18/2/2013

ALLOY ADVERTISING SDN. BHD. (418287-W)

Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

APPENDIX 2

Sample Proposal to Land Owner



Your Reference : AASB/MRD-MS/CV1/13/202/ee
Our Reference : AASB/MRD-MS/CV1/13/202/ee
Date : 05th June 2013

MASTER RESOURCE DEVELOPMENT SDN. BHD.
Level 18, Menara Sentul
NO. 86, Jalan Sentul
51100 Kuala Lumpur,

For Attn: Madam Florence Lee
Chief Executive Officer

Dear Madam,

**REF: PROPOSED RENTAL OF A ROOF TOP SPACE FOR THE PURPOSE OF
ERECTING BILLBOARD STRUCTURE SIZE 30' X 60' ON TOP OF CAR PARK
LEVEL AT MENARA SENTUL.**

With reference to our tele-conversation earlier and our proposal dated 22nd April 2013, we are pleased to append below mutually agreed revised terms and conditions:

I. Alloy Advertising Sdn Bhd proposes to lease the car park roof top space of the said building at Menara Sentul, at No.86 Jalan Sentul, 51100 Kuala Lumpur for a minimum of 2 + 2 years.

If. Alloy Advertising Sdn Bhd proposes a rental of RM20,609.00 per annum for the particular car park roof top space (attachment site plan) as rental to be paid quarterly in advance during the tenure of the agreement. There is no revision of rental rates during the initial term period (year) and 10% increment per year (RM2000.00) for the second term period (2 years).

III. Alloy Advertising Sdn Bhd to pay one (1) month advance rental (RM1,666.70) as earnest payment upon signing the of the proposal. The earnest payment is refundable should the submission rejected by the local authorities.

IV. The building owner shall assist Alloy Advertising Sdn Bhd in procuring approvals from the relevant government authorities for the purpose of displaying the advertisements.

V. The payment of the balance first quarter rental (RM3,333.30) shall be paid in 3 (three) months upon signing this proposal or date of appeals from authorities or whichever is earlier.

vi. Alloy Advertising Sdn Bhd to pay three (3) months refundable security deposit (RM5,000.00) upon signing of the agreement.

vii. Alloy Advertising Sdn Bhd shall undertake to procure Public Liability Insurance cover of RM 1,000,000.00 during the tenure of the agreement.

viii. Alloy Advertising Sdn Bhd shall register a separate power supply for the advertising structure on the car park roof top from Tenaga Nasional Bhd (TNB).

ix. Alloy Advertising Sdn Bhd will take charge and full responsibility on the structure maintenance and refurbishment costs during the rental period.

x. The above terms and conditions shall be as part of main agreement which will be prepared upon receipt of your acceptance.

Please sign the acceptance below.

Thank you and regards,

Yours sincerely,

ALLOY ADVERTISING SDN BHD.

CHOOSITT LIANG
Acting General Manager

I _____ K/BIC No. _____
being the registered owner at the building lot No. _____, do hereby accept the above
proposal in full.
Thank you.

Signature : Witness :

Date : _____

ALLOY ADVERTISING SDN. BHD. (418287-W)
Menara MTD, 1, Jalan Brda Caves
65100 Bal. Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6133-1111 Fax: +603-6139-2895 Website: www.mtdgroup.com.my

(A member of MTD Group)

ALLOY ADVERTISING SDN. BHD. (418287-W)
Menara MTD, 1, Jalan Brda Caves
58100 Kuala Lumpur, Selangor Darul Ehsan, Malaysia
Tel: +603-9055-1111 Fax: +603-6139-5650 Website: www.mtdgroup.com.my

(A member of MTD Group)

MTD GROUP

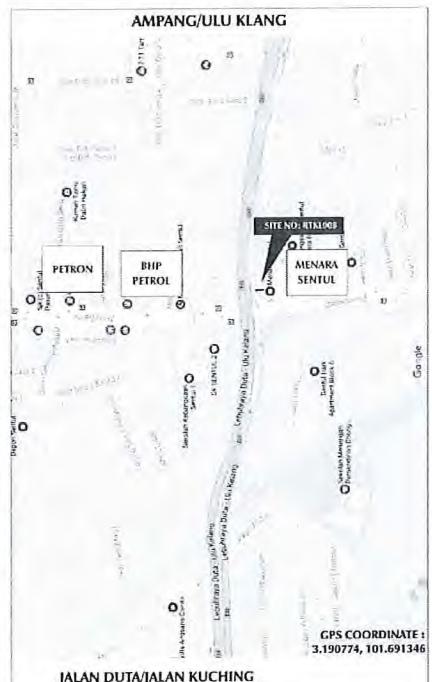
ALLOY ADVERTISING SDN. BHD.
TYPE: ROOF TOP
SIZE : 30'(H) X 60'(W)

KUALA LUMPUR

LOCATION : AT DUKE HIGHWAY DIRECTION FROM KUALA LUMPUR/JALAN DUTA /
JALAN KUCHING TOWARDS GOMBAK / AMPANG/ULU KLANG
POINTS OF : PLAZA TOLL BATU / ROOF TOP AT MENARA SENTUL
INTEREST



SITE NO: RTKL008



APPENDIX 3

Sample Costing

Location	:	KGNS - Federal Hwy KM 27.00 & 27.30							
Size	:	30'x80' (2 Panels)							
Type	:	Unipole							
Quantity	:	2 units							
Duration	:	5+5yrs							
Council	:	MBPJ							
ITEM									
1	Structure Cost double sided inclusive of item 2 (2 Units)	\$	760,000.00						
2	Wiring, lights fittings and cabling	\$							
3	Dismantling structure cost (2 Units)	\$	76,000.00						
4	Processing Fees	\$	500.00						
5	Survey plan cost - RM1,500.00 x 2 units	\$	3,000.00						
5	KM Application Fees - RM8,500.00 x 2 Units	\$	17,000.00						
6	Building Deposit - RM2,000.00 x 2 Units	\$	4,000.00						
7	Licence (MBPJ Yearly Rental) - RM45,000.00 x 2 Units	\$	90,000.00						
8	Yearly Inspection - RM 1,150.00 x 2 Units	\$	2,300.00						
9	Annual Rental *								
10	Structure Drawing - RM 8,000.00 x 2 Units	\$	16,000.00						
11	Permit Structure - RM650.00 x 2 Units	\$	1,300.00						
TOTAL COST (RM)			\$	876,500.00	\$	93,600.00			

APPENDIX 4

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Sample Agreement with Land Owner

<p>AN AGREEMENT MADE IN THE 17th DAY OF NOVEMBER 2013</p> <p>ADVERTISING AGREEMENT</p> <p>MASTER RESOURCES DEVELOPMENT SDN BHD (Company No: 13314-T) (“the Landlord”)</p> <p>AND</p> <p>ALLOY ADVERTISING SDN BHD (Company No: 418287-W) (“the Mediaworks”)</p> <p>6. QUIET ENJOYMENT AND ACCESS TO THE AREA The Landlord and the Representative hereby certifies the Mediaworks that the Mediaworks paying the Advertising Fee and performing all the Agreements, covenants and stipulations on the part of the Mediaworks to be observed and performed shall have the Land and the Represented Area free from all encumbrances, liens, charges, claims, demands, suits, actions, Torts, legal award without any interruptions by the Landlord and the Representative or any person claiming under or title for the Landlord and the Representative or any person claiming under or title for the Represented Area. The Mediaworks shall have the right to enter on all days, including Sunday and Public Holidays for maintenance and observance of the Advertising Material placed in the Area.</p> <p>7. TERMINATION OR REFUSAL OF RENEWAL OF THE TERM</p> <p>7.1 Neither party has the right to terminate this Agreement unless under situations provided by Clause 10 and Paragraph 10. Such termination must be notified in writing not less than three (3) calendar months before termination date.</p> <p>7.2 If the Landlord terminates this Agreement before the expiry of the Term, the Landlord shall retain any advertising fee already paid and shall forfeit corporate the Mediaworks an amount equivalent to the remaining years to complete up to the First Renewal Term (two years) plus a sum equivalent to the Advertising Fee for the First Renewal Term. The Mediaworks may bring an action for damages for loss and expenses incurred by the Landlord in respect of any uncollected portion of any amount due to the Landlord prior to the rights in respect of any uncollected branch of any amount to which the Landlord entitled.</p> <p>8. TERMINATION BY THE LANDLORD AND THE REPRESENTATIVE Notwithstanding anything contained herein:</p> <p>8.1 the Mediaworks fails to pay any sum due hereunder;</p> <p>8.2 the Mediaworks fails to perform any of its obligations under this Agreement and in the case of failure capable of being remedied, it is not remedied within thirty (30) days after a report is made by the same has been made in writing by the Landlord and the representative to the Mediaworks;</p> <p>8.3 the Mediaworks goes into liquidation whether voluntary or otherwise through the purpose of reconstruction, amalgamation or other similar purpose not involving the reduction of assets or selling its goods to the value in extinction or becomes insolvent or incapable of meeting its debts as they fall due or does any act showing its ability to fulfil its obligation hereunder;</p> <p>10. RELATIONSHIP BETWEEN THE PARTIES It is understood and agreed between the parties hereto that the Agreements shall not be construed as constituting the Mediaworks as an agent or partner of the Landlord and the Representative for any purpose whatever and the Mediaworks and the Landlord and the Representative shall at no time be in any way deemed to be in any way including any relationship of agency or partnership existing between the parties.</p> <p>11. HEADING The heading of this Agreement are solely for reference and have no legal effect whatever and shall not in any way affect the interpretation or construction of this Agreement.</p> <p>12. WAIVER The failure of either party to insist upon strict performance of any of the terms or provisions of this Agreement or to exercise any option, right or remedy herein contained, shall not be construed as a waiver of such term, provision, option, right or remedy but the same shall remain in full force and effect.</p> <p>13. AMENDMENT No amendment or modification of any of the provisions of this Agreement shall be effective unless the same is written and signed or exchanged by the parties hereto and any such amendment or modification shall be effective only in the specific instance and for the specific purpose for which it was given.</p> <p>14. TIME Time whenever mentioned in this Agreement shall be of the essence.</p> <p>20. ASSIGNMENT The parties hereto agree that neither party shall be entitled to assign the rights or obligations hereunder to any third party without the prior written consent of the other party.</p>	<p>ADVERTISING AGREEMENT</p> <p>AGREEMENT made the 19th day of NOVEMBER 2013</p> <p>MASTER RESOURCES DEVELOPMENT SDN BHD (Company Reg. No: 13314-T) carrying incorporated in Malaysia and having its principal place of business in Level 18, Menara Sentral, No: 101 Jalan Sentral, 51100 Kuala Lumpur being the registered owner of the Property defined below (hereinafter referred to as the “Landlord”)</p> <p>AND</p> <p>ALLOY ADVERTISING SDN BHD (Company No: 418287-W) (“the Mediaworks”)</p> <p>WHEREAS:</p> <p>a) The Landlord is the registered and beneficial owner, holding interest of a building known as Menara Sentral, Lot 2596, Jalan Sentral, Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur (hereinafter referred to as “the Property”), located plot of the Property in the area known as the “Represented Area”;</p> <p>b) The Mediaworks is in possession of the right to display in advertisements material (hereinafter referred to as “the Advertising Material”) on a portion of the Property more particularly described as the car park area at the end of the Property measuring 34 feet X 60 feet (hereinafter referred to as “the Area”) and the Landlord has agreed to grant the same subject to the terms and conditions herein contained;</p> <p>NOW THIS AGREEMENT WITNESSED AS FOLLOWS:</p> <p>1. THE TERM, ADVERTISING FEES & DEPOSITS</p> <p>1.1 The commencement date of the term (hereinafter referred to as “the Commencement Date”) is stipulated in Column 1, Annex 1 and the duration of the term (hereinafter referred to as “the Term”) is stipulated in Column 1 of Schedule 1 hereto. The term for advertising fees and deposits referred to in the Advertising Fees & Deposits is stipulated in Column 3 of Schedule 1 hereto.</p> <p>2. EXCLUSIVE RIGHTS</p> <p>The Landlord warrants to the Mediaworks that the right to display in the particular Area given under this Agreement is an exclusive right and the Landlord will grant the said area as exclusively to the Mediaworks during the Term of this Agreement.</p> <p>3. ADVERTISING MATERIAL</p> <p>3.1 The Mediaworks shall at its own cost and expense procure all the necessary approval or license from the relevant local, state and/or federal authority (ies) for the Advertising Material.</p> <p>3.2 When the Mediaworks requires for lighting in the Advertising Material, the Landlord shall be responsible shall be to bear expenses and/or the Mediaworks is obtaining approval to install the same while necessary to him. A separate owner will be required for any lighting and the electricity charge for the usage both expenses incurred shall be borne by the Mediaworks.</p> <p>4. STAMP DUE</p> <p>The stamp duty and other incidental costs of this Agreement shall be paid by the Mediaworks over such copy shall pay their respective officer costs.</p> <p>5. STATUTORY REQUIREMENTS & LIABILITY</p> <p>Notwithstanding anything contained herein, the Mediaworks will wear harness and identify the Landlord and the Representative against all claims, demands, proceedings, damages, costs, charges, expenses and losses arising from the display of the Advertising Material in the Represented Area or any other place or branch of business and or any branch of mediaworks and or any branch of mediaworks and or any branch of mediaworks and or any other claim made by third parties in respect of the said areas or vicinity of the Area or the Advertising Material or any display provided. Except that the Landlord and the Representative except liability for responsibility to the extent of statutory requirements or as to the conduct of the Area.</p> <p>12. IN THE EVENT A SUBSTANTIAL PART OF THE AREA IS DESTROYED OR UNDER INVESTIGATION OR ACTION, AS TO MAKE IT UNUSABLE For the Mediaworks to update the particular Area for the Advertising Material, the Landlord shall be offered an alternate area mutually agreed by both parties. As such, the Mediaworks shall be responsible for the cost of advertising fees and deposits shall be extended for each period equivalent to the duration the advertisement were displayed as a result of the closure of an area and to the Mediaworks.</p> <p>13. IF THE MEDIAWORKS FAILS TO PAY AN ADVERTISING FEES AND DEPOSITS AS AND WHEN DUE In the event that the Mediaworks fails to make payment to the Landlord and the Representative shall refer to the Mediaworks with such portion of the Advertising Fee mutual for the Area less all sums due by the Mediaworks to the Landlord and this Agreement shall be terminated whenever possible. And also sue cause against the parties for any uncollected amounts.</p> <p>14. OPTION TO RENEW If the Mediaworks shall be desirous of extending the Term herein created upon its expiration thereof and if three (3) months prior to the expiry of the term and condition of this Agreement, the Landlord shall at the request of Mediaworks make no less than three (3) calendar months before the expiration of the Term to the Mediaworks a right to renew this Agreement for further term as in Option to the Term of this Agreement.</p> <p>15. NOTICES Any notice given hereunder may be delivered or sent by hand or by post and shall be deemed to be served if sent by hand at the time of delivery and if sent by post to the address of the party to be served specified herein or such other address as may be notified in writing from time to time by either party to the other.</p> <p>16. INSURANCE The Mediaworks undertakes to procure comprehensive public liability insurance in respect of the display board for an amount not less than that required by the relevant authority covering accident, bodily injury to any person and damage to his property RESULTING FROM THE Advertising Material for the Term of this Agreement.</p> <p>21. BINDING ON SUCCESSORS This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns.</p> <p>The Remaining Of This Page Is Intentionally Left Blank</p>	<p>IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.</p> <p>SIGNED BY The Landlord MASTER RESOURCES DEVELOPMENT SDN BHD (COMPANY NO: 13314-T) in the presence of</p> <p> Witness Signature Name: S.Y.B.E. Edwina NRIC: 4453339111</p> <p>SIGNED BY For and on behalf of the Mediaworks ALLOY ADVERTISING SDN BHD (COMPANY NO: 418287-W) in the presence of</p> <p> Witness Signature Name: MOHD MOHD YUSOF Add: Vice President Master Resources Development Sdn Bhd ALLOY ADVERTISING SDN BHD (418287-W)</p> <p>RIJALUDDIN SALLEH  Senior General Manager, Head Group Compliance & General Services Division</p>
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SCHEDULE 1		
(THIS SCHEDULE SHALL BE TAKEN READ AND CONSTRUED AS AN INTEGRAL PART OF THIS AGREEMENT)		
PARTIAL OF LOT 225 JALAN KENTU, MUKIM SETAPAK, KUALA LUMPUR, MALAYSIA FEDERATION		
COLUMN	PARTICULARS	EXPLANATIONS
1	TERM	2 years + 2 years
2	COMMENCEMENT DATE	1 st December 2013
3	ADVERTISING DISPLAY	Rough & Metalic Party Thousand Only (RM2,000.00) yearly.
4	METHOD OF PAYMENT	Quarterly in advance upon invoice received (Every three (3) months)
5	REFUNDABLE DEPOSIT	Rough & Metalic One Thousand Only (RM1,000.00) payable upon signing of this Agreement and refundable immediately upon termination or renewal for non-fulfilment of this Agreement.
6	RENEWAL TERM	1 st December 2013 and expiring on 30 th November 2017 (each 2 nd rental amount (RM1,000 yearly for the second term period))

Signature

Signature

SCHEDULE 2



APPENDIX 5

Sample of Planning Approval

 <p>MAJLIS PERBANDARAN SUBANG JAYA <small>Persiaran Perpaduan, USJ 5, 47610 Subang Jaya, Selangor Darul Ehsan. Tel: 603 8026 3131 Fds: 603 5637 6585 </small></p> <p>KEJUJURAN DAN KETEKUNAN*</p> <p>G.M'S OFFICE <small>10 SEP 2014</small></p> <p>PENGARAH URUSAN SR COHEN NO. 15-A, TINGKAT 1, BLOK 10 JALAN PAHAT JETSJ DATARAN OLMOBIL, SEKSYEN 15 40200 SHAH ALAM SELANGOR DARUL EHSAN.</p> <p>JADUAL PERTAMA KAEDAH-KAEDAH PENGAWALAN PERANCANGAN (AM) (SELANGOR) 2001</p> <p>BORANG C (1) KEBENARAN MERANCANG <small>[Kaedah 9 (1)]</small></p> <p>No. Rujukan: MPSI/JPB/600-1/10/BP1-15(10)</p> <p>Menurut Seksyen 3 Seksyen 22 Akta Perancangan Bandar dan Desa 1976, Kebenaran Merancang adalah dengan ini diberi kepada Alloy Advertising Sdn. Bhd. yang beralamat di No. 1, Jalan Batu Caves, Batu Caves Selangor Darul Ehsan bagi maklum Cadangan Mendirikan Struktur Papan Iklan 'Unipolo' 2 Mukam Berukuran 20' x 60' sebagaimana yang ditunjukkan dalam pelan yang dilampirkan di atas Lot - , KM 27.50, Lebuhraya Persekutuan, Dari Kuala Lumpur Menghala Ke Klang, Dalam Mukim Damansara, Daerah Petaing, Selangor Darul Ehsan.</p> <p>Pemberian Kebenaran Merancang adalah tertakluk kepada syarat-syarat yang ditetapkan oleh Mesyuarat Jawatankuasa OSC bil. 04/2014 bertarikh 09 April 2014 seperti berikut :</p> <ul style="list-style-type: none"> i. Kebenaran Merancang ini adalah sah sehingga tempoh seperti berikut: <ul style="list-style-type: none"> • 09 April 2014 hingga 31 Disember 2014 • 01 Januari 2015 hingga 31 Disember 2015 • 01 Januari 2016 hingga 31 Disember 2016 <p>PERBANDARAN BESTARI, KOTA NIAGA, KEDIAMAN, IDAMAN</p> <p style="text-align: right;">www.mpsi.gov.my</p> <p style="text-align: center;"></p> <p>-3- MPSI/JPB/600-1/10/BP1-15(10)</p> <p>xiv. Pihak pemohon hendaklah memastikan segala aktiviti yang dijalankan tidak menimbulkan kacau ganjru kepada jiran bersebelahan.</p> <p>xv. Pihak Majlis berhak untuk menarik semula permohonan ini sekiranya melanggar syarat-syarat Kebenaran Merancang.</p> <p>Tarikh: 09 April 2014 METERAI:..... ISMAIL BIN MUHAMMAD A/S Pengarah, Jabatan Perancangan Bandar, bp Yang Dipertua, </p> <p>Nota:</p> <ul style="list-style-type: none"> i. Bersama-sama ini disertakan 5 salinan pelan susun atau bil. MPSI/JPB/600-1/10/BP1-15(10) untuk tindakan selanjutnya. ii. Sekiranya pihak pemohon tidak berpuas hati (terkait) dengan keputusan atau syarat-syarat Kebenaran Memercant, pemohon boleh membuat rayuan kepada Lembaga Rayuan Negeri Selangor mengikut peraturan Seksyen 23, Akta Perancangan Bandar dan Desa 1976 (Akta 172) dalam tempoh satu (1) bulan daripada keputusan ini diterima. iii. Rayuan di alamatkan ke Lembaga Rayuan Negeri Selangor, Jabatan Perancangan Bandar Dan Desa Negeri Selangor, Tingkat 18, Bangunan Darul Ehsan, No. 3, Jalan Indah, Seksyen 14, 40546 Shah Alam, Selangor Darul Ehsan. 	<p style="text-align: right;">-2-</p> <p style="text-align: right;">MPSI/JPB/600-1/10/BP1-15(10)</p> <ul style="list-style-type: none"> ii. Selepas tamat tempoh, pihak pemohon hendaklah mengemukakan permohonan memperbaharui Kebenaran Merancang tiga (3) bulan sebelum tamat tempoh pada 31 Disember 2016. iii. Pihak pemohon perlu memperbaharui Insurans Tanggungan Awam (Public Liability Insurance) sehingga tamat tempoh kelulusan pada 31 Mac 2014. iv. Struktur papan iklan tidak dibenarkan menghalang atau melindungi papan tanda traffik (traffic sign) dan peralatan falu/intis seperti lampu isyarat dan sebagainya. v. Struktur papan iklan yang menghalang jarak permandangan pemandu kenderaan tidak dibenarkan. vi. Struktur papan iklan tidak dibenarkan menghalang lajuan 'fire escape' serta minuter comin dan tingkat bangunan. vii. Paparan iklan (visual) yang mengilangkan rokok, arak, aktiviti perjudian dan perlakuan negatif adalah tidak dibenarkan. viii. Paparan iklan yang memaparkan gambar wanita atau lelaki dalam pakai atau aksi yang menjelok mata adalah tidak dibenarkan. ix. Mesej dan reka bentuk papan iklan hendaklah jelas dan tidak mengganggu lumpuan/peliharaan pemandu kenderaan. x. Pemilik dikehendaki mengemukakan permohonan lesen iklan / pembiagaan ke Jabatan Pelesehan, MPSJ. xi. Pemilik tidak dibenarkan memasang atau mempareri papan tanda iklan / banner / bunting dan kain rentang tanpa mendapat kelulusan daripada Jabatan Pelesehan, Majlis. xii. Reka bentuk struktur / papan iklan perlu mengikut garis panduan Jabatan Bangunan bagi mendirikan struktur papan iklan. xiii. Kerja-kerja mendirikan struktur hanya boleh dimulakan setelah mendapat kelulusan pemit daripada pihak Majlis. <p style="text-align: right;">...3...</p> <p style="text-align: right;">-4- MPSI/JPB/600-1/10/BP1-15(10)</p> <p> Pengarah, Jabatan OSC Majlis Perbandaran Subang Jaya.</p> <p>Pengarah, Jabatan Bangunan, Majlis Perbandaran Subang Jaya.</p> <p>Pengarah, Jabatan Pelesehan, Majlis Perbandaran Subang Jaya.</p> <p style="text-align: right;">...4...</p>
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2

RIJALUDDIN SALLEH

Senior General Manager, Head
Group Compliance & General Services Division

APPENDIX 6

Sample of Permit Structure

 <p>MAJLIS PERBANDARAN SELAYANG PERSIARAN 3, BANDAR BARU SELAYANG, KM 15 JALAN IPOH, 68100 BATU CAVES, SELANGOR DARUL EHSAN Tel: 03-6126 5800 Samb: 5961/5963/5964/5966 Fax: 6136 2979 Email : selayangmesra@mps.gov.my / http://www.mps.gov.my</p>		
BIL PERMIT PAPAN IKLAN LUARAN		
	NO. AKAUN : LB - 289 TARIKH : 10-JUL-2014 NO RUJUKAN JPB : 3/2-1617/59 TEMPOH : 10/07/2014 hingga 31/12/2014	
KETERANGAN : PERMOHONAN PERMIT PAPAN IKLAN LUARAN DI DALAM KAWASAN MAJLIS PERBANDARAN SELAYANG (MPS) BAGI 1 UNIT BERSAIZ 10' X 40' PAPARAN 1 MUKA DI PINGGIR JALAN UTAMA/LEBUHRAYA DI JALAN LINGKARAN TENGAH II KM 2.2 BERHAMPIRAN DENGAN BERHAMPIRAN JALAN SBC		
Kod ID/Struktur : MR 098/FS		
KOD TRANSAKSI	KETERANGAN	JUMLAH (RM)
11004	PERMIT STRUKTUR BILLBOARD	4,000.00
JUMLAH PERLU DIBAYAR RM		4,000.00
BIL INI SAH DIPERAKUKAN BAYARANNYA SETELAH MEMPUNYAI CETAKAN BERKOMPUTER KECUALI BAGI BAYARAN SECARA ONLINE		04/09/2014 15:05:40 1896
Jumlah Yang Dicetak Adalah Jumlah Yang Dibayar		MPS/LB289 16113372/HPS RM4,000.00CK

APPENDIX 7

Sample of Billboard License

No Siri 07138

MAJLIS PERBANDARAN PULAU PINANG

LESEN PREMIS PERNIAGAAN

NO. AKAUN NAMA ALAMAT	202177428716 ALLOY ADVERTISING SDN BHD NO. 1 JALAN BATU CAVES 68100 BATU CAVES SELANGOR DARUL EHSAN	NO. BIL: LC2014002364 NO. VOTE: 71501	
ALAMAT PERNIAGAAN	ALLOY ADVERTISING SDN BHD DI BUMBUNG ANGLO CHINESE SCHOOL ASSOCIATION SINGAPORE HOTEL, JALAN PENANG (IKLAN BUMBUNG) (BL 2343)		
NO	BUTIR-BUTIR LESEN	KUANTITI	KELUASAN (m ²)
1	BILLBOARD (0-2)	1	
CETAK	DILULUSKAN PADA	LESEN SAH	LESEN TAMAT
06/06/2014	27/03/2012	06/06/2014	31/12/2014

Bahagian Pelesenan
MAJLIS PERBANDARAN PULAU PINANG

APPENDIX 8

Sample of Form A from Planning Department

No. Pia : 1/03

-NAMA TUAN PUNYA TANAH-TANAH BERSEMPADAN

1) Nama : 2) Nama :
No. Lot : No. Lot :
Alamat : Alamat :

3) Nama : 4) Nama :
No. Lot : No. Lot :
Alamat : Alamat :

(Jika terdapat lebih daripada empat lot tanah bersempadan,
sila lampirkan perihal tanah itu.)

UNTUK KEGUNAAN RASMI SAHAJA

No. permohonan merancang :
Tarikh terima :
No. rujukan :
No. Rancangan Tempatan :
Jenis penggunaan dalam Rancangan Tempatan :
Tarikh diakuterima :

AKUAN TERIMA PERMOHONAN

MAJLIS PERBANDARAN SUBANG JAYA dengan ini mengakuterima permohonan
bertarikh untuk kebenaran merancang berkenaan dengan pemajuan
tanah yang mempunyai No. Hakmilik :
No. Lot : Mukim : * Petaling / Damansara Daerah : Petaling
No. Permohonan Merancang
No. Rujukan

Tarikh : METERAI Pegawai Berkusa

* Potong mana tidak berkenaan

PERHAL TANAH

Penggunaan tanah sedia ada
Penggunaan bangunan yang sedia ada (jika ada) di atas tanah
Kepentingan pemohon pada tanah; tuan punya/penduduk/bakat pembeli/kepentingan lain (nyatakan):

2. Seperti yang dikehendaki oleh kaedah 2 (2) Kaedah-Kaedah Pengawalan Perancangan (Am) (Selangor) 2001, saya/kami sekarang menyerahkan semua dokumen-dokumen dan pelan-pelan yang relevan
sebagaimana yang ditetapkan dalam Jadual Kedua.

3. Seperti yang dikehendaki oleh kaedah 4 Kaedah-Kaedah Pengawalan Perancangan (Am) (Selangor)
2001, saya/kami sekarang menyerahkan bayaran sebanyak RM
(Ringgit Malaysia)
sebagaimana yang ditetapkan dalam Jadual Ketiga.

Tarikh :
(Tandatangan Pemohon)

PERSETUJUAN TUAN PUNYA TANAH

Saya/kami,
(Nama perihal pemohon dengan horaf)
beralamat

No. Lot : Jenis Penggunaan (bangunan, pertanian, perusahaan) :
(Jika permohonan melibatkan lebih daripada satu lot, lampirkan satu perihal yang sama
bagi tiap-tiap lot lain itu.)

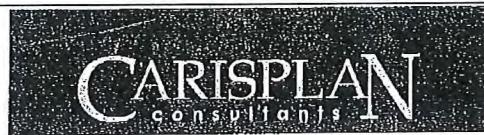
Tarikh :
(Tandatangan tuan punya tanah)

[Fasli Pengakusaksian]
(Jika ada tuan punya lain, lampirkan persetujuan yang sama bagi tiap-tiap satu.)

RIJALUDDIN SALLEH
Senior General Manager, Head
Group Compliance & General Services Division

APPENDIX 9

Sample Official Letter via Town Planner



No. 43-2, Jalan PGN 1A/1, Pinggiran Batu Caves,
68100 Batu Caves, Selangor Darul Ehsan
Tel : 03-6188 9121 Fax : 03-6188 9121 H/P : 019-600 7903
Email : carisplan77@yahoo.co.uk
Jururancang Bandar Berfauliah : CK DEVELOPMENT CONSULTANTS

Ruj. Tuan : CARIS / ALLOY_BRAYA/D30015(C)/13-02(KM)
Ruj. Kami :
Tarikh : 29.07.2013

PENGARAH,
JABATAN PERANCANGAN PEMBANGUNAN,
Majlis Perbandaran Ampang Jaya,
Menara MPAJ,
Persiaran MPAJ,
Jalan Pandan Utama , Pandan Indah,
55100 Kuala Lumpur

Tuan / Puan,

PERMOHONAN KEBENARAN MERANCANG BAGI CADANGAN MENDIRIKAN SATU UNIT
PAPARAN IKLAN JENIS (OHB) BERUKURAN 10' X 40' X 3 MUKA, DI PARAPET JEJAMBAT
PERSIMPANGAN TAMAN KENCANA BERHAMPIRAN KAWASAN PERUMAHAN, MUKIM
AMPANG, DAERAH HULU LANGAT, SELANGOR DARUL EHSAN

UNTUK : ALLOY ADVERTISING SDN. BHD.

Per : Permohonan Kebenaran Merancang Untuk Pendirian Papan Iklan

Merujuk kepada perkara di atas.

2. Sebagaimana diperlukan oleh pihak tuan, bersama ini kami kemukakan sejumlah dokumen berikut:
- 16 salinan pelan susunatur termasuk 1 salinan linen
 - 1 salinan CD mengandungi pelan susunatur yang sama

Kerjasama dan pertimbangan pihak tuan dalam memberikan sokongan ke atas cadangan pembangunan ini amat kami hargai.

Sekian terima kasih.

Yang benar;

CARISPLAN CONSULTANTS (SA 0059278-H)
(Jururancang Bandar Berfauliah CK DEVELOPMENT CONSULTANTS)

MOHAMAD NOR BIN ABDUL RAZAK
Jururancang Bandar Berfauliah / Principal

Sk : ALLOY ADVERTISING SDN. BHD.

SILA TANDATANGAN DAN KEMBALIKAN
SALINAN INI SEBAGAI BUKTI PENERIMAAN

T/Tangan Penerima

Nama :

Tarikh :, Cep Syarikat

APPENDIX 10

Sample of LCP

<p>LAPORAN RINGKAS CADANGAN PEMAJUAN</p> <p>PERMOHONAN KEBENARAN MERRANGGANG BAGI TUJUAN MENDIRIKAN PAPARAN IKLAN YANG SELURUHAN _____ MUKAAN), DI _____ DARI _____ MENJUJU KM _____, DALAM KAWASAN PENTADBIRAN SELANGOR (FH _____JOH) _____</p>  <p>DISEDIAKAN OLEH: AlloyMtd ALLOY ADVERTISING SDN BHD. NO. 1, JALAN 18/115B, TTDI, KUALA LUMPUR, TELAKONG DAUDUL BHAM TEL: 03-91951111 FAX: 03-91951099</p>	<p>PENDAHULUAN</p> <ul style="list-style-type: none"> • Tujuan Cadangan ini disusun berdasarkan bagi memohon kesetujuan pemasangan paparan iklan mengambil kira akses ke seluruh jalan, keadaan jalan, nilai estatik, serta bentuk bandar, kecemasan dan pandangan pembabit Petaling Jaya. • Definisi Paparan iklan ialah yang merupakan medium mempromosikan produk dan perkhidmatan melalui kegunaan tanda elektronik, total dan perakitan fiksasi bantalan. • Prinsip-prinsip asas Batu Iklan boleh diletakkan, kecuali, keselamatan struktur binaan paparan iklan dan tidaklah sebarang syarat menentang papan iklan segerangnya akan menyebabkan keselamatan awan dan keselamatan walaupun masyarakat dimana dikenakan mendapat kelebihan daripada phak Malaysia sebelum restuakan sebarang pembinaan di lakukan. • Garis panduan khusus papan iklan Paparan iklan tidak dibenarkan menghalang atau melindungi papan tanda trafik (traffic sign) dan peralatan kawalan lalu-lintas seperti lampu lalu-lintas dan tanda-tanda. • Paparan iklan yang menghalang jarak pemandangan penunda keberadaan tidak dibenarkan Masjiz dan maklumat paparan iklan hendaklah jelas dan tidak menghalang penunda keberadaan. 	<p>PERIHIL TAPAK</p> <p>Lokasi Tapak</p> <p>Sejauh ini terdapat di atas jalan Lebuh Razali _____, KM _____ dari jalan Pantai Bandar XL menuju Shah Alam/Jing dan dari Shah Alam/Jing menuju ke Pantai Bandar XL, Daerah Petaling, Selangor.</p> <p>Hak Milik Tanah & Sekatan Ke Atas Jejambar</p> <ul style="list-style-type: none"> • Biliran Pemohon <ul style="list-style-type: none"> a) Nama Pemohon: ALLOY ADVERTISING SDN BHD b) Alamat Pemohon: No 1, Jalan 18/115B, TTDI, Kuala Lumpur, Selangor. • Maklumat Tanah <ul style="list-style-type: none"> i) No Lot / Hak Milik: Tiada ii) Tempat: iii) Lokasi: iv) Luas: v) Kategori Kegunaan Tanah: vi) Permis: • Kedudukan Struktur <ul style="list-style-type: none"> 1) Lokasi: 2) Keadaan PBT: 3) Jalan Masuk:
<p>Keadaan Semasa Tapak & Persekitaran</p> <p>Tapak berletak pada dasar daerah kawasan perumahan serta tidak akan mengganggu halilim. Tapak tersebut juga agak jauh dari jalan-paparan iklan yang lain.</p> <p>ANALISIS TAPAK CADANGAN</p> <p>Keadaan Topografi Sedada</p> <p>Dari segi aspek topografi, keadaan tapak adalah rata dan tersedia untuk pembangunan serta cadangan pemasangan struktur papan iklan yang direka.</p> <p>Cadangan Papan Iklan</p> <p>Sifat papan iklan: _____ Jenis papan iklan: _____ Tinggi keseluruhan papan iklan: _____ Garisan struktur papan iklan: _____ Jarak antara papan iklan: Tidak terdekat sebarang papan iklan sekitar lokasi cadangan sama ada papan iklan atau jalan atau papan bandar kontinental.</p>	<p>PENILAIAN IMPAK PEMBANGUNAN</p> <ul style="list-style-type: none"> • Impak Ekonomi Dapat memberi meningkatkan taraf sosial ekonomi dengan mewujudkan peluang perniagaan. Memberi manfaat kepada perniagaan, nilai dan budaya pernikah setempat. Ini akan meningkatkan taraja pembangunan yang diancang tidak beranggah dengan norma tempatan. • Impak Sosial Menghalang pemudahan perniagaan dengan visual yang menarik. Mengelakkan seseorang dan komuniti daripada masyarakat terhadap perancangan dan perkhidmatan projek. Kemungkinan kerjasama dan pernyelaras antara agensi kerajaan, swasta dan masyarakat, serta yang terlibat dalam perancangan, perkhidmatan dan kawalan pembangunan. <p>BUTIRAN SYARIKAT</p> <p>Alloy Advertising Sdn Bhd (AASB) adalah salah sebuah syarikat pengeluaran di Malaysia yang telah ditubuhkan sejak tujuh tahun 1997 dan AASB adalah salah sebuah syarikat yang kuat dan teguh didalam industri pengeluaran batu di Malaysia serta mempunyai tenaga kerja yang berpengalaman di dalam bidang pemasaran batu karang. (See Royal Boring 24 & Boring 49 yang direkod).</p>	<p>Ringan perletakan dan grafik yang dipamerkan hendaklah jelas, terhad, ringan dan dapat supaya pemula tidak mengambil mata yang lama untuk membaca entiti yang diwujudkan dalam paparan iklan.</p> <p>Struktur papan iklan tidak dibenarkan dibina di kawasan bergerak yang boleh mendatangkan bahaya pada pengguna jalan raya.</p> <p>Permukaan permukaan elektrik pada paparan iklan hendaklah ditutupi dengan di bawah tanah atau dicuci di padang pasir, meterai dan penyeronjakan pada struktur hendaklah diintegrasi dengan relaksasi keseluruhan struktur.</p> <p>Kendengungan visual akan meningkat bersamaan dengan barang yang dipaparkan di dalam. Kendengungan yang menghalang lalu lintas dan kawasan bukunya wajah dan hadi kultar dengan garangan yang ingin dilakukan tidak dibenarkan. Untuk unsur kigasitas selainnya terhadip pelbagai letak, karakter-karak dan ciri dan ciri khas yang juga tidak dibenarkan.</p> <p>Kendengungan yang menghalang lalu lintas dan aktiviti-aktiviti yang menjurus kepada perpaduan atau perluasan negara lain tidak dibenarkan.</p> <p>Penggunaan Bahasa Melayu hendaklah dipentaskan betul dan tepat dari segi penggunaan perkataan, suruman ayat, ejas, tabbahasa dan sebagainya mengikut kaidah panduan yang ditetapkan oleh Dewan Bahasa dan Pustaka.</p>
<p>KESIMPULAN</p> <p>Laporan Cadangan ini adalah diharap dapat mencapai kemajuan, keselamatan dan keberjayaan bandar Petaling Jaya selain pembangunan negara berjaya sehingga.</p> <ul style="list-style-type: none"> • Syor Merujuk kepada permenkes 10, adalah dijamin pernodaan di jamin dan yang dipohon boleh dilakukan tanpa adanya bahaya kesehatan bagi orang awam. Syarikat kami akan memenuhi terapis kepakuan dan peraturan saperman yang diberikan oleh pihak jabatan Perancangan Pembangunan, Jabatan Kawalah Bangunan, serta jabatan jabatan teknikal bukan yang tam (keturagaan perti). 		

APPENDIX 11

Sample of Form A from Building Department

<p>MAJLIS PERBANDARAN SUBANG JAYA Jabatan Bangunan</p> <p>UNDANG - UNDANG KECIL BANGUNAN SERAGAM 1984 BORANG A PERAKUAN PELAN - PELAN BANGUNAN / STRUKTUR (Bagi endorsemen atas pelan - pelan untuk dikemukakan untuk diluluskan) Undang - Undang Kecil 3 (1) (C) dan 16 (2)</p> <p>Kepada : _____ Yang Dipertua, MAJLIS PERBANDARAN SUBANG JAYA</p> <p>Saya memperakui bahawa bukir - bukir dalam pelan - pelan iaitu _____</p> <p>atas "Lot / Lot - lot" _____ dan No. Bangunan _____ * Taman / Bandar / Kawasan _____</p> <p>Jalan _____ bagi _____</p> <p>adalah menurut kehendak - kehendak Undang - Undang Kecil Bangunan Seragam 1984 dan saya selalu terima tanggungjawab penuh dengan seujarnya.</p> <p>Orang Yang Mengemukakan</p> <p>Nama : _____ Alamat : _____ No. Pengdaftaran : _____ Kelas : _____</p> <p>5. Buir - buir pelan yang dikemukakan adalah seperti berikut :-</p> <table border="1"><thead><tr><th>BL.</th><th>Tajuk Lukisan</th><th>No. Lukisan</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table> <p>Catatan :</p> <ol style="list-style-type: none">1. Kerja - kerja pembinaan tidak dibenarkan sebelum pelan diluluskan. Kegejalaan piak luar / puas memahuli syarat - syarat tersebut, tuan / puas boleh apabila disahkan dikenakan denda tidak lebih daripada RINGGIT MALAYSIA : LIMA PULUH RIBU SAHAJA dan juga boleh dikenakan denda tambahan sebanyak RINGGIT MALAYSIA : SATU RIBU SAHAJA bagi tiap - tiap hari kesalahan itu diteruskan, selepas sabitan di bawah Seksyen 70 (12) Undang - Undang Malaysia Akta Jalan, Parit dan Bangunan 1974 Akta 133 (Pindaan 2007), Undang-Undang Kecil Bangunan Seragam 1984 (Pindaan 2007).2. Sebarang pindaan kepada pelan kelulusan hendaklah dikemukakan terlebih dahulu untuk kelulusan sebelum kerja-kerja pindaan di tapak dilakukan.	BL.	Tajuk Lukisan	No. Lukisan				<p>*Polong mana yang tidak berkeraan 1. a) Nama dan Alamat : _____ Pemilik Tanah / Bangunan : _____ _____ _____</p> <p>b) No. Telefon : _____ _____</p> <p>2. a) Nama dan Alamat pemaju : _____ (Jika berlainan seperti di atas) : _____ _____</p> <p>b) No. Telefon : _____ _____</p> <p>3. Tajuk Permohonan : _____ (No. Lot Jalan, Mukim) : _____ _____</p> <p>4. Bilangan set pelan yang dikemukakan : _____ (termasuk 1 set linien)</p>
BL.	Tajuk Lukisan	No. Lukisan					

APPENDIX 12

1/2

Sample of Design Calculations

<p>CADANGAN MENDIRIKAN STRUKTUR PAPARAN IKLAN SATU MUKAAN BERUKURAN 30'X20' UNTUK TETUAN ALLOY ADVERTISING SDN BHD.</p> <p>DESIGN CALCULATION</p> <p>Warning: I certify that these works has been designed by me in accordance with sound engineering practice and that I take full responsibility of their design and proper performance of the same.</p> <p>Property: PERUNDING JAS SON, BHD. (46947) Address: Amanie Building & Office Park, Jalan 14/145, Taman Desa, 50100 Kuala Lumpur, Malaysia. Tel: 603-90124242 Fax: 603-90124243 Email: jas.son@msn.com</p>	<p style="text-align: center;">TABLE OF CONTENTS</p> <p>SUBJECT</p> <ol style="list-style-type: none"> 1 DESIGN CRITERIA 2 LOADING 3 STEEL DESIGN 4 FOUNDATION 	<p>DESIGN CRITERIA</p> <p>1. GOVERNING STANDARDS AND SPECIFICATIONS The following standards and specifications are adopted:</p> <ul style="list-style-type: none"> • BS5337: Loads for Buildings • BS8110: Structural Use of Concrete • BS5950: Structural Use of Steelwork in Building <p>2. SPECIFICATION FOR MATERIALS Concrete characteristics:</p> <table border="0"> <tr> <td>1. Cube strength at 28 days, fcu</td> <td>= 25 N/mm²</td> </tr> <tr> <td>2. Modulus of elasticity of concrete, E_c</td> <td>= 28 GPa</td> </tr> </table> <p>Steel characteristics:</p> <table border="0"> <tr> <td>1. Steel Grade</td> <td>= 41A</td> </tr> <tr> <td>2. Design Strength, Fy</td> <td>= 275 N/mm²</td> </tr> <tr> <td>3. Modulus of elasticity of steel, E_s</td> <td>= 205 GPa</td> </tr> </table> <p>3. UNIT WEIGHT</p> <table border="0"> <tr> <td>1. Unit weight of concrete</td> <td>= 24 kN/m³</td> </tr> <tr> <td>2. Unit weight of Steel</td> <td>= 78 kN/m³</td> </tr> </table> <p>4. DESIGN LOAD</p> <table border="0"> <tr> <td>1. Live load</td> <td>= 5.53 N/mm²</td> </tr> <tr> <td>2. Max. Wind Speed</td> <td>= 32 m/s</td> </tr> </table>	1. Cube strength at 28 days, fcu	= 25 N/mm ²	2. Modulus of elasticity of concrete, E _c	= 28 GPa	1. Steel Grade	= 41A	2. Design Strength, Fy	= 275 N/mm ²	3. Modulus of elasticity of steel, E _s	= 205 GPa	1. Unit weight of concrete	= 24 kN/m ³	2. Unit weight of Steel	= 78 kN/m ³	1. Live load	= 5.53 N/mm ²	2. Max. Wind Speed	= 32 m/s		
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Table A-1: Site Map		

Table A-2: Site Map of Existing Structure		

Table A-3: Site Map of Existing Structure		

Table A-4: Foundation Design		

Table A-5: Foundation Reinforcement		

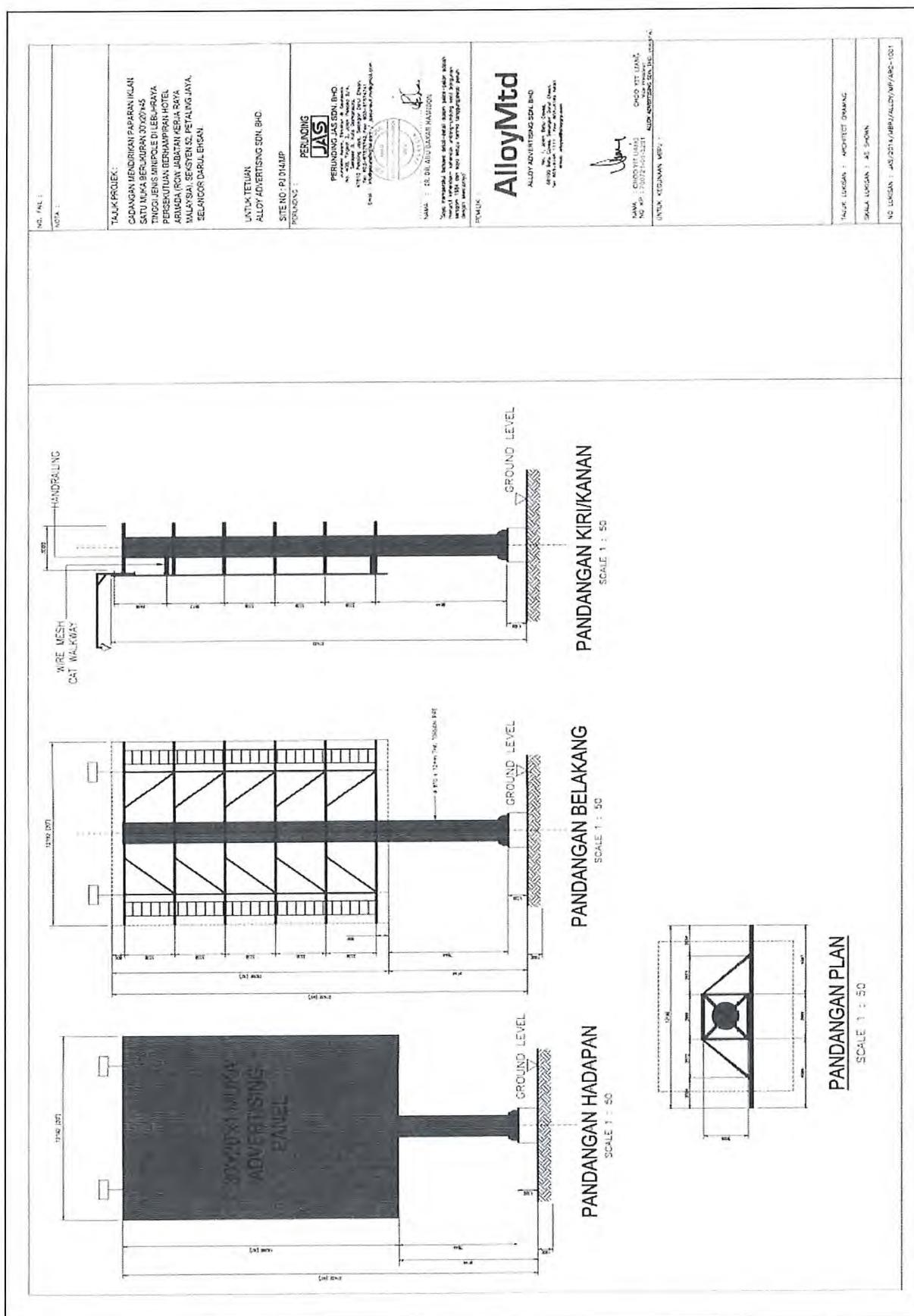
APPENDIX 13

Sample of Proposed Visual



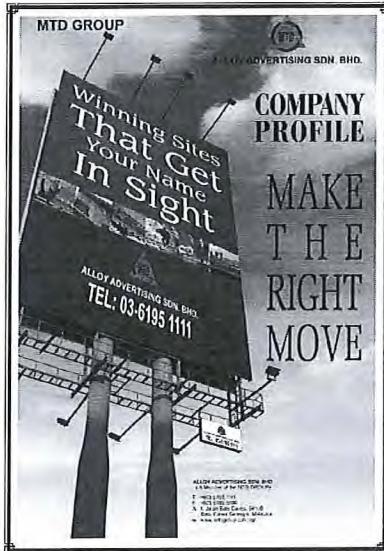
APPENDIX 14

Sample of Building Plan / Structure Drawing



APPENDIX 15

Sample of Company Profile



CORPORATE PROFILE

Registered Name : Alloy Advertising Sdn. Bhd.
Company Registration No : 418287-W
Address : 11, Jalan Batu Caves,
56100 Kuala Lumpur,
Malaysia
Telephone No : +60-3 6195 1111
Facsimile No : +60-3 6189 5690
Date of Incorporation : 22 January 1992
Capital structure:
A) Authorized : RM100 000.00
B) Paid up : RM100 000.00
Boards of directors:
• N. K. Firdaus Bin Tsh Shik Hussain
• N. K. Firdaus Bin Tsh Shik Hussain
• Razman Bin Mohd Radzi
Shareholding
Alloy Consolidated Sdn. Bhd. (100%)

EXECUTIVE SUMMARY

Alloy Advertising Sdn Bhd (AASB) is wholly owned by the reputable construction & engineering based company namely Alloy Consolidated Sdn Bhd.

Back in 1997, Alloy Consolidated Sdn Bhd had noticed the changes in the Malaysian consumers lifestyle. The time consumers spent out of home had increased which could be a result from the country's politics and economics stability and the tremendous improvement in the road and transportation system. The purchase of first billboard advertisement success had also contributed to the trend. These opportunities had inspired Alloy Consolidated Sdn Bhd to expand its wing to venture in the outdoor advertising industry and had brought the existence of AASB.

AASB was established and incorporated in Malaysia on 22 January 1992. Since then AASB has gradually succeeded to become one of the major player in the outdoor advertising industry. Its ability and potential had gained the trust, support and recognition from the government.

AASB was awarded by the government the Exclusive Rights to advertise along the country's Federal Roads such as Kuala Ring Roads II and Federal Highway Route II. AASB has also the right to advertise in the KL-Kuala Lumpur and East Coast Expressway.

In addition, AASB has widened its reach of locations nationwide which includes amongst others, areas in Alor Setar, Penang, Taiping, Ipoh, Shah Alam, Kuala Lumpur, Seremban, Port Dickson, Klang, Bangi, Kepong etc.

AASB believes that the outdoor advertisement is always the solid reminder of the advertiser's message to the audience. Unlike other media, the billboard is viewed 24 hours a day, 7 days a week by millions of people.

PROFILE OF THE MANAGEMENT TEAM

NIK FIRDAUS NIK HUSSAIN EXECUTIVE DIRECTOR

Nik Firdaus is a graduate from Universiti Kebangsaan Malaysia with honours degree in law. She began her career as a lawyer with Masaia Mold Kamar & Co a well known law firm in Kuala Lumpur before moving to Shireen & Alloy Advertising Sdn Bhd in the year 2001 as General Manager and currently holds the position as CEO to the company. With her vast management experience and unique leadership, she has managed to steer the Alloy-MTD Group to its present position of continued growth and profitability.

CHOO YIT LIANG ASSISTANT GENERAL MANAGER HEAD, ALLOY ADVERTISING SDN. BHD.

Mr. Choo graduated from Universiti Utara Malaysia in Bachelor of Business Administration (Honors) majoring in Marketing & Finance. He has more than 5 years experience in outdoor advertising industry prior to joining Shireen & Alloy Advertising Sdn Bhd. With his vast knowledge and established clientele in the industry, he has the capacity to lead the company to achieve impressive yearly performances.

NORIDAH MOHD YUSOF SENIOR MANAGER, PROJECT & DEVELOPMENT

Siti Noridah is a Bachelor of Business Administration (Honors) International Business from Tunghai International University College of Technology and had been working in the outdoor advertising industry since year 2003. She has good rapport with respective local councils, Malaysian Highway Authority (MHA), Land Transport Commission and other relevant government bodies. She is leading the Project & Development team for all new site negotiations and development operations.

CHONG YING MEI ASSISTANT MANAGER, MARKETING & SALES

She holds a Diploma in Chartered Institute of Marketing from Aimsit College and had been working 8 years in Advertising Agency before joining Alloy Advertising in year 2007. She has years experience and has proven to gain customers' confidence and trustworthiness in the outdoor industry. She is monitoring the Marketing & Sales team to ensure the enhancement of our company's performance.

OUR COVERAGE

EXCLUSIVE RIGHTS ON HIGHWAYS

- Federal Highway
- Melaka Ring Road II
- K-Lorong highway
- East Coast Expressway

GENERAL

- Selangor
- Kuala Lumpur
- Terengganu
- Johor
- Perak
- Kuala Lumpur, etc

OUR PRODUCTS

- LED panel (20' x 60' 20' x 40' or customized)
- Freestanding (10' x 40' or customized)
- Mirrored
- Overhead Bridge
- Billboard (20' x 60')
- Rocker panel (20' x 60' or customized)
- LED Digital boards

OUR VALUED CLIENTS

- | | |
|-----------------------|---------------------------------|
| • BRANDS | • PET WORLD |
| • CENTURY BATTERY | • PRUDENTIAL |
| • GENTING BERHAD | • PUBLIC MUTUAL |
| • GREAT EASTERN | • PETRON |
| • HOTEL SERI MALAYSIA | • SUNWAY GROUP |
| • GARDEN CITY | • SCONY PICTURE |
| • DASH SERVICES | • 100% COTTON |
| • LBS PROPERTY | • UNITED INTERNATIONAL PICTURES |
| • JX NIPPON | • LEADING ADVERTISING AGENCIES |
| • MARYBROWN | • GOVERNMENT BODIES, ETC |
| • NESTLE PRODUCTS | |
| • PARAMOUNT GROUP | |

APPENDIX 16

Sample of Land Title

<p align="center">GERAN MUKIM</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>No. Hakmilik : 371</td> <td>Cukai Tahunan : RM31.00</td> </tr> </table> <p>No. Hakmilik : 371 Borang 5DK (Jabod Kewajip Belas)</p> <p>Kategori Penggunaan Tanah No. Lembaran No. Petin Diperaiki No. Lot Luas Lot</p> <p>Banting Selangor Mukim Dengkil SG MERAB Lot 1963 1.0411 Hektar (2 Ekar 2 Rood 11,600 Pole.) Pertanian 110-B 8577 FDS(T)6/GDB/D24</p> <p>Tanah yang diperlukan di atas adalah dipergunakan untuk selama-lamanya oleh mua punya pada masa namanya disertai dalam rekod keturunannya di bawah, terutuk kepada permenakan Karun Tanah Negara, kepada kategori yang dinyatakan di atas dan kepada syarat-syarat nyata dan seketan-seketan kepentingan yang dinyatakan di bawah, sebagai bahan bagi penyuaihan cukai tahunan yang seajarnya.</p> <p>Dengan perintah Dibukti Berkura Negri Dedakur pada 20 Julai 1989</p> <p>T.M L..... Penanda</p> <p>Pelan tanah bagi mukul penggunaan, adalah dikenakan pada Borang B1.</p> <p align="center">SYARAT-SYARAT NYATA Taman kekal (Jadual)</p> <p align="center">SEKATAN-SEKATAN KEPENTINGAN</p> <p>Tidak</p> <p>Hakmilik : 101001GM0000371 Tarikh : 13/11/2007 No. Veriti : 4 No. Selamat : Maka Surat : 1 2 </p> <p align="right">4099684</p>	No. Hakmilik : 371	Cukai Tahunan : RM31.00	<p align="center">REKOD KETUANPUNYAAN</p> <p>Tarikh mula-mula pemberian hakmilik : 6 Mac 1913 No. hakmilik asal (Tempat atau seterusnya) : EMR - 3263 Mukim Dengkil No. hakmilik yang terdahulu daripada ini : (jika berlaku, dengana diatas)</p> <p>No. Ipt. : 371, Warganegara Malaysia</p> <p>No. Ipt. : 133/565 bkg No. Ipt. : 403/565 bkg</p> <p>No. Ipt. : 403/565 bkg No. Ipt. : Warganegara Malaysia</p> <p align="center">REKOD URUSAN</p> <p>No. Per. : 185/193 JZ 19 Ed. 4 Pengambilan Sebahagian Tanah - Borang K sebab Isbuk horang 0.01460 Hektar ditakrifkan pada 29 Julai 1997 iaitu 02/10/2007 (No Warta : 453 Terbitkan 04 Julai 1991) (No Rajakan Ed : PTU SEL U.II M.08/18)</p> <p align="center">PERKARA LAIN YANG MELIBATKAN HAKMILIK</p> <p>No. Per. : 185/193 JZ 19 Ed. 4 Pengambilan Sebahagian Tanah - Borang K menurut Sekyen 101 Karia Tanah Negara mulai dari 1 Januari 2006 (No Warta : SEL.P.U.II bertarikh 23 Jun 2005)</p> <p align="center">SALINAN DIAKUI SAH</p> <p align="right">Hakmilik : 101001GM0000371 Tarikh : 13/11/2007 No. Veriti : 4 No. Selamat : Maka Surat : 2 2 </p>
No. Hakmilik : 371	Cukai Tahunan : RM31.00		

APPENDIX 17

Sample of Quit Rent



MAJLIS PERBANDARAN PULAU PINANG

(http://www.mppp.gov.my)



For Your Action

7/8
7/8/2011
6/9/11

ALLOY ADVERTISING SDN BHD
141 JALAN SBC 1,
TAMAN SRI BATU CAVES,
68100 BATU CAVES, SELANGOR.

12 192 23974 8

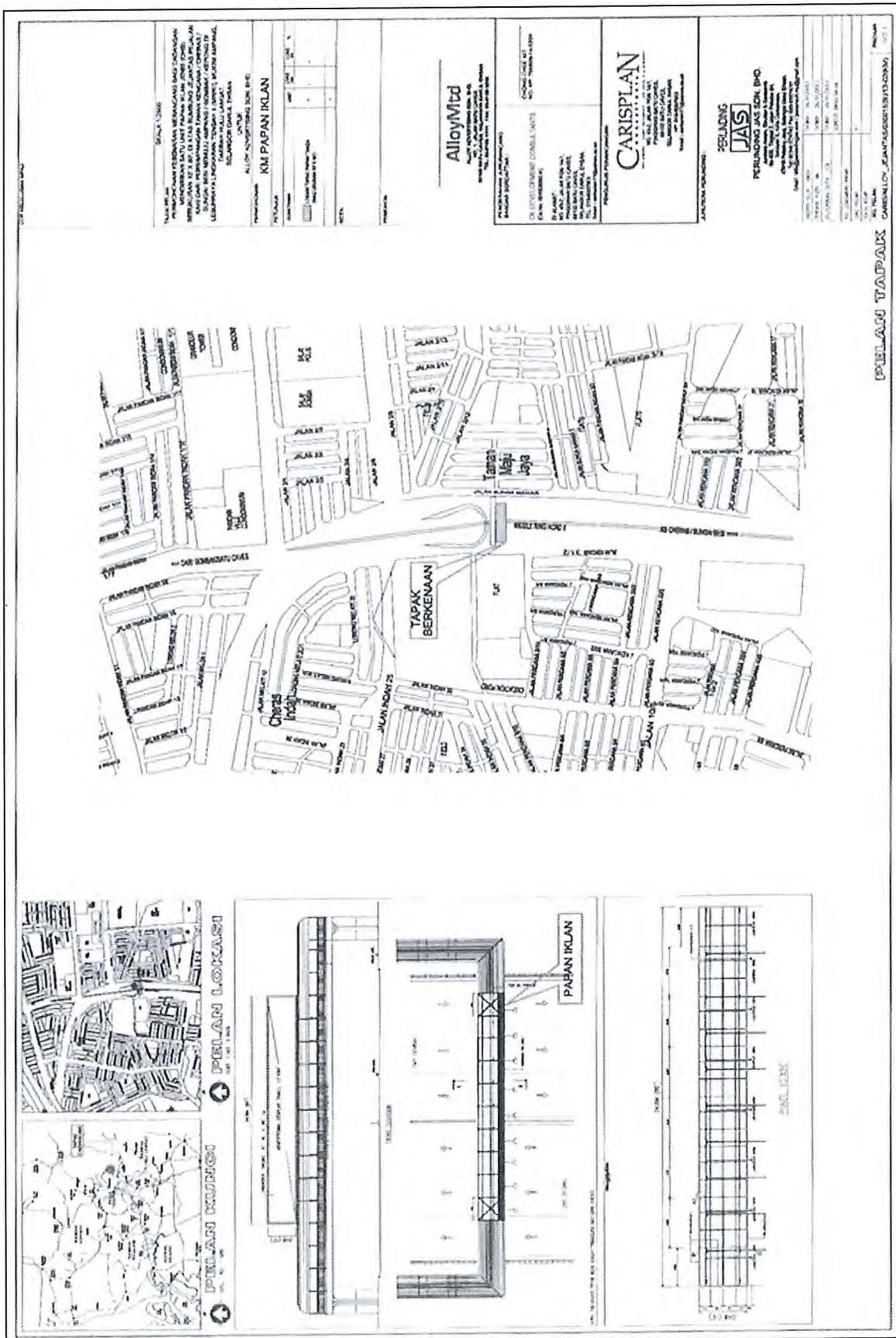


CM0411

BIL CUKAI TAKSIRA		PARUH TAHUN	KEDUA	2011	31 DEC 2011
NO BIL,	00000016	TARIKH AKHIR BAYARAN		19/08/2011	
NO AKAUN	12 192 23974 8	BAYARAN DISEMAK SETAKAT		19/07/2011	Q.P.P.P
TARIKH BIL	20/07/2011	BIL PINDAAN CM0411		25 AUG 2011	
NOMBOR FAIL		BUTIR-BUTIR BAYARAN			
PEGANGAN BERKADAR		1/2 TAHUN			
PAPAN IKLAN DI JALAN PENANG (DIATAS BGN DEKAT JEJANTAS)		TUNGGAKAN B/B			
		KREDIT			
		NOTIS			
		WARAN			
		TUNGGAKAN CM/LM			
		KREDIT CM/LM		2,018.80	
		TOLAK			
		JUMLAH PERLU DIBAYAR		2,018.80	
		76 76 335523 19/10/2011 11:17:27			
		FI 34 12192239748		RM2018.80	
		R.P.P. (KOTAK)			

APPENDIX 18

Sample of Proposed Layout Plan



APPENDIX 20

Sample of Form 24 & 49

<div style="text-align: center;">  FORM 24 Company Act 1965 (Section 54(1)) </div> <p>RETURN OF ALLOTMENT OF SHARES NILAM SIMFONI SDN. BHD.</p> <p>The shares referred to in this return were allotted on the 15th September 1999 between the day of 19 and the day of 19.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">(b) Shares Allotted</th> <th style="width: 10%;">Preference</th> <th style="width: 10%;">Ordinary</th> <th style="width: 10%;">Other Kind (Specify Class)</th> <th style="width: 10%;">Detail of Shares</th> </tr> </thead> <tbody> <tr> <td>(a) Number of shares</td> <td></td> <td></td> <td></td> <td>59,598</td> </tr> <tr> <td>(b) Nominal amount of each share</td> <td></td> <td></td> <td></td> <td>RM 1/-</td> </tr> <tr> <td>(c) Amount (if any) paid on each share</td> <td></td> <td></td> <td></td> <td>RM 1/-</td> </tr> <tr> <td>(d) Amount (if any) due and payable on each share</td> <td></td> <td></td> <td></td> <td>RM NIL</td> </tr> <tr> <td>(e) Amount of premium paid or payable on each share</td> <td></td> <td></td> <td></td> <td>RM NIL</td> </tr> <tr> <td>(f) The consideration for which the shares have been so allotted is as follows:</td> <td></td> <td></td> <td></td> <td>NIL</td> </tr> </tbody> </table> <p>Date: 15th September, 1999  CHONG YEE LING (L5 9016) NIK FUZIAH BINTI NIK HUSSIN <small>Secretary</small></p> <p><small>Notes to be made in respect of section 54(1), paragraph 3 of this form</small></p> <p>(1) The shares referred to in this return were allotted pursuant to a resolution of the shareholders' meeting held on 15th day of September 1999.</p> <p>(2) The shares so allotted are not exceed the authorized capital of the company which is RM100,000 divided into 100,000 shares of RM1/- each.</p> <p>(3) The officers have agreed and have not withdrawn their agreement to take up the shares so allotted;</p> <p>(4)* The shares were allotted to the applicants on application received from them for the shares;</p> <p>(5)* The shares were allotted to fully paid bonus shares to the existing shareholders;</p> <p>(6) The total issued capital of the company now stands at 100,000 shares of RM1/- each and the paid-up capital is RM100,000/-;</p> <p>(7)* In view of section 54(3), paragraph 3 of this form is not complied as the company has more than five hundred members;</p> <p>(8) The company keeps its principal place of business at a place within twenty-five kilometers of the office of the Registrar of Companies;</p> <p>(9) The company provides reasonable accommodation and facility for persons to inspect or copy the list of names and particulars of shares transferred;</p> <p>(10) The shares referred to in this return were allotted for cash;</p> <p>(11)* The shares referred to in this return were allotted for consideration other than cash and the number of persons to whom the shares have been allotted exceeds five hundred;</p>	(b) Shares Allotted	Preference	Ordinary	Other Kind (Specify Class)	Detail of Shares	(a) Number of shares				59,598	(b) Nominal amount of each share				RM 1/-	(c) Amount (if any) paid on each share				RM 1/-	(d) Amount (if any) due and payable on each share				RM NIL	(e) Amount of premium paid or payable on each share				RM NIL	(f) The consideration for which the shares have been so allotted is as follows:				NIL	<p>CREDITED COPY</p> <p>FORM 49 Company Act 1965 (Section 54(1)) Company No: 418287-W</p> <p>NOTIFICATION OF PARTIAL OR FULL TRANSFER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGES OF PARTICULARS ALLOY ADVERTISING SDN. 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CHONG YEE LING ALLOY ADVERTISING SDN. BHD. <small>Manager/Advertisement Agent</small></p> <p><small>Notes to be made in respect of section 54(1), paragraph 3 of this form</small></p> <p>(1) The shares referred to in this return were allotted pursuant to a resolution of the shareholders' meeting held on 15th day of September 1999.</p> <p>(2) The shares so allotted are not exceed the authorized capital of the company which is RM100,000 divided into 100,000 shares of RM1/- each.</p> <p>(3) The officers have agreed and have not withdrawn their agreement to take up the shares so allotted;</p> <p>(4)* The shares were allotted to the applicants on application received from them for the shares;</p> <p>(5)* The shares were allotted to fully paid bonus shares to the existing shareholders;</p> <p>(6) The total issued capital of the company now stands at 100,000 shares of RM1/- each and the paid-up capital is RM100,000/-;</p> <p>(7)* In view of section 54(3), paragraph 3 of this form is not complied as the company has more than five hundred members;</p> <p>(8) The company keeps its principal place of business at a place within twenty-five kilometers of the office of the Registrar of Companies;</p> <p>(9) The company provides reasonable accommodation and facility for persons to inspect or copy the list of names and particulars of shares transferred;</p> <p>(10) The shares referred to in this return were allotted for cash;</p> <p>(11)* The shares referred to in this return were allotted for consideration other than cash and the number of persons to whom the shares have been allotted exceeds five hundred;</p>	Officer/Compty	Name	Date of Birth	Present Address	Former Address	Date of Birth	Present Address	Former Address	DATTAK PUFIAH BINTI NIK HUSSIN	Mohamed Salleh Bin Datta	07/02/1962	Block 10A, Seksyen 13/1, Jalan 10/102, 43650 Petaling Jaya, Selangor Darul Ehsan	Block 10A, Seksyen 13/1, Jalan 10/102, 43650 Petaling Jaya, Selangor Darul Ehsan	07/02/1962	No Change	02/07/2002 09/08/2002 (b)	DAVE AZMAN HAMZAH BIN DAVID KOMAR	Mohamed Azman Hamzah	24/03/1966	42, Jalan 20/100, 43600 Petaling Jaya, Selangor Darul Ehsan	42, Jalan 20/100, 43600 Petaling Jaya, Selangor Darul Ehsan	18/12/1981	Appointed	04/02/2002 04/02/2002 (b)	DATTAK PUDIAH DATTI NUR AINI	Mohamed Salleh Bin Datta	25/11/1965	Block 10A, Seksyen 13/1, Jalan 10/102, 43650 Petaling Jaya, Selangor Darul Ehsan	Block 10A, Seksyen 13/1, Jalan 10/102, 43650 Petaling Jaya, Selangor Darul Ehsan	07/02/1962	No Change	02/07/2002 09/08/2002 (b)	<p>CREDITED COPY</p> <p>FORM 49 Company Act 1965 (Section 54(1)) Company No: 418287-W</p> <p>NOTIFICATION OF PARTIAL OR FULL TRANSFER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGES OF PARTICULARS ALLOY ADVERTISING SDN. BHD.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Officer/Compty</th> <th style="width: 10%;">Name</th> <th style="width: 10%;">Date of Birth</th> <th style="width: 10%;">Present Address</th> <th style="width: 10%;">Former Address</th> <th style="width: 10%;">Date of Birth</th> <th style="width: 10%;">Present Address</th> <th style="width: 10%;">Former Address</th> </tr> </thead> <tbody> <tr> <td>DAVE AZMAN HAMZAH</td> <td>Mohamed Azman Hamzah</td> <td>24/03/1966</td> <td>42, Jalan 20/100, 43600 Petaling Jaya, Selangor Darul Ehsan</td> <td>42, Jalan 20/100, 43600 Petaling Jaya, Selangor Darul Ehsan</td> <td>18/12/1981</td> <td>No Change</td> <td>04/02/2002 04/02/2002 (b)</td> </tr> <tr> <td>TOBIN KOK LING</td> <td>Malvina Kok Ling</td> <td>15/01/1963</td> <td>Malvina Kok Ling</td> <td>Malvina Kok Ling</td> <td>15/01/1963</td> <td>No Change</td> <td>04/02/2002 04/02/2002 (b)</td> </tr> </tbody> </table> <p>Date this 09th day of November, 2011.  CHONG YEE LING ALLOY ADVERTISING SDN. BHD. <small>Manager/Advertisement Agent</small></p> <p><small>Notes to be made in respect of section 54(1), paragraph 3 of this form</small></p> <p>(1) The shares referred to in this return were allotted pursuant to a resolution of the shareholders' meeting held on 15th day of September 1999.</p> <p>(2) The shares so allotted are not exceed the authorized capital of the company which is RM100,000 divided into 100,000 shares of RM1/- each.</p> <p>(3) The officers have agreed and have not withdrawn their agreement to take up the shares so allotted;</p> <p>(4)* The shares were allotted to the applicants on application received from them for the shares;</p> <p>(5)* The shares were allotted to fully paid bonus shares to the existing shareholders;</p> <p>(6) The total issued capital of the company now stands at 100,000 shares of RM1/- each and the paid-up capital is RM100,000/-;</p> <p>(7)* In view of section 54(3), paragraph 3 of this form is not complied as the company has more than five hundred members;</p> <p>(8) The company keeps its principal place of business at a place within twenty-five kilometers of the office of the Registrar of Companies;</p> <p>(9) The company provides reasonable accommodation and facility for persons to inspect or copy the list of names and particulars of shares transferred;</p> <p>(10) The shares referred to in this return were allotted for cash;</p> <p>(11)* The shares referred to in this return were allotted for consideration other than cash and the number of persons to whom the shares have been allotted exceeds five hundred;</p>	Officer/Compty	Name	Date of Birth	Present Address	Former Address	Date of Birth	Present Address	Former Address	DAVE AZMAN HAMZAH	Mohamed Azman Hamzah	24/03/1966	42, Jalan 20/100, 43600 Petaling Jaya, Selangor Darul Ehsan	42, Jalan 20/100, 43600 Petaling Jaya, Selangor Darul Ehsan	18/12/1981	No Change	04/02/2002 04/02/2002 (b)	TOBIN KOK LING	Malvina Kok Ling	15/01/1963	Malvina Kok Ling	Malvina Kok Ling	15/01/1963	No Change	04/02/2002 04/02/2002 (b)
(b) Shares Allotted	Preference	Ordinary	Other Kind (Specify Class)	Detail of Shares																																																																																									
(a) Number of shares				59,598																																																																																									
(b) Nominal amount of each share				RM 1/-																																																																																									
(c) Amount (if any) paid on each share				RM 1/-																																																																																									
(d) Amount (if any) due and payable on each share				RM NIL																																																																																									
(e) Amount of premium paid or payable on each share				RM NIL																																																																																									
(f) The consideration for which the shares have been so allotted is as follows:				NIL																																																																																									
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APPENDIX 21

Sample of Site Plan

MTD GROUP

ALLOY ADVERTISING SDN. BHD.

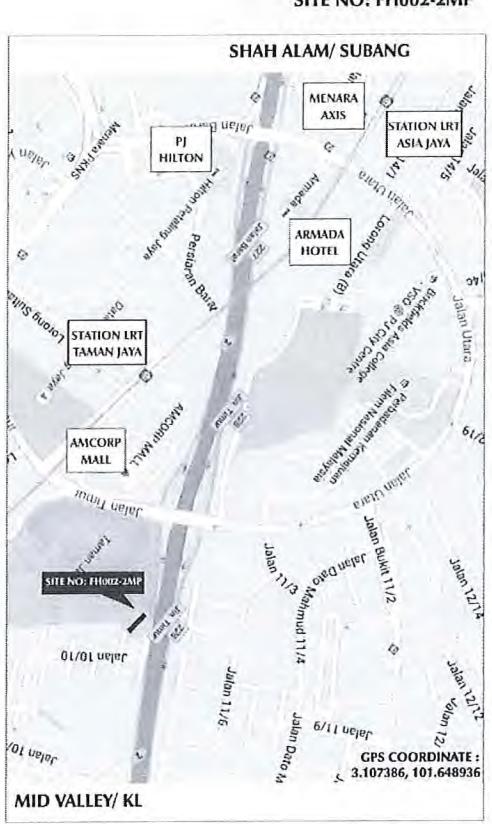
TYPE: MINIPOLE
SIZE : 48'(H) X 24'(W)

LOCATION : DIRECTION FROM KUALA LUMPUR/ PETALING JAYA TOWARDS SUBANG/ SHAH ALAM

POINTS OF INTEREST : AMCORP MALL, PJ HILTON, ARMADA HOTEL, MENARA AXIS, STATION LRT TAMAN JAYA/ ASIA JAYA



FEDERAL HIGHWAY



APPENDIX 22

Sample of Billboard License Bill

			
MAJLIS PERBANDARAN AMPANG JAYA			
Menara MPAJ, Jalan Pandan Utama, Pandan Indah, Selangor, 55100 Kuala Lumpur			
Tel: 03-4296 8000 Fax: 03-4296 8050, 4296 8060			
LESEN			
NO. PEMILIK :	NIK FIRDAUS BINTI NIK HUSSAIN (710203-03-5104)		
NO. KP/NO. PENDAFTARAN	418287W		
N/ A	ALLOY ADVERTISING SDN BHD		
ALAMAT	NO.1 JALAN BT CAVES		
	TIDAK DIKETAHUI		
	LAIN-LAIN TEMPAT 68000 AMPANG		
TARIKH TAMAT	: 31 DISEMBER 2014		
NO. SIRI : 005091 L0043539-1			
NO. LESEN :			
GAMBAR			
			
6/2/23-2133(B)/14- R19			
BUTIR-BUTIR LESEN			
NO. RUJUKAN	KOD	KETERANGAN	BAYARAN (RM)
10 004 00	21022	BILLBOARD	615.00
10 004 54	21022	SEWA TAPAK (FREE STANDING) - KATEGORI	7,000.00
MRR2 TAMAN MELAWATI / PUSAT PERDAGANGAN MR 085 FS 10' X 40'			
Syarat Khas		TERIMA KASIH	
1. Lesen ini hendaklah dipamerkan sentiasa di perlis yang diberikan		DITERIMA OLEH	
2. Lesen hendaklah diperbaharui bermula dari 01/01/2015 sehingga 26/12/2015		JUMLAH PERLU DIBAYAR RM	
Cetakan komputer ini tidak memerlukan tanda tangan		7,615.00	
10072014		Peringatan	
ALLOY ADVERTISING SDN. BHD		Sila Kemaskini Maklumat	
CTMPT 117719		Cukai Pintu Anda	
		MOHD RIZAL BIN ABDULLAH 0101-16456 YANG DIRESTUA MAJLIS PERBANDARAN AMPANG JAYA	

APPENDIX 23

Sample of Memo to Finance



MEMORANDUM

To : Head of Finance
From : Noridah Bt. Mohd Yusof
AVP, Project and Development
Through : Datin Fuziah Hussein
Deputy President,
Chief Operating Officer, AlloyMtd Group
Date : 1st December 2014
Ref : AASB/NMY/memo/14/363/ee
Subject : PAYMENT FOR LICENSE TO DEWAN BANDARAYA KUALA LUMPUR (DBKL) FOR YEAR 2015.
SITE NO: RTKL008 & RTKL012

[Handwritten signatures and initials are present over the typed text]

Refer to the above.

We wish to inform you that Dewan Bandaraya Kuala Lumpur (DBKL) has requested us to pay license fees for year 2015. The license period is from 1st January 2015 until 31st December 2015. The details as below:

NO	SITE NO	DESCRIPTION	AMOUNT (RM)
1	RTKL008	License Payment	2,960.00
2	RTKL012	License Payment	2,960.00
TOTAL AMOUNT (RM)			5,920.00

Kindly prepare a separate Bank Draft RM2,960.00 each and made payable to "DEWAN BANDARAYA KUALA LUMPUR". Attached please find the supporting document on the above for your reference and further action.

Thank you and regards.

[Handwritten signature of Noridah Bt. Mohd Yusof]
NORIDAH MOHD YUSOF
Asst. Vice President
Project & Development

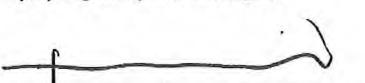
APPENDIX 24

Sample of Requisition Form

AlloyMtd Group of Companies REQUISITION FORM																									
Buyer			Date Required			RQ No.	A 67265																		
Company			Deliver To			ASSET CODE																			
Dept./Project/Section						<input type="checkbox"/> Fixed Asset	<input type="checkbox"/> Non Fixed Asset																		
*Charge to Acc / Cost Type						<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary																		
Desc. Of Work																									
Item No.	Stock / Non Stock Code	Description	Quantity	Unit	Est. Unit Cost	Total Amount	Remarks Stock Balance & reasons for requirement																		
						TOTAL																			
*Charge to Acc / Cost Type: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;">JUSTIFICATION</td> </tr> <tr> <td colspan="2">1) (E) Expenses / GL Code / Div / Dept</td> </tr> <tr> <td colspan="2">2) (P) Project / GL Code / Div / Dept</td> </tr> <tr> <td colspan="2">3) (W) Warehouse / GL Code</td> </tr> <tr> <td colspan="2">4) (A) Asset / GL Code</td> </tr> <tr> <td colspan="2">5) (C) Creditor / GL Code</td> </tr> <tr> <td colspan="2">6) (WO) Work Order / GL Code</td> </tr> <tr> <td colspan="2">7) (D) Debtor / GL Code</td> </tr> <tr> <td colspan="2">8) (SC) Sub Contract / GL Code</td> </tr> </table>								JUSTIFICATION		1) (E) Expenses / GL Code / Div / Dept		2) (P) Project / GL Code / Div / Dept		3) (W) Warehouse / GL Code		4) (A) Asset / GL Code		5) (C) Creditor / GL Code		6) (WO) Work Order / GL Code		7) (D) Debtor / GL Code		8) (SC) Sub Contract / GL Code	
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6) (WO) Work Order / GL Code																									
7) (D) Debtor / GL Code																									
8) (SC) Sub Contract / GL Code																									
Requested by	Verified by	Approved by (REFER TO AUTHORITY LIMIT)	Checked by Fixed Assets Dept	Checked by Cost & Budget / Finance Dept																					
Initial : Name : Date :	Initial : Name : Date :	Initial : Name : Date :	Initial : Name : Date :	Initial : Name : Date :																					
White - HQ Procurement Dept Pink - HQ / Site Store Copy Blue - Fixed Asset Copy Yellow - Requester Copy Page _____ of _____																									
ALLOY GROUP OF COMPANIES (CONTRACT DEPARTMENT) REQUISITION FORM																									
Company			Commencement Date			RQ No.	C 007941																		
Project / Sect.			Completion Date																						
Sub-Contract Title			Estimate Cost																						
Item No.	Description			Remarks Reasons for requirement																					
Originator Signature : _____ Name : _____ Date : _____ Tel / Extn : _____ Note: Attached the followings:- 1) Bill of Quantities <input type="checkbox"/> 2) Drawings <input type="checkbox"/> Drawing No.: _____ 3) Specifications <input type="checkbox"/> 4) Special Term and Condition <input type="checkbox"/> 5) LA / Instruction <input type="checkbox"/> 6) Other <input type="checkbox"/> (Please Specify): _____																									
White : Contract Copy Yellow : Originator Copy Pink : File Copy																									

APPENDIX 25

Sample of Approval Letter from Local Council

 <p> مجلس بن드aran شاه عالم MAJLIS BANDARAYA SHAH ALAM Wisma MBSA, Persiaran Perbandaran, 40000 Shah Alam, Selangor Darul Ehsan</p>	<p>selangerku</p> <p>Talian Bebas Tel : 1800 68 4477 Tel : 03-5510 5133 Faks : 03-5510 6010 Portail Rasmi : www.mbsa.gov.my Email : mbsa@mbsa.gov.my</p>
<p>" KEJUJURAN DAN KETEKUNAN "</p> <p>Ruj. Tuan : Ruj. Kami : MBSA/BGN/KB/600-3/SEK:16/6-2014 Tarikh : 12 hb. Jun 2014 14 Sya'aban 1435H</p>	
<p>Puan Noridah binti Mohd Yusof Penolong Naib Presiden, Tetuan Alloy Advertising Sdn. Bhd., No. 1, Jalan Batu Cave, 68100 Batu Caves, SELANGOR DARUL EHSAN.</p>	
<p>GM'S OFFICE 23 SEP 2014</p>	
<p> ALLOY ADVERTISING SDN BHD</p>	
<p>Puan,</p>	
<p>CADANGAN MEMBINA STRUKTUR PAPAN IKLAN LUARAN ('BILLBOARD') SATU TIANG BERUKURAN 10' X 40' DI BULATAN KEMAJUAN, SEKSYEN 16, 40200 SHAH ALAM, SELANGOR DARUL EHSAN UNTUK TETUAN ALLOY ADVERTISING SDN. BHD.</p>	
<p>- Permohonan Struktur Paparan Iklan Luaran (Billboard)</p>	
<p>Dengan hormat saya merujuk kepada permohonan puan bertarikh 28hb. Mei 2014 mengenai perkara di atas.</p>	
<p>2. Sukacita dimaklumkan, hasil dari lawatan tapak oleh pihak Majlis bertarikh 10hb. Jun 2014 didapati pihak tuan telah mematuhi syarat-syarat Majlis. Sehubungan dengan itu, pihak Majlis meluluskan permohonan tuan tertakluk kepada syarat-syarat seperti berikut:</p>	
<p>i) Kelulusan permit ini sah untuk tempoh dari 10hb. Jun 2014 hingga 09hb. Jun 2015. Pihak puan hendaklah memperbaharui ataupun membuka/roboh bangunan sementara berkenaan apabila tamat tempohnya. ii) Hendaklah memperbaharui permit binaan sementara tiga bulan sebelum tarikh tamat tempoh pada tahun tersebut. iii) Sentiasa menjaga kebersihan di dalam dan luar kawasan. iv) Sentiasa mematuhi arahan Majlis yang dikeluarkan dari masa ke semasa.</p>	
<p>Pihak Majlis berhak menarik balik kelulusan pada bila-bila masa jika terdapat aduan awam dan boleh mengenakan kompaun sekiranya pihak puan tidak mematuhi syarat-syarat Majlis dan tidak membina mengikut pelan-pelan yang dikemukakan.</p>	
<p>Sekian, terima kasih.</p>	
<p>* BERSAMA-SAMA KE ARAH KEGEMILANGAN *</p>	
<p>Saya yang menjalankan tugas,</p>	
<p></p>	
<p>(Hjh. ROSE ZAIRANI HJ. MARMUJI) A.I.S., P.P.C Pengarah Bangunan, b/p Datuk Bandar, MAJLIS BANDARAYA SHAH ALAM.</p>	
<p><i>EE, Pls file and take note on renewal date 76.3/ 23/9/14.</i></p>	

APPENDIX 26

Sample Bill of Quantities

DEVELOPMENT & PROJECT DEPARTMENT ALLOY ADVERTISING SDN BHD		BILL OF QUANTITIES		VISUAL CHANGE		
DATE:	LMS NO:		VI NO:			
L/N:	DESCRIPTION	SPECIFICATION	QUANTITY	SOR NO.	RATE (RM)	AMOUNT (RM)
1	SITES NO:					
a.						
b.						
c.						
d.						
2	SITE WORK					
Dismantle old visual						
Install new visual						
Install protrusion						
Install Sticker						
Skylift						
4	OUT STATION CHARGES					
						TOTAL (RM)
5	ITEMS ATTACHED					
CD						
VISUAL	YES					
SITE PLAN	YES					
BMS						
6	DATELINE					
Completion date						
Commencement date						
7	REMARKS					
8	ORIGINATOR					
	Name					
	Signature					
	Date					

BILL OF QUANTITIES For ELECTRICAL MAINTENANCE FOR VANDALISM					
DATE:	SITE NO:		VI NO:		
S/N	SOR NO.	DESCRIPTION	SPECIFICATIONS	BRAND	QUANTITY
					RATE (RM)
					AMOUNT (RM)
TOTAL					
ORIGINATOR: Name: Date: Signature:					

ALLOY ADVERTISING SDN. BHD.					
PROJECT DEPARTMENT DEPARTMENT	BILL OF QUANTITIES				TRIMMING TREES
DATE:	VI NO.:		LOCATION:		
S/N	SITE NO.	DESCRIPTION OF WORKS	SOR NO.	HEIGHT	QUANTITY
					RATE (RM)
					AMOUNT (RM)
1. MENCANTAS BILIA (CONT'D)					
Supply all necessary labour, equipment, plants and tools to carry out the "Mencantas Bilia" of existing trees which is blocking the existing alloy advertising sdn's advertising panels to the pattern approved by the relevant authority					
SUB TOTAL : 0.00					
2. MENCANTAS SEPATU (POLLARDING)					
Supply all necessary labour, equipment, plants and tools to carry out the "Mencantas Sepatu (POLLARDING)" of existing trees which is blocking the existing alloy advertising sdn's advertising panels to the pattern approved by the relevant authority					
SUB TOTAL : 0.00					
3. MENEHANG					
Supply all necessary labour, equipment, plants and tools to carry out the "MENEHANG" of existing trees which is blocking the existing alloy advertising sdn's advertising panels to the pattern approved by the relevant authority					
SUB TOTAL : 0.00					
OUTSTATION CHARGES (for work instructed in a single instruction only)					
TOTAL (RM) :					
ORIGINATOR: Name: Signature: Date:					

APPENDIX 28

Sample of Monitoring Reports for License

SENARAI LESEN DAN PERMIT STRUKTUR PAPARAN IKLAN MILIK AASB YANG DI DALAM KAWASAN PENTADBIRAN MAJLIS BANDARAYA SHAH ALAM-2014										
BIL	RUJUKAN	UKURAN	JENIS	NO RUJUKAN FAIL PERMIT STRUKTUR	PERMIT BANGUNAN	SEWA TAPAK	TOL	LESEN	JUMLAH	CATATAN
1	MBSA 034/FS	10'x40	FS	MBSA/BGN/KB/600-3/SEK.U1/272-2011(4)	RM 300.00	RM 2,800.00	RM 3,000.00	RM 500.00	RM 6,600.00	Bil pembayaran belum diterima dari majlis
2	MBSA 002/FS	11'x41'	FS	MBSA/BGN/KB/600-3/SEK.26/273-2011(4)	RM 300.00	RM 2,800.00	RM 3,000.00	RM 500.00	RM 6,600.00	Bil pembayaran belum diterima dari majlis
3	MBSA 041/FS	11'x41'	FS	MBSA/BGN/KB/600-3/SEK.36/274-2011(4)	RM 300.00	RM 2,800.00	RM 3,000.00	RM 500.00	RM 6,600.00	Bil pembayaran belum diterima dari majlis
4	MBSA 044/FS	11'x41'	FS	MBSA/BGN/KB/600-3/SEK.27/275-2011(4)	RM 300.00	RM 2,800.00	RM 3,000.00	RM 500.00	RM 6,600.00	Bil pembayaran belum diterima dari majlis
5	MBSA 0115/FS	10'x40	FS	MBSA/BGN/KB/600-3/SEK.U3/276-2011(4)	RM 300.00	RM 2,800.00	RM 3,000.00	RM 500.00	RM 6,600.00	Bil pembayaran belum diterima dari majlis
6	MBSA 0117/FS	10'x41	FS	MBSA/BGN/KB/600-3/SEK.U5/277-2011(4)	RM 300.00	RM 2,800.00	RM 3,000.00	RM 500.00	RM 6,600.00	Bil pembayaran belum diterima dari majlis
				JUMLAH	RM 1,800.00	RM 16,800.00	RM 18,000.00	RM 3,000.00	RM 39,600.00	

APPENDIX 29

Sample of Certificate of Yearly Inspection

<p>PERUNDING JAS SDN.BHD.</p> <p>CERTIFICATE OF INSPECTION FOR YEAR 2014 FOR ALLOY ADVERTISING SDN. BHD.</p> <p>CONSULTANCY SERVICES TO CARRY OUT ENGINEERING CONSULTANCY SERVICES FOR ANNUAL INSPECTION OF OUTDOOR ADVERTISING STRUCTURE UNDER ALLOY ADVERTISING SDN. BHD. – LEBUHRAYA PERSEKUTUAN (FH) FH022/FS</p> <p>DATE: 25TH March 2014</p> <p>PREPARED BY: PERUNDING JAS SDN BHD (840704-T)</p>	<p>PERUNDING JAS</p> <p>CERTIFICATE OF INSPECTION PERUNDING JAS SDN BHD</p> <p>CLIENT ALLOY ADVERTISING SDN BHD No 1, Jalan Batu Caves, 68100 Batu Caves, Selangor</p> <p>DESCRIPTION OF ITEM Free Standing - 10 x 40</p> <p>LOCATION Dari Persilangan Jalan Utara/Timur menuju Persilangan Jalan Utara/Barat berhampiran Armada Hotel KM32.50 (EB) Visual : LEBEN</p> <p>DATE OF INSPECTION 6th MARCH 2014</p> <p>CERTIFICATION VALIDITY For year 2014</p> <p>COMMENTS ON PERFORMANCE CONDITION OF THE STRUCTURE Existing structure is found to be in reasonable condition and can perform its function satisfactorily.</p> <table border="0"><tr><td>Base Type : Fixed to piled reinforced concrete base;</td><td>Condition : OK</td></tr><tr><td>Beam : I section (fixed cantilever);</td><td>Condition : OK</td></tr><tr><td>Bracing : Equal angles (torsion);</td><td>Condition : OK</td></tr><tr><td>Supports : Steel brackets;</td><td>Condition : OK</td></tr><tr><td>Billboard panel : Steel frame GI Sheet;</td><td>Condition : OK</td></tr></table> <p>OTHER COMMENTS The structure is in good condition.</p> <p>PHOTOGRAPHS Photo : As attached.</p> <p>CALCULATIONS Not Required</p> <p>INSPECTED BY Name : Ir. Dr Abu Bakar bin Hamidon</p> <p></p> <p>FH 022/ FS-Dari Persilangan Jalan Utara/Timur menuju Persilangan Jalan Utara/Barat berhampiran Armada Hotel KM32.50 (EB)</p> <p></p> <p></p> <p>FH 022/ FS-Dari Persilangan Jalan Utara/Timur menuju Persilangan Jalan Utara/Barat berhampiran Armada Hotel KM32.50 (EB)</p> <p></p> <p></p>	Base Type : Fixed to piled reinforced concrete base;	Condition : OK	Beam : I section (fixed cantilever);	Condition : OK	Bracing : Equal angles (torsion);	Condition : OK	Supports : Steel brackets;	Condition : OK	Billboard panel : Steel frame GI Sheet;	Condition : OK
Base Type : Fixed to piled reinforced concrete base;	Condition : OK										
Beam : I section (fixed cantilever);	Condition : OK										
Bracing : Equal angles (torsion);	Condition : OK										
Supports : Steel brackets;	Condition : OK										
Billboard panel : Steel frame GI Sheet;	Condition : OK										

APPENDIX 30

Sample Letter for Renewal Permit Structure



PERUNDING JAS SDN. BHD. (840704-T)

Jurutera Awam, Struktur & Geoteknik

No.408, Tingkat 2, Jalan Pekaka 8/4,

Seksyen, Kota Damansara, 47810,

Petaling Jaya, Selangor.Darul Ehsan.

Tel: 603 - 61574742 Fax: 603 - 61508580

Email : info@perundingjas.com / jasconsult.my@gmail.com

Ruj Kami : PJASSB/MPK/ALLOY/02/2014

Tarikh : 25hb September 2014.

PENGARAH,
JABATAN BANGUNAN,
BAHAGIAN PENGUATKUASAAN PEMBANGUNAN,
MAJLIS PERBANDARAN KLANG,
Tingkat 2, Blok A Pusat Perniagaan
Jalan Raya Barat, 41000
Klang, Selangor Darul Ehsan.
(u/p: Cik Haslinda Bt Mohd.Rantam)

Tuan / Puan,

**PERMOHONAN UNTUK PEMBAHARUAN PERMIT STRUKTUR BAGI PAPAN IKLAN LUARAN MILIK
ALLOY ADVERTISING SDN BHD DI DALAM KAWASAN MAJLIS PERBANDARAN KLANG BAGI TAHUN
2015-(Site No: MPK 005/FS)-**

Dengan segala hormatnya kami merujuk perkara di atas.

Sukacita kami ingin memohon untuk pembaharuan permit struktur bagi papan iklan milik Alloy Advertising Sdn Bhd di dalam Majlis Perbandaran Klang.

Bersama-sama ini, dilampirkan dokumen-dokumen berikut untuk perhatian dan tindakan tuan selanjutnya.

1. Pelan Lokasi tapak sedia ada dengan paparan iklan terkini.
2. Salinan Insuran Tanggungan Awam yang masih sah laku.
3. Bayaran Permit Struktur bagi tahun 2015 sebanyak RM2,000.00
4. Surat Perakuan Struktur papan iklan yang telah disahkan oleh Jurutera Bertauliah.
5. Salinan Sijil Pendaftaran Lembaga Jurutera yang masih sah.

Kerjasama dan pertimbangan serta kelulusan dari pihak tuan amat kami hargai dan kami dahului dengan ribuan terima kasih.

Yang Benar,
PERUNDING JAS SDN.BHD.

Ir DR ABU BAKAR BIN HAMIDON
PENGARAH

s.k : Alloy Advertising Sdn Bhd
1 jalan Batu Caves
68100 Batu Caves
Selangor Darul Ehsan

Penang Branch:
No.114, Jln Dagangan 2, Pusat Bandar Berlam Perdana 1, 13200 Kepala Batas, Pulau Pinang. Tel: 04-5783691 ; Faks: 04-5783690

APPENDIX 31

Sample Letter for Verification of Structural Strength



PERUNDING JAS SDN. BHD. (840704-T)

Jurutera Awam, Struktur & Geoteknik
No.408, Tingkat 2, Jalan Pekaka 84,
Seksyen 8, Kota Damansara, 47810,
Petaling Jaya, Selangor Darul Ehsan.
Tel: 603 - 61574742 Fax: 603 - 61508580
Email: info@perundingjas.com / jasconsult.my@gmail.com

Ref : PJAS/14/ALLOY/MPKlang/1040-EC
Date : 25th September 2014

PENGARAH,
JABATAN BANGUNAN,
BAHAGIAN PENGUATKUASAAN PEMBANGUNAN,
MAJLIS PERBANDARAN KLANG,
Tingkat 2, Blok A Pusat Perniagaan
Jalan Raya Barat, 41000
Klang, Selangor Darul Ehsan.
(u/p: Cik Haslinda Bt Mohd.Rantam)

Dear Sir / Madam,

CADANGAN MEMBINA DAN MEMASANG PAPARAN IKLAN BERUKURAN 10'X40 SATU
MUKA DARI JALAN TUN ABDUL RAZAK MENUJU PERSIMPANGAN JALAN LANGAT /
PUSAT BANDAR / PELABUHAN BARAT, DAERAH KLANG, SELANGOR UNTUK TETUAN
ALLOY ADVERTISING SDN BHD. (MPK 005/FS)

- Perakuan Kekuahan Struktur -

We refer to the above matters.

I hereby certify that these works has been designed by me in accordance with sound
engineering practice and that I take full responsibility of these design and proper performance of
the same.

Thank you,

Yours faithfully,
PERUNDING JAS SDN BHD.


.....
Ir DR ABU BAKAR BIN HAMIDON.

Director

Penang Branch:
No.114, Jln Dagangan 2, Pusat Bandar Berlam Perdana 1, 13200 Kepala Batas, Pulau Pinang. Tel: 04-5783691 ; Faks: 04-5783690

Sample of IMS Form

APPENDIX 32



ALLOY ADVERTISING SDN. BHD. (418287-W)

INSTRUCTION & MONITORING SHEET			IMS NO :
<i>For SMD use only:</i>			
DATE	:	DEPT.	:
FROM	:	CLIENT	:
COMMENCEMENT DATE :			
SITE NO.	:	SIZE	:
	:		QUANTITY :
	:	:	CD :
	:	:	APPROVAL : DBP ()
	:	:	: L.COUNCIL ()
Please tick (/) for the following instruction (s) ;		Remarks :-	
DISMANTLE VISUAL			
PRINT VISUAL			
INSTALLATION			
PROTRUSION			
REPAIR STRUCTURE / VINYL			
FIX / REPAIR LIGHTING			
TRIM TREES			
DAY / NIGHT TIME PHOTO			
OTHER INSTRUCTIONS / REMARKS :			
_____ PREPARED BY		_____ MONITORED BY	
_____ APPROVED BY		_____ APPROVED BY	
<i>For PDD use only:</i>			
OTHER INSTRUCTIONS / REMARKS :			
_____ APPROVED BY		_____ MONITORED BY	

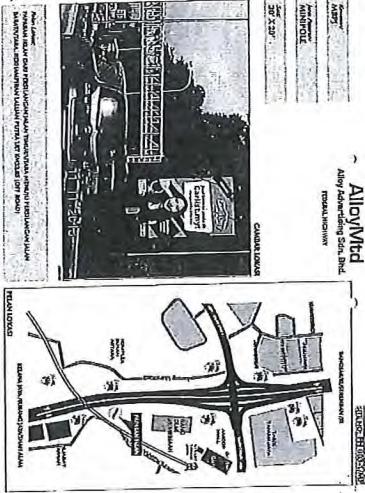
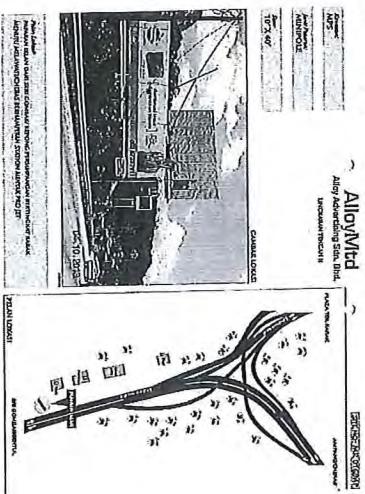
APPENDIX 33

1/2

Sample of Agreement Signed with Client

<p>AlloyMtd www.alloymtd.com.my [418287-W]</p> <p>Dated: 10th day of April, 2014</p> <p>BETWEEN</p> <p>ALLOY ADVERTISING SDN BHD (H11075)</p> <p>AND</p> <p>GALERI TROJKA SDN BHD (OWNER)</p> <p>AGREEMENT NO: VM/GT/2014/3210</p>	<p>OUTDOOR ADVERTISING AGREEMENT NO: VAUGT/01/2014/3210</p> <p>AN AGREEMENT made the 10th day of April, 2014,</p> <p>BY AND BETWEEN:</p> <p>ALLOY ADVERTISING SDN BHD, (hereinafter referred to as "Advertiser") of Malaysia, a firm registered under the laws of Malaysia at No. 1, Jalan Petaling, 11000 Kuala Lumpur, Malaysia, and</p> <p>GALERI TROJKA SDN BHD, (hereinafter referred to as "Media Owner") of Malaysia, a firm registered under the laws of Malaysia at No. 1, Jalan Petaling, 11000 Kuala Lumpur, Malaysia.</p> <p>WHEREAS:</p> <ul style="list-style-type: none"> 1) The party named in Schedule A (hereinafter referred to as "Advertiser") has engaged the Media Owner to display and/or to promote advertisement ("Advertising Material") located in Column 1, Column 2 & Column 3 described in Column 2 and naming "Galeri Trojka" located in Column 3 of Schedule A. 2) The Advertiser is desirous of securing the right to display its Advertising Material at the Media Owner's site and the Media Owner has agreed to grant the same subject to the terms and conditions contained herein. <p>NOW THIS AGREEMENT WITNESSED AS FOLLOWS:</p> <ol style="list-style-type: none"> 1. THE ORDER <ol style="list-style-type: none"> 1.1 The Advertiser hereby places an order ("the Order") for which the details are as follows in Schedule Annex (Column 1). 1.2 The Order includes the "Commissioning Date" and the term ("Term") as specified in Column 1 of Schedule A whilst the order price ("Order Price") is specified in Column 3 of Schedule A. 1.3 The Order Price shall be payable in the manner stipulated in Column 6 of Schedule A. 2. CANCELLATION OF APPROVAL <ol style="list-style-type: none"> 2.1 The date and duration of the Media Owner under this Agreement shall be suspended in the event the Media Owner shall fail to meet any of the obligations set forth in this Agreement and liability arising from any failure to comply with any legal requirements imposed by the relevant government or regulatory authority or any other third party or any other person or entity in connection with the display of the Advertising Material or display provided by us that the Media Owner accepts full responsibility for compliance with statutory requirements as far as concerns the said Order. 2.2 In the case where the Advertiser only uses the Media Owner shall retain the Advertising media placed on the Order Price attributable to the Site but all rights and obligations under this Agreement shall remain with the Advertiser as the Media Owner and this Agreement shall not be terminated by the Advertiser for any reason or cause for any intended rendering. 2.3 In the case where the Order Price is more than one site and the Media Owner shall deduct such portion of the Order Price attributable to the Advertiser Site and this agreement shall continue to be valid for the remaining sites and the term and date of the period herein in respect of the affected Site shall cease. 3. RELOCATION OF SITE <ol style="list-style-type: none"> 3.1 The Media Owner retains the right to relocate any Order price to another site or to cancel any Order price if the Advertiser fails to display the Advertising Material or display provided by us due to any relevant federal, state, local or municipal authority or other competent authority. 3.2 In such event, the Advertiser shall be offered an alternative site mutually agreed by both parties to display the Advertising Material and the term and date of the period herein in respect of the affected Site shall cease. 3.3 If the Advertiser, upon being offered an alternative site does not accept the same, it is hereby agreed that it shall remain as. 4. TERMINATION BY THE ADVERTISER <ol style="list-style-type: none"> 4.1 All sums due to be paid by the Advertiser in the Agreement shall be paid by the Advertiser within 15 days of the date due for payment. 4.2 If the Advertiser fails to pay the Order Price within 30 days of the date due for payment, the Media Owner shall be entitled to charge interest on the amount outstanding at a daily rate from the date such amounts are due until the payment date. 4.3 Notwithstanding the above, the Media Owner shall have the absolute right to terminate, without notice, the Advertiser's Advertising Material for non performance of this clause & 5. TERMINATION BY THE MEDIA OWNER <ol style="list-style-type: none"> 5.1 The Media Owner shall give 10 days notice to the Advertiser to terminate this Agreement if the Advertiser fails to pay the Order Price within 30 days of the date due for payment. 5.2 If the Advertiser fails to perform any of the obligations under this Agreement and fails to remediate within 10 days of the date of receipt of the notice to the Advertiser to do so, the Media Owner shall be entitled to terminate this Agreement. 5.3 If the Advertiser fails to pay the Order Price within 30 days of the date due for payment, the Media Owner shall be entitled to terminate this Agreement. 5.4 In the event of a substantial part of the premises occupied by the Advertiser shall be affected by fire or other calamity or by political or any other cause beyond the control of the Advertiser to damage the Order by fire, flood, lightning, explosion, strike, riot, civil commotion, war, government or public enemy beyond the control of either party. 5.5 In the event of a substantial part of the premises occupied by the Advertiser shall be affected by fire or other calamity or by political or any other cause beyond the control of the Advertiser to affect the term of such advertising shall be entitled for such period related to the Advertiser's Advertiser's Advertising Material to the Advertiser except for the reparation of a new Advertising Material in the event that the Advertising Material is damaged. 5.6 If the Advertiser upon being offered an alternative site does not accept the same, it is hereby agreed that it shall remain as. 5.7 In the event of a substantial part of the premises occupied by the Advertiser shall be affected by fire or other calamity or by political or any other cause beyond the control of the Advertiser to affect the term of such advertising shall be entitled for such period related to the Advertiser's Advertiser's Advertising Material to the Advertiser except for the reparation of a new Advertising Material in the event that the Advertising Material is damaged. 5.8 In the case where the Order Price is more than one site and the Media Owner shall deduct such portion of the Order Price attributable to the affected Site and this Agreement shall continue to be valid for the remaining sites and the term and date of the period herein in respect of the affected Site shall cease. 6. CONSEQUENCES OF BREACH <ol style="list-style-type: none"> 6.1 Upon the expiry of clause 14(b) relating to payment of Clause 13(b) the Media Owner or the Advertiser, whichever is the first to breach this Agreement shall be deemed to have breached this Agreement and the aggrieved party shall be entitled to take against the other party for any damages or losses incurred as a result from such breach and the Advertiser and the Media Owner shall be liable to each other. 6.2 Save for clause 14(b), should the Advertiser which compensates the Media Owner the Order Price in a sum of cash equivalent to the remaining of the Term as per the date of termination, the Advertiser shall be entitled to terminate this Agreement. 7. OPTION TO RELENT <ol style="list-style-type: none"> 7.1 If the Advertiser shall determine to terminate this Agreement prior to the expiry of the Term, the Advertiser shall have the right to terminate this Agreement by giving notice in writing to the Media Owner at least 15 days prior to the expiry of the Term. 7.2 The Advertiser shall be entitled to receive the Order Price for the remaining Term of this Agreement from the date of termination. 8. FORCE MAJEURE <ol style="list-style-type: none"> 8.1 Neither party shall be liable for failing to comply with its obligations hereunder if such failure is caused by political or any other cause beyond the control of the Advertiser to damage the Order by fire, flood, lightning, explosion, strike, riot, civil commotion, war, government or public enemy beyond the control of either party. 9. INSURANCE <ol style="list-style-type: none"> 9.1 The Media Owner is entitled to insure the term herein created upon its application and if there has been no break of any of the terms and conditions of this Agreement, the Media Owner shall be entitled to receive the Order Price for the remaining Term of this Agreement from the date of termination. 10. NOTICES <ol style="list-style-type: none"> 10.1 Any notice given hereunder by either party to the other party shall be deemed to be given if it is delivered by hand or by post or by fax to the address of the party to whom it is directed or if sent by e-mail to the party to whom it is directed or posted to such other address as may be directed in writing from time to time by either party to the other party. 11. RELATIONSHIP BETWEEN THE PARTIES <ol style="list-style-type: none"> 11.1 The Media Owner is entitled to pursue a compliance audit of the Advertiser to inspect the quality of the Order Price and to inspect any other documents or records of the Advertiser to verify whether the Advertiser is in any way in breach of any of the terms and conditions of this Agreement. 12. HEADING <ol style="list-style-type: none"> 12.1 The heading of this Agreement are only for reference and have no legal effect whatsoever and shall not in anyway affect the interpretation of this Agreement.
--	---

RIJALUDDIN SALLEH
Senior General Manager, Head
Group Compliance & General Services Division

<p>Agreement No. 1110121/1313</p> <p>15. WAIVER The failure of either party to insist upon a strict performance of any of the terms or provisions of this Agreement or to exercise any option, right or remedy herein contained shall not be construed as a waiver of such term, provision, option, right or remedy but it shall not affect the right of either party to insist thereon at a later time.</p> <p>16. TIME Time whenever mentioned in this Agreement shall be of the essence.</p> <p>17. ASSIGNMENT The Advertiser hereby agrees that the Advisor shall not be entitled to assign the Advisor's rights or obligations hereunder to any third party without the prior written consent of the Advertiser.</p> <p>18. BINDING ON SUCCESSORS This Agreement shall be binding upon the parties hereto and their respective successors and assigns.</p> <p>19. THIS AGREEMENT CONSTITUTES THE WHOLE AGREEMENT This Agreement constitutes the whole agreement between the parties hereto and it is expressly declared that no variation to the effect has been made by the parties hereto in writing.</p> <p>The signature of this page is identically left blank.</p>	<p>Agreement No. 1110121/1313</p> <p>PARTIES where the parties hereto have executed this Agreement the day and year first shown below:</p> <p>SIGNED BY for and on behalf of the Advertiser ALLOY ADVERTISING SDN BHD (Corporate Seal) in presence of  CHOO YIT LENGG ALLOY ADVERTISING SDN BHD 1110121/1313</p> <p>SIGNED BY for and on behalf of the Advisor YAPKAQ OMY (Corporate Seal) in presence of  VIVIEN FONG YAPKAQ OMY 1110121/1313</p>	<p>SCHEDULE 1 The Advertiser</p> <p>Place of Company: Gelandak Sdn Bhd</p> <p>Company Registration No. 1110121</p> <p>Company's Registered Address: Lot 101, Jalan 10/12, Taman 10/12, Bandar Baru Petaling, 41100 Petaling, Selangor.</p> <p>Company's Director: Aliffie Muzam (P)T1, 112, Jalan 12/43, Bandar Baru Petaling, 41100 Petaling, Selangor.</p> <p>Company's Phone No. 03-90443333</p> <p>Company's Fax No. 03-90442222</p>																												
<p>Agreement No. 1110121/1313</p> <p>EXHIBIT 2 Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">COLUMN NUMBER</th> <th style="width: 10%;">PARTICULARS</th> <th style="width: 10%;">ITEM</th> <th style="width: 10%;">ADDITIONAL ITEM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ADVERTISING/QUOTING</td> <td>1) UNIT OF BACHELOR 2) UNIT OF FREE STANDING</td> <td>A) LIGHTING CHARGES FOR FREE STANDING: RM 16,000.00 FOR 3 MONTHS RM 16,000.00 FOR 6 MONTHS RM 16,000.00 FOR 9 MONTHS</td> </tr> <tr> <td>2</td> <td>SITE:</td> <td>1) THAIS-LOP FEDERAL HIGHWAY (HEADS TOWARDS BANGKOK AND VALLEY) 2) KERINCHI JALAN 11/111 (HEADS TOWARDS GENTING HIGHLAND)</td> <td>C) PRODUCTION CHARGES RM 1000.00 (ONE DAY WORKER) RM 1000.00 (ONE DAY WORKER FOR 100% OF THE AREA) D) SIGNAGE & INSTALLATION FEE (PER VINYL) WITH 20% FROM THE TOTAL AMOUNT (AND FROM THE RELEASE DATE)</td> </tr> <tr> <td>3</td> <td>SITE:</td> <td>1) X'POX X'POX (1 PANEL ONLY) 2) X'POX X'POX (1 PANEL ONLY)</td> <td></td> </tr> <tr> <td>4</td> <td>TERM COMMENCEMENT DATE / END DATE</td> <td>6/09/2015 30th APRIL 2016 29th OCTOBER 2016</td> <td></td> </tr> <tr> <td>5</td> <td>DEPOSIT/TAKAHS</td> <td>RM 1000.00 (REFUNDABLE) REFUNDABLE DEPOSIT RM 1000.00 AND RM 100.00 X RM 10 = RM 1000.00 TOTAL RM 1100.00</td> <td></td> </tr> <tr> <td>6</td> <td>METHOD OF PAYMENT:</td> <td>QUARTERLY PAYMENT UPON RECEIVING OF INVOICE</td> <td></td> </tr> </tbody> </table>			COLUMN NUMBER	PARTICULARS	ITEM	ADDITIONAL ITEM	1	ADVERTISING/QUOTING	1) UNIT OF BACHELOR 2) UNIT OF FREE STANDING	A) LIGHTING CHARGES FOR FREE STANDING: RM 16,000.00 FOR 3 MONTHS RM 16,000.00 FOR 6 MONTHS RM 16,000.00 FOR 9 MONTHS	2	SITE:	1) THAIS-LOP FEDERAL HIGHWAY (HEADS TOWARDS BANGKOK AND VALLEY) 2) KERINCHI JALAN 11/111 (HEADS TOWARDS GENTING HIGHLAND)	C) PRODUCTION CHARGES RM 1000.00 (ONE DAY WORKER) RM 1000.00 (ONE DAY WORKER FOR 100% OF THE AREA) D) SIGNAGE & INSTALLATION FEE (PER VINYL) WITH 20% FROM THE TOTAL AMOUNT (AND FROM THE RELEASE DATE)	3	SITE:	1) X'POX X'POX (1 PANEL ONLY) 2) X'POX X'POX (1 PANEL ONLY)		4	TERM COMMENCEMENT DATE / END DATE	6/09/2015 30th APRIL 2016 29th OCTOBER 2016		5	DEPOSIT/TAKAHS	RM 1000.00 (REFUNDABLE) REFUNDABLE DEPOSIT RM 1000.00 AND RM 100.00 X RM 10 = RM 1000.00 TOTAL RM 1100.00		6	METHOD OF PAYMENT:	QUARTERLY PAYMENT UPON RECEIVING OF INVOICE	
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 <p>AlloyMtd</p>																														
 <p>AlloyMtd</p>																														

APPENDIX 34

Online Application from DBP

The screenshot shows the main dashboard of the DBP Sah Bahasa online application. On the left, there's a sidebar with links like Paparan Utama, Daftar Permohonan, Profil Pelanggan, Bayaran, Panduan Pelanggan, and Log Keluar. The main area is titled 'LAMAN UTAMA / PAPARAN UTAMA' and features a large button labeled 'Klik sini untuk Daftar Iklan'. Below this are several cards showing advertisement details and their status:

Advertisement Name	Status
SENSORY	Tidak Lulus
CERRADO	Tidak Lulus
MAPEI	Lulus
SRI SENDYAN-CHRISTMAS	Lulus
MINTYE	Lulus
GEMS-SIME DARBY	Lulus
MERCEDES	Lulus

Below this section is a header 'Senarai Permohonan Dalam Proses' followed by a note: 'Berikut adalah senarai permohonan yang sedang diproses atau selesai. Untuk status semasa rujuk pada lajur "Status". Butang cetak sijil kelulusan akan dipaparkan pada permohonan yang sudah diluluskan.' A table below lists pending applications:

No. Bil.	No. Permohonan	Jenis Permohonan	Tarikh Daftar	Tajuk	Status	Bayaran (RM)
1	528/2017	Iklan	06/06/2017	SPIDERMAN	Batal	30.00
2	14810/2017	Iklan	08/09/2017	KYOCERA	Lulus	30.00

APPENDIX 35

Sample of Change Visual Application Letter to Local Council



Rujukan Puan : _____
Rujukan Kami : _____
Tarikh : _____

(U/P.: _____)

Tuan/Puan,

**PERMOHONAN KELULUSAN PENUKARAN VISUAL BARU BAGI PAPAN IKLAN DALAM KAWASAN
_____ - _____**

Dengan segala hormatnya kami merujuk puan berhubung perkara di atas.

Sukacita dimaklumkan, di sini kami ingin memohon kelulusan daripada pihak tuan/puan bagi penukaran visual baru paparan iklan kami yang berada dalam kawasan pentadbiran Majlis _____.

Bersama-sama ini disertakan:

- a) Salinan Pelan lokasi
- b) Contoh paparan visual
- c) Pengesahan daripada Dewan Bahasa dan Pustaka

Sehubungan itu, kami amat berbesar hati sekiranya pihak tuan/puan dapat memberikan maklum balas dengan kadar segera.

Segala kerjasama dan kelulusan segera daripada pihak tuan/puan amatlah kami hargai dan didahului dengan ucapan rimbun terima kasih.

Sekian.

ALLOY ADVERTISING SDN. BHD.

Penolong Naib Presiden
Projek & Pembangunan

ALLOY ADVERTISING SDN. BHD. (418287-W)

Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

APPENDIX 36

Sample of Certificate from DBP



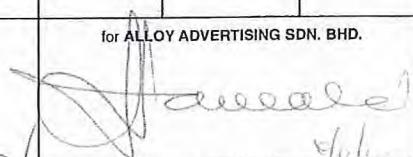
Terima kasih kerana menggunakan perkhidmatan Khidmat Pengesahan Bahasa Dewan Bahasa dan Pustaka

Cetakan komputer. Tidak perlu ditandatangani.


RIJALUDDIN SALLEH
Senior General Manager, Head
Group Compliance & General Services Division

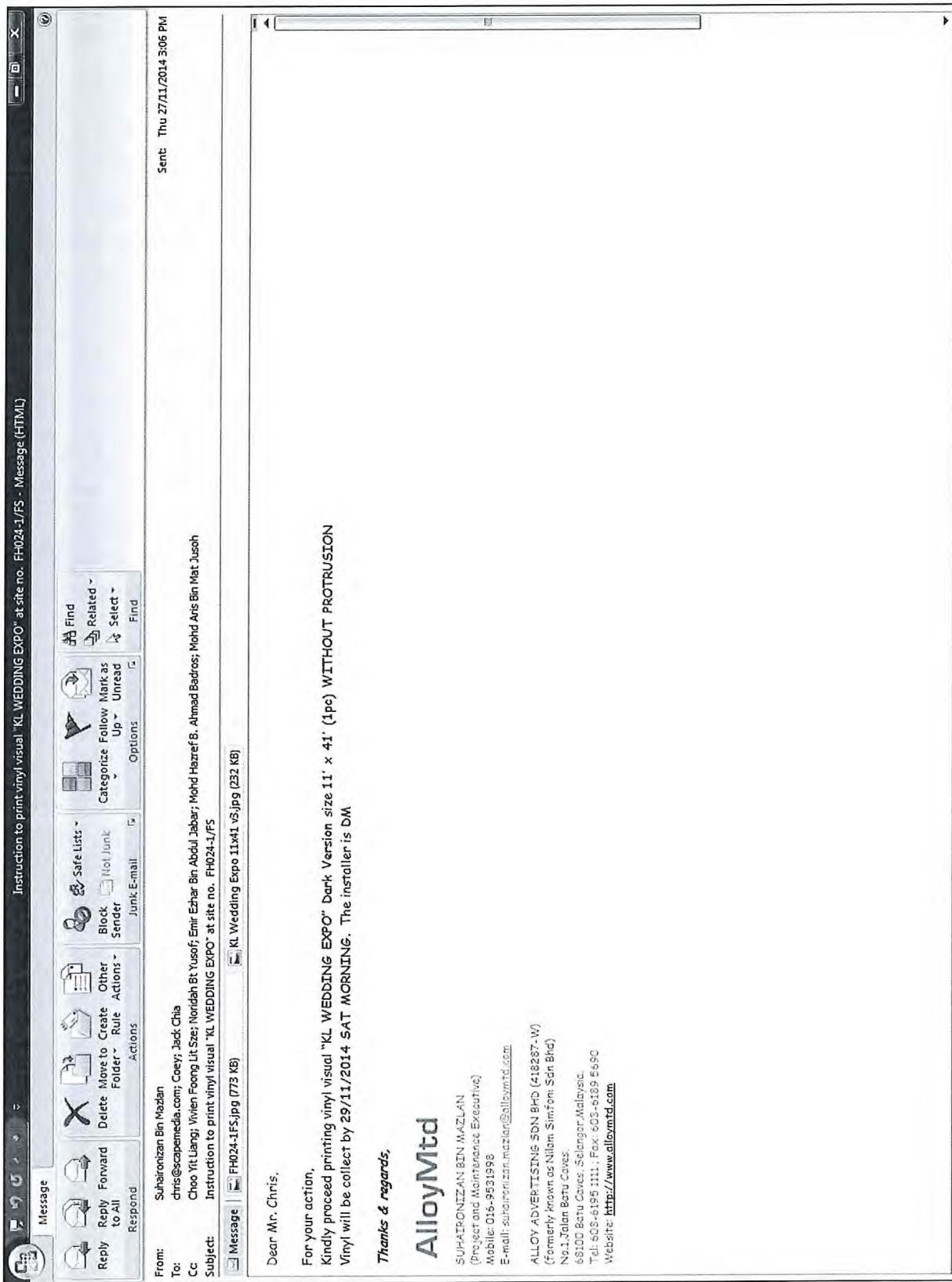
APPENDIX 37

Sample of PO Form

<p>ALLOY ADVERTISING SDN. BHD. (418287-W) (Formerly known as Nilam Simponi Sdn. Bhd.) No. 141, Jalan SBC 1, Taman Sri Batu Caves, 68100 Batu Caves, Selangor Darul Ehsan. Tel: (03) 6188 7188 Fax: (03) 6189 5690 www.alloyconsolidated.com</p>					
TO DIGITAL SCREEN PRINTING SDN BHD 21&23, JLN BKT PERMAT UTAMA 3.TMN INDUSTRI BKT 56100 PERMAI,KUALA LUMPUR			<p>PURCHASE ORDER No 2627 DATE: 13/10/14</p>		
ATTENTION: ALEX WONG TERMS OF PAYMENT: 30			A/C CODE: 1D65		
PROJECT: BATU CAVES OFFICE					
DELIVER TO: HO BATU CAVES		RQ REFERENCE: A 67263/A 67265/A 67266 SUHAIROHIZAN / MOHD ARIS		DATE OF DELIVERY: 20.10.2014	
PLEASE SUPPLY THE FOLLOWING ITEMS:-					
ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	AMOUNT (RM)	CODE
1	1 PC	TO PRINT VINYL VISUAL " KYOCERA DOCUMENT SOLUTIONS " SIZE : 10'x 100'x 1.50 (MALAY VERSION)	1500.00	1500.00	
2	1 PC	SIZE : 10'x 100'x 1.50 (ENGLISH VERSION) SITE NO.: FH 011/OHB	1500.00	1500.00	
3	1 PC	" KRISDAYANTI " SIZE : 20'x 60'x 1.50 SITE NO.: FH 023-1/MP	1800.00	1800.00	
4	1 PC	" MARRY BROWN " SIZE : 10'x 40'x 1.50 SITE NO.: FH 006/FS	600.00	600.00	
			Sub Total	5400.00	
			Grand Total	5400.00	
CONDITIONS:- 1. Goods delivered must conform with the specification of this order and/or sample shown to us and is subject to our inspection and approval. 2. We reserve the right to cancel this order if material is not delivered within the specified time. 3. Credit term begin at date of receipt of invoice or goods, whichever is later.			for ALLOY ADVERTISING SDN. BHD.  Authorised Signature		
INSTRUCTION: 1. The order number must appear on all invoice, packages, delivery and correspondence. 2. Please invoice in duplicate indicating delivery note number and date of delivery.					

APPENDIX 38

Sample of Instruction to Printer



APPENDIX 39

Sample of WI



WORK INSTRUCTION		PANEL
PROJECT TITLE :		
SUBCONTRACT WORKS :		
SUBCONTRACT REF :		
WORK INSTRUCTION NO :		
DATE OF ISSUANCE :		
THIS WORK INSTRUCTION is made on the :		
BETWEEN ALLOY ADVERTISING SDN. BHD. AND		
DESCRIPTION OF WORKS :		
DATE OF COMMENCEMENT OF WORKS :	WI AMOUNT (RM) :	
DATE OF COMPLETION OF WORKS :	SITE/LOCATION :	
PERIOD OF SUBCONTRACT :	LAD RATE :	
DATE OF ACTUAL OF WORKS :	TERMS OF PAYMENT :	
OTHER TERMS & CONDITIONS : REFER TO SUB-CONTRACT DOCUMENT		
Attachment : BQ & location /site		
PREPARED BY :	VERIFIED BY :	APPROVED BY :
----- PROJECT & MAINTENANCE EXECUTIVE	----- ASSISTANT VICE PRESIDENT PROJECT & DEVELOPMENT	----- DEPUTY PRESIDENT & CHIEF OPERATING OFFICER ALLOYMTD GROUP

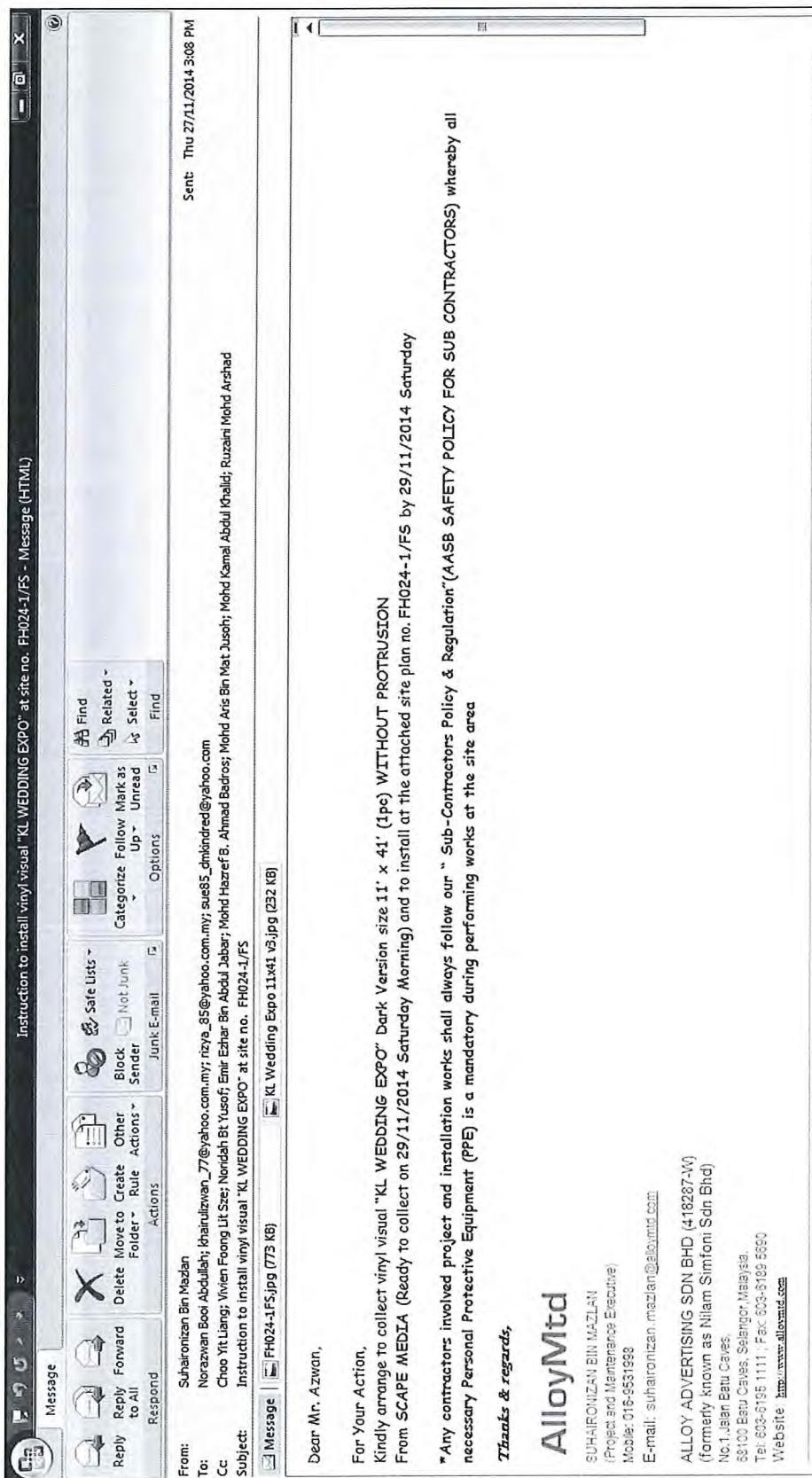
APPENDIX 40

Sample of Record of Work Instruction Issued During The Financial Year

ALLOY ADVERTISING SDN BHD																	
RECORD OF WORK INSTRUCTION ISSUED																	
SUBCONTRACT NO: SUBCONTRACT NO: SUBCONTRACT NO: SUBCONTRACT NO:																	
LIST OF PANELS: 1 NAME SUB CON 2 NAME SUB CON 3 NAME SUB CON 4 NAME SUB CON				COMMENCEMENT AS PANEL: EXPIRY:													
ITEM	W.I NO	DATE ISSUE	AWARDED TO	NAME SUB CON	NAME SUB CON	NAME SUB CON	NAME SUB CON	REMARKS									
				AMOUNT (RM)	AMOUNT (RM)	AMOUNT (RM)	AMOUNT (RM)										
	<u>Year 2014</u>		Sub-total (Incl. to award) Total cumulative brought forward														
		TOTAL		0.00	0.00	0.00	0.00	0.00									
		MONTHLY TOTAL		0.00	0.00	0.00	0.00	0.00									
PREPARED BY :			VERIFIED BY :			APPROVED BY :											
_____ P & M EXECUTIVE			_____ P & D EXECUTIVE			_____ ASSISTANT VICE PRESIDENT											
 invoice already submitted to contract dept									 current invoice to contract dept								

APPENDIX 41

Sample of Instruction to Installer



APPENDIX 42

Sample of Police Reports

Page 1 of 1


POLIS DIRAJA MALAYSIA
REPOT POLIS

Balai : TAMAN MELAWATI
Daerah : AMPANG JAYA
Kontingen : SELANGOR
No Repot : TMN MELAWATI/006964/14
Tarikh : 25/10/2014
Waktu : 1600 PM
Bahasa Diterima : B. Malaysia

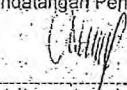
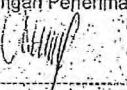
Butir-butir Penerima Repot
Nama : FITRI BINTI RAJUDIN
Butir-butir Jurubahasa (Jika Ada)
Nama : ---
No Paspot: ---
Alamat: ---

No Personel : R167015 Pangkat : KONST/P.
No K/P (Baru) : --- No Polis/Tentera: ---
Bahasa Asal : ---

Butir-butir Pengadu
Nama : MOHAMAD NOOR SAFWAN BIN SULAIMAN
No K/P (Baru) : 901204145629 No Polis/Tentera : --- No Paspot : ---
No Sijil Beranak : ---
Jantina : Lelaki Tarikh-Lahir : 04/12/1990 Umur : 23 tahun 10 bulan
Keturunan : Melayu Warganegara : Malaysia
Pekerjaan : JURUELETRIK
Alamat Tempat Tinggal : NO 29 JALAN 6 PERUMAHAN PKNS PAYA JERAS 47000 SUNGAI BULOH SEL
Alamat Ibu/Bapa : ---
Alamat Pejabat : ---
No Tel (Rumah) : --- No Tel (Pejabat) : --- No Tel (HP) : 017-3121509

Pengadu Menyatakan:
PADA 25/10/2014 SABTU JAM 2:00 PM. SEMASA SAYA MEMBUAT PEMERIKSAAN DI PAPAN IKLAN DI MR2 BERHAMPIRAN RUMAH TAMAN PERMATA MR 083/UP MENDAPATI 2 UNIT SPOTLIGHT 1000W TELAH HILANG, DI PERCAYAI DI CURI. SAYA JUGA DAPATI BESI LIGHTING ARM TELAH BENGKOK. TUJUAN SAYA MEMBUAT LAPORAN ADALAH UNTUK PIHAK SYARIKAT ALLOY ADVERTISING SDN BHD DAN PIHAK INSURANS.

SEKIAN LAPORAN SAYA.

Tandatangan Pengadu:  Tandatangan Jurubahasa(Jika ada):  Tandatangan Penerima Repot: 

Salinan Repot Pertama

25-Oct-15

APPENDIX 43

Sample of Claim Form

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<div style="text-align: center; margin-bottom: 10px;">  <p>QBE Insurance (Malaysia) Berhad No. 831 Level 6, Block B1, Lekas Commerce Square, No. 9 Jalan Putra 8/8, 42150 Petaling Jaya, Selangor Darul Ehsan F.O. Box 1037, 50720 Kuala Lumpur. Phone: 03 7781 6100 Fax: 03 7781 7450 Email: qbe@qbe.com.my</p> </div> <div style="border: 1px solid black; padding: 10px; min-height: 300px;"> <p>Non-Motor Notice Of Claim Notis Tuntutan Bukan Motor</p> <p>THIS FORM IS FILED WITHOUT ADMISSION OF LIABILITY, AND IT MUST BE COMPLETED AND RETURNED TO THE COMPANY IMMEDIATELY WHETHER OR NOT A CLAIM IS MADE. BORANGINI DILAKUKAN PADA PENYATAAN LAMPU/LAMPU DAN DISEDAKALAH KEPADA SURAHAN DAN DISETAHUAN SEBELAHAN PADA KERASAT ATAU TEGAR. This notice of claim is only to be used for the following classes of insurance:- Fire / General Accident / Householders / Engineering / Product Liability / Public Liability / Small Business Package Borang ini boleh dilakukan pada surahan dan disetahu di bawah ini: Kekerasan / Keadaan Langgar Ani / Pakai Elektronik / Kitaran keretaan / Lembah Produk / Lelaki/ Wanita / Pakai Eventus Kasih</p> <p>WHAT TO DO IN THE EVENT OF A CLAIM PENKARA YANG PERLU DILAKUKAN PASCALELAH TUNTUTAN DIBUAT</p> <ol style="list-style-type: none"> Particulars of the items should be stated as fully as possible and any negligence or carelessness implied should be communicated to the Company. Notify your broker or agent or your insurance company in writing immediately concerning any damage to vehicles, household property or other property. Attach all documents which may be required to support your claim. Conserve all documents which may be required to support your claim. Notify Police Immediately in the event of loss by Burglary, Housebreaking, Theft, Suspected Malicious Damage, Trespass or Fire. Notify your broker or agent if you require any further compensation, pecuniary losses, expenses or damages for damage or loss suffered. Attach any letter of demand or other correspondence that you may receive from any Third Party. Keep all documents relating to your claim. Do not make a admission of liability for loss or damage if they caused by you Third parties. Jangan membuat pernyataan bahawa anda bertanggungjawab atas kerusakan yang bukan pada diri anda. <p style="text-align: right;">D.C.02.11.04</p> </div>
No.
No. Klar</td> <td style="width: 25%;">3. Policy No.
No. Polisi</td> <td style="width: 25%;">4. Assured No.
No. Asuransi</td> </tr> <tr> <td colspan="4">5. THIS IS DURED
PERMANEN</td> </tr> <tr> <td colspan="4"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name
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Pekerjaan/Perniagaan</td> </tr> <tr> <td>Address
Alamat</td> <td>Telephone No.
No. Telefon</td> </tr> <tr> <td>Policy No.
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Tarikh Lantik</td> </tr> <tr> <td colspan="2">Has the premium been paid YES/NO
Sudahkah premi dibayar? YA/TIDAK</td> </tr> <tr> <td colspan="4">Name of other Insured Parties (like Parents, Spouse, etc.)
Nama ahli keluarga yang berikutnya (Ibu Bapa, Istri/Wifey, dsb)</td> </tr> <tr> <td colspan="4">Alert setelah TAHUN yang berikutnya (Tiga Bulan, Dua Bulan, dsb)</td> </tr> <tr> <td colspan="4">Are there any other insurances in force which would trigger in whole or in part, YES/NO If answer is YES, Please advise.
Apakah ada manfaat asuransia lain yang akan berikutnya secara keseluruhan atau sebahagian? YA/TIDAK Jika YA, sila berikan bukti lengkap</td> </tr> <tr> <td colspan="4"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name of Insured
Nama Ahli Asuransi</td> <td style="width: 50%;">Policy Details
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Masa</td> </tr> <tr> <td>When was Loss/Occurrence reported to you (If Applicable)
Bilakah kerusakan/pentaksiran/kejadian dilaporkan kepada anda (Jika relevan)</td> <td>Time
Masa</td> </tr> <tr> <td colspan="2">Place where Premises were Occupied
Tempat di mana kediaman berada</td> </tr> <tr> <td colspan="2">Please describe Nature of Damage or Injury / Sila sertakan keterangan mengenai kerusakan, keracaman atau keadaan yang berlaku</td> </tr> <tr> <td colspan="4"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name
Name</td> <td style="width: 50%;">Address
Alamat</td> </tr> <tr> <td>Post Code
Pos Kod</td> <td>Telephone No.
No. Telefon</td> </tr> <tr> <td colspan="2">Reason
Sebab</td> </tr> <tr> <td colspan="4">Was there a witness or witness to the event? YES/NO If only NO, please give full details.
Apakah terdapat saksi atau saksi untuk kejadian tersebut? YA/TIDAK Jika YA, sila berikan pautan.</td> </tr> <tr> <td colspan="2">Name
Name</td> <td colspan="2">Telephone No.
No. Telefon</td> </tr> </table> </td> </tr> <tr> <td colspan="4">7. RESPONSIBILITY/IN THE ISSUE
TANGGUNGJAWAB DALAM SURAHAN</td> </tr> <tr> <td colspan="4"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name
Name</td> <td style="width: 50%;">Address
Alamat</td> </tr> <tr> <td>Post Code
Pos Kod</td> <td>Telephone No.
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Sebab</td> </tr> <tr> <td colspan="4">Was there a witness or witness to the event? YES/NO If only NO, please give full details.
Apakah terdapat saksi atau saksi untuk kejadian tersebut? YA/TIDAK Jika YA, sila berikan pautan.</td> </tr> <tr> <td colspan="2">Name
Name</td> <td colspan="2">Telephone No.
No. Telefon</td> </tr> </table> </td> </tr> <tr> <td colspan="4">8. MISCELLANEOUS LOSSES
KERUSAKAN LAIN</td> </tr> <tr> <td colspan="4"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">If claiming under Fire, Al Riba, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, advise the following:
Jika memohon dalam hal kebakaran, pinjaman, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, maklumat berikut ini</td> </tr> </table> </td> </tr> </table> </td> </tr> <tr> <td style="vertical-align: top;"> <p>a) Full details of method used by thief/burglar/malicious damage or any suspicious acts performed shall provide:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Police Station
Suruhanjaya Polis</td> <td style="width: 50%;">Date/Month
Tarikh/Bulan</td> </tr> <tr> <td>Details of thief/burglar/malicious damage or any suspicious acts performed</td> <td>Date/Month
Tarikh/Bulan</td> </tr> </table> <p>b) What were the Police notified
Bila Polis diberitahu:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Police Station
Suruhanjaya Polis</td> <td style="width: 50%;">Category Name
Nama Kategori</td> </tr> <tr> <td>Details of thief/burglar/malicious damage or any suspicious acts performed</td> <td>Date/Month
Tarikh/Bulan</td> </tr> </table> <p>c) Has the item been recovered. YES/NO If recovered YES, give particulars
and串番号 of recovered with the date and time of recovery.</p> <p>d) When was the property lost by you
Bila kehilangan barang milik anda?</p> <p>e) At the time how long had property been occupied?
Senarai jangkaan pada hari kehilangan barang milik anda?</p> <p>f) Are you the sole owner of the damaged property? YES/NO If yes exhibit of ownership details.
Akuan anda sebagai pemilik barang yang rusak? YA/TIDAK Jika YA, berikan bukti paham perolehan</p> <p>g) What was the total value of the property insured by the policy at the time of loss?
Akuan jumlah asuransi dan tarikh jangkaan pada masa ketika barang hilang?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Buildings
Binaan</td> <td style="width: 50%;">Content
Content</td> </tr> <tr> <td>Buildings
Binaan</td> <td>Content
Content</td> </tr> </table> <p>h) If changing to another insurance, what is the reason?
Jika menukar polis dengan insurans lain, sebab?</p> <p>i) Through what type of covering did Wind, Rain or Water enter premises? Metal/Brick/Concrete/Air/Holes etc. Air merupakan hujan?</p> <p>j) Did Windbreak/Curtain/Cyclone/Earthquake cause damage to premises? YES/NO If answered YES/NO describe the cause? Adakah Angin/Rintik/Sarung/Cyclone/Earthquake menyebabkan kerusakan pada rumah?</p> <p>k) Legal Liability
JABATAN HAK HILANG/KEHILANGAN</p> <p>l) Name and Address of legal owners of owner of damaged property
Nama dan alamat orang yang adalah pemilik barang yang rusak.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name
Nama</td> <td style="width: 50%;">Address
Alamat</td> </tr> <tr> <td>Telephone No.
No. Telefon</td> <td></td> </tr> </table> <p>m) Is the injured person or owner of damaged property in your employment, in the employment of any contractor or subcontractor to you, or a relative to you or a friend of yours?
Adakah orang yang cedera atau pemilik barang yang rusak dalam pengambilan anda, dalam pengambilan orang mewarisan anda atau ahli keluarga anda, atau rakan anda? YA/TIDAK Jika YA, bidik ini.</p> <p>n) May my claim be made against you? YES/NO If answered YES/NO attach with this form All Correspondence received.
Pernahkah dia buat tuntutan melawan anda? YA/TIDAK Jika Jawapan YA, maklumat bidik dia buat berikut borang ini dimuat naik</p> <p>o) INDIVIDUAL HISTORY
RELAJUAN PEMERASMA</p> <p>p) Have you ever previously sustained Loss/Damage or injury to Third Party? YES/NO If answer YES, give details of each losses and amounts involved.
Pernahkah anda pernah mendapat kerusakan/kehilangan atau cedera pada orang ketiga sebelum ini? YA/TIDAK Jika jawapan YA, perincikan kerusakan/kehilangan atau cedera pada orang ketiga yang berlaku.</p> <p>q) Have you ever made a claim on any insure?
Pernahkah anda membuat tuntutan asuransia mengenai kerusakan/kehilangan?</p> </td> <td style="vertical-align: top;"> <p>11. DESCRIPTION OF PROPERTY LOST OR DAMAGED
DESKRIPSI MARTA YANG HILANG ATAU RUSAK</p> <p>h.b. - The amount to be claimed on any article is limited to the actual intrinsic value at the time of loss. The nature of the loss or damage should be described in detail.</p> <p>NOTA - Ammount yang diambil berdasarkan nilai intrinsik barang pada ketika kerusakan/kehilangan berlaku. Jenis kerusakan atau kerlusakan dimuat naik dalam bentuk bentuk dan/atau gambar.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">IF INSURENT SPONS PLEASE ATTACH RELEVANT LIST
Jika suruhanjaya berikutnya berlaku lampirkan senarai kerusakan yang berlaku</td> </tr> <tr> <td style="width: 25%;">Description of Property Lost or
Damaged
Deskripsi yang hilang atau
rusak</td> <td style="width: 25%;">From whom Purchased
Dari siapa dibeli</td> <td style="width: 25%;">Date of Purchase
Tarikh pembelian</td> <td style="width: 25%;">Original Purchase
Harga beli awal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>12. TOTAL
JUMLAH</p> <p>Setiausaha berikutnya diakui dan secara rasmi memberitahukan bahawa dia telah membaca dan memahami bahawa dia tidak berhak mendapat manfaat apapun berdasarkan suruhanjaya ini dan dia tidak berhak mendapat manfaat apapun berdasarkan suruhanjaya ini.</p> <p>Date / Tariikh : _____</p> <p>Signature / Penandatanganan : _____
Lc. Mr. / Ms. K.R.
Company Chap / Cip Syarikat</p> </td> </tr> </table> </td></tr></table> |
1. Claim No.
No. Referral | 2. Claim No.
No. Klar | 3. Policy No.
No. Polisi | 4. Assured No.
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Sebab</td> </tr> <tr> <td colspan="4">Was there a witness or witness to the event? YES/NO If only NO, please give full details.
Apakah terdapat saksi atau saksi untuk kejadian tersebut? YA/TIDAK Jika YA, sila berikan pautan.</td> </tr> <tr> <td colspan="2">Name
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No. Klar
 | 3. Policy No.
No. Polisi | 4. Assured No.
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Tarikh Lantik | Has the premium been paid YES/NO
Sudahkah premi dibayar? YA/TIDAK
 | | Name of other Insured Parties (like Parents, Spouse, etc.)
Nama ahli keluarga yang berikutnya (Ibu Bapa, Istri/Wifey, dsb) | | | | Alert setelah TAHUN yang berikutnya (Tiga Bulan, Dua Bulan, dsb) | | | | Are there any other insurances in force which would trigger in whole or in part, YES/NO If answer is YES, Please advise.
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| Has the premium been paid YES/NO
Sudahkah premi dibayar? YA/TIDAK |
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| Name of other Insured Parties (like Parents, Spouse, etc.)
Nama ahli keluarga yang berikutnya (Ibu Bapa, Istri/Wifey, dsb) |
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| Alert setelah TAHUN yang berikutnya (Tiga Bulan, Dua Bulan, dsb) |
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| Are there any other insurances in force which would trigger in whole or in part, YES/NO If answer is YES, Please advise.
Apakah ada manfaat asuransia lain yang akan berikutnya secara keseluruhan atau sebahagian? YA/TIDAK Jika YA, sila berikan bukti lengkap |
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| 6. DETAILS OF LOSS/DAMAGE OR OCCURRENCE
DUTAAN/KERUSAKAN ATAU KEDARSA |
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| Was there a witness or witness to the event? YES/NO If only NO, please give full details.
Apakah terdapat saksi atau saksi untuk kejadian tersebut? YA/TIDAK Jika YA, sila berikan pautan. |
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| 8. MISCELLANEOUS LOSSES
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| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">If claiming under Fire, Al Riba, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, advise the following:
Jika memohon dalam hal kebakaran, pinjaman, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, maklumat berikut ini</td> </tr> </table> |
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 | If claiming under Fire, Al Riba, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, advise the following:
Jika memohon dalam hal kebakaran, pinjaman, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, maklumat berikut ini | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| If claiming under Fire, Al Riba, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, advise the following:
Jika memohon dalam hal kebakaran, pinjaman, Burglary, Housebreaking, Theft, Malicious Damage, Baggage, maklumat berikut ini |
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| <p>a) Full details of method used by thief/burglar/malicious damage or any suspicious acts performed shall provide:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Police Station
Suruhanjaya Polis</td> <td style="width: 50%;">Date/Month
Tarikh/Bulan</td> </tr> <tr> <td>Details of thief/burglar/malicious damage or any suspicious acts performed</td> <td>Date/Month
Tarikh/Bulan</td> </tr> </table> <p>b) What were the Police notified
Bila Polis diberitahu:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Police Station
Suruhanjaya Polis</td> <td style="width: 50%;">Category Name
Nama Kategori</td> </tr> <tr> <td>Details of thief/burglar/malicious damage or any suspicious acts performed</td> <td>Date/Month
Tarikh/Bulan</td> </tr> </table> <p>c) Has the item been recovered. YES/NO If recovered YES, give particulars
and串番号 of recovered with the date and time of recovery.</p> <p>d) When was the property lost by you
Bila kehilangan barang milik anda?</p> <p>e) At the time how long had property been occupied?
Senarai jangkaan pada hari kehilangan barang milik anda?</p> <p>f) Are you the sole owner of the damaged property? YES/NO If yes exhibit of ownership details.
Akuan anda sebagai pemilik barang yang rusak? YA/TIDAK Jika YA, berikan bukti paham perolehan</p> <p>g) What was the total value of the property insured by the policy at the time of loss?
Akuan jumlah asuransi dan tarikh jangkaan pada masa ketika barang hilang?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Buildings
Binaan</td> <td style="width: 50%;">Content
Content</td> </tr> <tr> <td>Buildings
Binaan</td> <td>Content
Content</td> </tr> </table> <p>h) If changing to another insurance, what is the reason?
Jika menukar polis dengan insurans lain, sebab?</p> <p>i) Through what type of covering did Wind, Rain or Water enter premises? Metal/Brick/Concrete/Air/Holes etc. Air merupakan hujan?</p> <p>j) Did Windbreak/Curtain/Cyclone/Earthquake cause damage to premises? YES/NO If answered YES/NO describe the cause? Adakah Angin/Rintik/Sarung/Cyclone/Earthquake menyebabkan kerusakan pada rumah?</p> <p>k) Legal Liability
JABATAN HAK HILANG/KEHILANGAN</p> <p>l) Name and Address of legal owners of owner of damaged property
Nama dan alamat orang yang adalah pemilik barang yang rusak.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name
Nama</td> <td style="width: 50%;">Address
Alamat</td> </tr> <tr> <td>Telephone No.
No. Telefon</td> <td></td> </tr> </table> <p>m) Is the injured person or owner of damaged property in your employment, in the employment of any contractor or subcontractor to you, or a relative to you or a friend of yours?
Adakah orang yang cedera atau pemilik barang yang rusak dalam pengambilan anda, dalam pengambilan orang mewarisan anda atau ahli keluarga anda, atau rakan anda? YA/TIDAK Jika YA, bidik ini.</p> <p>n) May my claim be made against you? YES/NO If answered YES/NO attach with this form All Correspondence received.
Pernahkah dia buat tuntutan melawan anda? YA/TIDAK Jika Jawapan YA, maklumat bidik dia buat berikut borang ini dimuat naik</p> <p>o) INDIVIDUAL HISTORY
RELAJUAN PEMERASMA</p> <p>p) Have you ever previously sustained Loss/Damage or injury to Third Party? YES/NO If answer YES, give details of each losses and amounts involved.
Pernahkah anda pernah mendapat kerusakan/kehilangan atau cedera pada orang ketiga sebelum ini? YA/TIDAK Jika jawapan YA, perincikan kerusakan/kehilangan atau cedera pada orang ketiga yang berlaku.</p> <p>q) Have you ever made a claim on any insure?
Pernahkah anda membuat tuntutan asuransia mengenai kerusakan/kehilangan?</p> | Police Station
Suruhanjaya Polis
 | Date/Month
Tarikh/Bulan | Details of thief/burglar/malicious damage or any suspicious
acts performed | Date/Month
Tarikh/Bulan | Police Station
Suruhanjaya Polis | Category Name
Nama Kategori | Details of thief/burglar/malicious damage or any suspicious acts performed | Date/Month
Tarikh/Bulan | Buildings
Binaan | Content
Content
 | Buildings
Binaan | Content
Content | Name
Nama | Address
Alamat | Telephone No.
No. Telefon | | <p>11. DESCRIPTION OF PROPERTY LOST OR DAMAGED
DESKRIPSI MARTA YANG HILANG ATAU RUSAK</p> <p>h.b. - The amount to be claimed on any article is limited to the actual intrinsic value at the time of loss. The nature of the loss or damage should be described in detail.</p> <p>NOTA - Ammount yang diambil berdasarkan nilai intrinsik barang pada ketika kerusakan/kehilangan berlaku. Jenis kerusakan atau kerlusakan dimuat naik dalam bentuk bentuk dan/atau gambar.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">IF INSURENT SPONS PLEASE ATTACH RELEVANT LIST
Jika suruhanjaya berikutnya berlaku lampirkan senarai kerusakan yang berlaku</td> </tr> <tr> <td style="width: 25%;">Description of Property Lost or
Damaged
Deskripsi yang hilang atau
rusak</td> <td style="width: 25%;">From whom Purchased
Dari siapa dibeli</td> <td style="width: 25%;">Date of Purchase
Tarikh pembelian</td> <td style="width: 25%;">Original Purchase
Harga beli awal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>12. TOTAL
JUMLAH</p> <p>Setiausaha berikutnya diakui dan secara rasmi memberitahukan bahawa dia telah membaca dan memahami bahawa dia tidak berhak mendapat manfaat apapun berdasarkan suruhanjaya ini dan dia tidak berhak mendapat manfaat apapun berdasarkan suruhanjaya ini.</p> <p>Date / Tariikh : _____</p> <p>Signature / Penandatanganan : _____
Lc. Mr. / Ms. K.R.
Company Chap / Cip Syarikat</p> | IF INSURENT SPONS PLEASE ATTACH RELEVANT LIST
Jika suruhanjaya berikutnya berlaku lampirkan senarai kerusakan yang berlaku | | | | Description of Property Lost or
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Deskripsi yang hilang atau
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| Description of Property Lost or
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Tarikh pembelian | Original Purchase
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APPENDIX 44

List of Vandalism & Incidence Cases

ALL RISK INSURANCE PERFORMANCE FOR THE YEAR 2014/15

CLAIM STATISTICS FOR YEAR /

SUMMARY :
AS AT :

STRUCTURE TYPE	QUANTITY (UNITS)	ACTUAL AMOUNT LOSSES (RM)	ACTUAL CLAIMABLE AMOUNT (RM)	ACTUAL TOTAL PAID (RM)
UNIPOLE				
MINIPOLE				
OVERHEAD BRIDGE				
FREE STANDING				
SPECTACULAR				
WALL & ROOF TOP				
GRAND TOTAL		\$0.00	\$0.00	\$0.00

Note: 1. Insured by :

2. Excess :

3. Annual premium including services tax and stamp duty - \$ (\$/month) (All Risk) - \$ (\$/month) (Public Liability)

4. Total amount paid is base on estimate

5. Commencement date (All Risk) :

6. Commencement date (Public Liability) :

Prepared by:

Verified by:

Executive Project & Maintenance

Asst. Vice President Project & Development

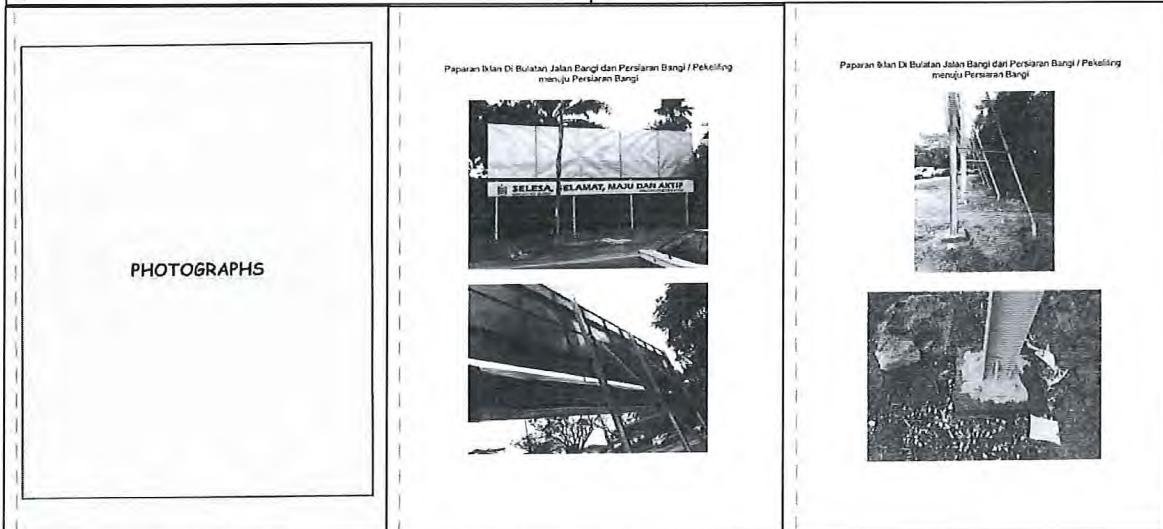
Deputy President & Chief Operating Officer

Alloymtd Group

APPENDIX 45

Sample for Certificate of Completion

<p>ALLOY ADVERTISING SDN BHD</p> <p>CERTIFICATE OF COMPLETION</p> <p>CONSTRUCTION OF ONE UNIT FREESTANDING 10'X40' AT JLN BANGI ROUNDABOUT FROM PERSIARAN BANGI/PEKELILING TOWARDS PERSIARAN BANGI (MPKJ 046FS)</p> <p>DATE : 29th January 2013</p> <p>PREPARED BY: PERUNDING JAS SDN BHD (#40704-T)</p>	<p>PERUNDING JAS SDN. BHD. (#40704-T) Jundara Amara, Struktur & Geoteknik No 4/88, Tingkat 2, Jalan Petaling 8/4, Setapak 59100, Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia. Tel: 603 - 61574742 Fax: 603 - 61574741 Email: info@perunding.com / jasconsulting@gmail.com</p> <p>Ref : PJAS/MPKJ048/1040(COC/ALLOY/2013) Date : 29th January 2013.</p> <p>ALLOY ADVERTISING SDN. BHD. No 1, Jalan Batu Caves, 69100, Batu Caves, Selangor Darul Ehsan.</p> <p>Attn: MR. CHOO YIT LIANG Dear Sir,</p> <p>CADANGAN MENDIRIKAN SATU UNIT PAPARAH IKLAN BERUKURAN 10'X40' JENIS 'FREESTANDING' DI BULATAN JALAN BANGI DARI PERSIARAN BANGI/PEKELILING MENJUJU PERSIARAN BANGI UNTUK TETUAN ALLOY ADVERTISING SDN BHD. (MPKJ 046FS)</p> <p>- Certificate of Completion -</p> <p>We refer to our site inspection dated 15th January 2013 regarding the above project. This is to inform that we have inspected the work done at the site and hereby certify that the structure has been constructed in accordance with the drawings and relevant standards.</p> <p>Thank you, Yours faithfully, PERUNDING JAS SDN BHD.</p> <p><i>[Signature]</i> Ir DR ABU BAKAR BIN HAMIDON. Director</p> <p>PERUNDING JAS SDN BHD Jundara Amara, Struktur & Geoteknik No 4/88, Tingkat 2, Jalan Petaling 8/4, Setapak 59100, Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia. Tel: 603 - 61574742 Fax: 603 - 61574741 Email: info@perunding.com / jasconsulting@gmail.com</p> <p>MINISTERIA PROFESIONAL AWAM PERAK AGUARUAN HAMIDON 5504 MALAYSIA</p> <p>Pengaruh Baru: No 114, Jln Dangaran 2, Pusat Bandar Dangaran Perdana 1, 13300 Kota Bharu, Pulau Pinang. Tel: 04-5783691; Fax: 04-573369</p>
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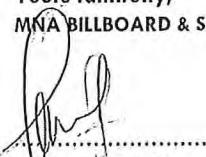
APPENDIX 46

Sample of Work Permit

CIVIL <input type="checkbox"/>		M&E <input type="checkbox"/>	THIRD PARTY <input type="checkbox"/>	ANIH BERHAD AlloyMtd (PSSPA)	AlloyMtd
WORK PERMIT TO ACCESS INTO KUALA LUMPUR - KARAW HIGHWAY/ EAST COAST EXPRESSWAY					
Work Permit Ref : _____		Date : _____			
N.O.D. Ref : _____		(For AM!! Contractor only)			
New Application <input checked="" type="checkbox"/>	Extension of Permit <input type="checkbox"/>	Others <input type="checkbox"/>			
Emergency Works <input type="checkbox"/>	Rectification of Defects (D.L.P) <input type="checkbox"/>	Specify : _____			
PART A : DETAILS OF APPLICANT * (To be filled in by the Applicant)					
Company : _____					
Address : _____					
Tel : _____	Fax : _____				
Person Incharge : _____	H.P. : _____				
PART B : WORK AND SITE INFORMATION * (To be filled in by the Applicant)					
Location : _____ km _____ EAST / WEST BOUND _____					
Project Title : _____					
Scope of Works : _____					
Period of Work : _____ Day / Week / Month	Date : From _____ to _____				
PART C : SUBMISSION OF DOCUMENTS TO ANIH BERHAD/AME * (To be filled in by the Applicant)					
THIRD PARTY WORKS		MAINTENANCE WORKS			
1. Copy of confirmation acceptance to LLM conditional approval <input type="checkbox"/>	1. Copy of N.O.D. duly signed acceptance <input type="checkbox"/>				
2. Copy of Work Permit from Wilayah Timur, LLM <input type="checkbox"/>	2. Copy of Work Permit from Wilayah Timur, LLM <input type="checkbox"/>				
3. Copy of Work Programme <input type="checkbox"/>	3. Copy of Work Programme <input type="checkbox"/>				
4. Copy of Traffic Management Plan approved by Pengaruh Wilayah Timur, LLM <input type="checkbox"/>	4. Proposed Traffic Management Plan approved by ANIH Berhad/AME. <input type="checkbox"/>				
5. Copy of Contractor All Risk Insurance and Public Liability Insurance <input type="checkbox"/>	5. Copy of Insurances <input type="checkbox"/>				
6. Copy of Bank Guarantee <input type="checkbox"/>	6. List of Machineries Dots Registration No. _____ <input type="checkbox"/>				
*Please tick the relevant items					
Checked by : _____	_____	_____	_____	_____	_____
Maintenance Supervisor / Chargeman : _____	_____	_____	_____	_____	_____
PART D : APPLICANT DETAILS:					
Name : _____	Signature & Stamp of Company Requesting : _____				
Date : _____					
*Note: This application is required to submit 3 working days before commencement date for the permit to process.					
Page 1 of 2					
Inspection Date : _____					
Inspected by : _____ (TSMU Rep.)					
<i>I hereby confirm that based on the inspection made, the contractor have enough resources and capable / Inadequate resources and not capable * to execute traffic management as per required.</i>					
PART F : MTD PRIME / AME APPROVAL					
In consideration of the above Applicant who has agreed to comply with <i>LLM Conditional Approval / MTD Prime/AME Conditions *</i> and has submitted all the required documents to us, we MTD Prime/Alloy Maintenance Engineering Sdn Bhd hereby agreed to grant a work permit to the Applicant for a work period as stated in Part B.					
Additional Terms and Conditions:					
1. This work permit is valid for the above work period only. 2. Any extended work period is to be applied by the Applicant and subjected to LLM and/or MTD Prime/AME approval. 3. All works that involve lane closure are to be conducted between the hour of _____ to _____ only. 4. To inform our Traffic Control Centre through PrimeLine 09-5479 111 (24-hour Hotline) from day to day prior to execution of work and after completion of work. This work permit is to be available at site during execution of work.					
Signature : _____					
Name : Ir. WAN RAZALI WAN MUDA					
Designation : Executive Vice President, Head, Tollways Division					
Date : _____					
c.c. Pengaruh Wilayah Timur, LLM					
Page 2 of 2					

APPENDIX 47

Sample of Invoice

GM'S OFFICE				
13 NOV 2014				
INVOICE				
MNA BILLBOARD & SERVICES				
LOT 3542 JALAN JATI KG. MELAYU SUBANG 40150 SHAH ALAM SELANGOR DARUL EHSAN 03-61572973 FAX : 61575112 E-Mail : mnabillboard@gmail.com				
ALLOY ADVERTISING SDN. BHD. No. 1 Jalan Batu Caves 68100 Batu Caves Selangor Darul Ehsan		Invoice No: MNA\ALLOY\2014\160 Date 5/11/2014		
Description	Qty	Desc.	SOR. No.	Contract Sum (RM)
To Dismantle Old Visual at site no.: a. FH006-3/MP	1	11' X 41'	1.16	RM 120.00
To Dismantle Protrusion at site no.:				
To Install New Visual at site no.: a. FH006-3/MP	1	11' X 41'	3.16	RM 400.00
Out Station Charges				
Amount Due to this claim			RM	520.00
AlloyMtd Contracts & Procurement Div.				
14 NOV 2014 RECEIVED				
Yours faithfully, MNA BILLBOARD & SERVICES				
 Roslee B. Hamid Account Director				
				
8m/mA pk attach w/ - 76 J/ 13/11/14				
MNA BILLBOARD & SERVICES No. 43-2, Jalan Cecawi 6/19A, Seksyen 6, 47810 Kota Damansara, Petaling Jaya, Selangor Tel. No: +603 - 6157 2973 Fax. No: +603 - 6157 5112				

APPENDIX 48

Sample of CPC



**CERTIFICATE OF PRACTICAL COMPLETION
C.P.C**

CPC/AASB//-

Date	
JOB TITLE	
Job Description	
Commencement Date	
Completion Date	

To:

A large, empty rectangular box intended for the recipient's address.

In accordance with the terms, conditions and stipulations of the Agreement, I/we certify that subject to the making good of any outstanding items, or of any defects, shrinkages and other faults which appear during the defect liability period;

- a. The works are practically completed to our satisfaction on:
- b. The said Defect Liability Period will end on:
- c.

A small, empty rectangular box for recording the completion date.

We declare that in respect of the said works or section there of, the :

- Progress payment
- Full payment of Tender Sum
- First 50% of the Retention Money
- Balance of the Retention Money

Is to be released

Prepared by :	Approved by:
Project & Maintenance Exec	AVP Project & Development

- Contract Department

ALLOY ADVERTISING SDN. BHD. (418287-W)

Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

APPENDIX 49

Sample of Minor Work Order



MINOR WORKS ORDER		REF. NO: 14-N/MW/007	DATE: 21 Sep 14		
SECTION A: WORKS ORDER PARTICULAR					
PROJECT NAME:	OUTDOOR ADVERTISING STRUCTURE - PENINSULAN MALAYSIA				
REFERENCE NO.:	PJAS/2012/STANDARD/ST-1000				
CONTACT NO.:	+6012-6521011 / +6012-6521012				
REBONWIRATOR:	MMA RENE BOARD & SERVICES				
ATTENTION TO:	En. Rosli Hisham				
TEL:	03-1117 5112				
FAX:	03-1117 5112				
TYPE OF WORK ORDER:	<input checked="" type="checkbox"/> NORMAL	<input type="checkbox"/> PANEL (SOA)			
LOCATION/ SITE:	BALIUR BARU JALAN BOUNDARIES, SEJATEN 4				
Work Order Amount:	RM 9,800.00				
SECTION B TO MANUFACTURE AND SUPPLY / CARRY OUT THE UNDERTAKEN WORKS					
ITEM NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
A	TO SUPPLY AND INSTALL 1 NOS NEW STRUCTURE SIZE 10' x 40' FREE STANDING AS PER DRAWING NO PJAS/2012/STANDARD/ST-1000 (as per attachment 1)	LS	-	-	9,800.00
				TOTAL RM	9,800.00
SECTION C FILLED BY CONTRACTOR / BUDGET HOLDER					
Contractor's Date: 1-FEB-14		Location: PJM/LAWANG			
Remarks: This minor work order shall be read with subcontract particular as per attached					
Prepared by: En. Faris (En. Faris) Date: 21/09/2014	Verified by: VP, Contract Name: Md. Aslizah Md. Wahab Date: 21/09/2014	Reviewed by: Asstn. Head Contracts B/P Executive Division Name: Md. Aslizah Date: 24/9	Approved by: Deputy President & Chief Operating Officer Alloy MTD Group Data Faizal Muhsin Date: 12/10/14		
SECTION D ACKNOWLEDGEMENT OF WORK COMPLETION [BUDGET HOLDER]					
We certify that the above work has been completed to our satisfaction. Approved by: Executive Name: Md. Aslizah Md. Wahab Date: 1/10/2014					
SECTION E PAYMENT RECOMMENDATION					
Amount Recommended for Payment (Fund) PPS:	Contractor's Invoice No.:				
Checked by:	Recommended by:	Approved by:			
Contract Executive Name: _____ Date: _____	VP, Contract Name: Md. Aslizah Md. Wahab Date: _____	Deputy President & Chief Operating Officer Alloy MTD Group Data Faizal Muhsin Date: _____			
CONTRACT / FINANCE / SITE / SUBCONTRACTOR					

ALLOY ADVERTISING SDN. BHD. (418287-W)

Miram U11, 1, Jalan Bau Cawoi,
68100 Bandar Cawoi, Selangor Darul Ehsan, Malaysia
Tel: +603-6182 1111 Fax: +603-6189 5591 Website: www.mtdgroup.com.my

(A member of MTD Group)

ALLOY ADVERTISING SDN BHD
RQ 7940

TO SUPPLY AND INSTALL 1 NOS NEW STRUCTURE SIZE 10' x 40' FREE STANDING AS PER DRAWING NO: PJAS/2012/STANDARD/ST-1000

ITEM	DESCRIPTION	UNIT	QTY	RATE (RM)	AMOUNT (RM)
A	Total from HQ/1				9,800.00
Note:					
The rates inserted shall be deemed to be full inclusive value of the work described and shall include the followings:-					
1) All Insurances/SOCOS shall purchase through our ALLOY Insurance Broker Sdn. Bhd.					
2) Provision of labour & all costs in connection therewith					
3) Fabrication and transportation to site					
4) Provision of temporary works and dewatering					
5) Undertaking of all general obligations, liabilities & risks involved in the execution of the works					
6) All establishment charges, overheads and profit					
7) Toll charges and wastage					
8) Mobilisation and demobilisation from one location to another					
9) See attachment for detail / specification/					
10) Clearing site upon completion					
TOTAL AMOUNT CARRIED TO FORM OF TENDER					
9,800.00					

✓

APPENDIX 50

Sample of Renewal License Covering Letter

Rujukan Tuan:
Rujukan Kami: AASB/MPS/CYL/14/094/ee
Tarikh : 27hb Februari 2014

Pengarah
Jabatan Pelesenan
MAJLIS PERBANDARAN SELAYANG
Menara MPS
Persiaran 3, Bandar Baru Selayang
68100 Batu Caves
Selangor Darul Ehsan

(U/P.: En.Affendei Bin Samingan)

Tuan,

PEMBAHARUAN LESEN PAPAN IKLAN LUARAN MILIK ALLOY ADVERTISING SDN.BHD DALAM KAWASAN MAJLIS PERBANDARAN SELAYANG BAGI TAHUN 2014.

Dengan segala hormatnya kami merujuk Tuan berhubung perkara di atas.

Sukacita kami ingin memohon untuk pembaharuan lesen papan-papan iklan milik Alloy Advertising Sdn Bhd di dalam Majlis Perbandaran Selayang bagi tahun 2014.

Bersama-sama ini, dilampirkan dokumen-dokumen berikut untuk perhatian dan tindakan tuan selanjutnya.

1. Senarai Lokasi.
2. Borang Permohonan yang telah ditandatangani.
3. Pelan Lokasi tapak sedia ada dengan paparan iklan terkini.
4. Salinan polisi insuran "Public Liability Insurance".
5. Salinan pembayaran permit struktur 2014
6. Surat Perakuan Struktur papan iklan yang telah ditandatangani oleh Jurutera Berfauliah.

Kerjasama dan pertimbangan serta kelulusan dari pihak Tuan amat kami hargai dan kami dahului dengan ribuan terima kasih.

Sekian.

ALLOY ADVERTISING SDN. BHD.

NORIDAH BINTI MOHD YUSOF
Penolong Naib Presiden

APPENDIX 51

Flowchart for New Structure Application on Private Land / Government Land

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. To locate suitable/marketable site	PDE	n/a
2. To determine the jurisdiction of the land	PDE	3 working days
3. Locate the land owner for further discussion	PDE	3 working days
4. Liaise with immediate superior to determine the suitability of the proposed site	PDE	2 working days
5. Arrange a meeting with the Land Owner for preliminary discussion		3 working days
6. Feedback from Land Owner	→ Decline	Locate new site
↓ Agree		
i. Prepare a letter of Intent ii. Prepare proposal iii. Prepare costing iv. Arrange site visit with Marketing Department	PDE	7 working days
8. Prepare final proposal to be forwarded to HOC for final approval	PDE	2 working days
↓ Approval		
9. Proceed with signing of the Tenancy Agreement with the Land Owner	PDE	7 working days
10. Proceed to LC with Planning Approval, Permit Structure & Billboard License Application	PDE	30 working days
11. Follow up with LC to ensure “Billboard License Bill” can be issued A.S.A.P	PDE	14 working days
12. Prepare memo to finance for payment	PDE	7 working days
13. Arrange payment to LC	PDE	2 working days

APPENDIX 52

Flowchart for Erecting of Billboard Structure

	<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1.	Fill up RQ for erecting Billboard	PME	n/a
2.	Upon approval, arrange site visit with contractors	PME	5 working days
3.	Monitor the installation/construction	PDE	5 – 45 working days
4.	Construction works complete	PDD	n/a

APPENDIX 53

Flowchart for Yearly Billboard License Renewal

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. Refer to Monitoring Reports	PDE	3 working days
2. Arrange yearly inspection with Structural Consultant for ‘Certificate of yearly Inspection’	PME	21 working days
3. Compile and submit necessary documents to License Department	PDE	14 working days
4. Follow up closely to ensure the “Renewal License Bill” is issued before the expiry date	PDE	7 working days
5. Prepare memo to Finance for payment	PDE	7 working days
6. Arrange payments to LC	PDE	3 working days

APPENDIX 54

Flowchart for Printing & Installation of Vinyl

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. Initiate the works upon receipt of IMS from Marketing Department	PME	n/a
2. Submit online application to DBP for the “wording”	PDC	5 working days
3. Seek visual approval from respective LC	PDE	
4. Prepare RQ for ‘Printing of Visual’	PME	1 working day
5. Advise printer through email to proceed with printing of visual	PME	1 working day
6. Prepare necessary documents to be approved by HOC	PME	1 working day
7. To advise contractors to proceed with installation of the visual	PME	1 working day
8. To monitor the installation works to ensure the contractors comply with the rules and guidelines	PME	2 working days
9. Coordinate with the installer for the photo as a proof after completion of the installation works	PME	3 working days

APPENDIX 55

Flowchart for Vandalism & Incidence

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. To receive reports of vandalism	PDD	n/a
2. Identify/verify Vandalism and Incidence cases	PME	2 working days
3. Make police reports to the nearest police stations as soon as the cases are detected	PME	1 working days
4. Initiate rectification process	PME	3 working days
5. To ensure the rectification and repairing work is completed for both minor work and major work	PME	7-45 working days

(Signature)

APPENDIX 56

Flowchart for Insurance Claim

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. To officially inform Vandalism cases to AIB to initiate the insurance claim	PME	2 working days
2. To prepare and submit necessary documents to AIB	PME	2 working days
3. Follow-up with AIB for an appointment with Adjuster	PME	3 working days
4. Record/update the List of Vandalism and Incidence cases for information to the HOD and HOC	PME	1 working days

APPENDIX 57

Flowchart for Refurbishment

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. Arrange site visit with Structural Consultant to carry out technical inspection	PME	2-3 weeks
2. Prepare necessary documents to be approved by HOC	PME	1 week
3. Liaise with CPD for appointment of contractors for the rectification works	PME	7-45 days
4. Monitor and Inspect the refurbishment work	PME	4-6 weeks
5. Request for Completion Certificate from the consultant after the final inspection of the work	PME	2 weeks

APPENDIX 58

Flowchart for Maintenance of Trees

<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1. Identify and determine the location, quantity and types of trees	PME	2 weeks
2. To prepare necessary documents for approval by HOC	PME	1 week
3. Apply for Work Permit from Local Authority/police/LLM	PME	1 week
4. Monitor the work progress by the contractors to ensure its compliance to the regulations	PME	3-4 weeks
5. To inspect the site to make sure that the trees are trimmed accordingly	PME	1 week

APPENDIX 59

Claim Process



CERTIFICATE OF FINAL PAYMENT		ICP NO : 2F
		PERIOD ENDING : APR 14
PROJECT TITLE	OUTDOOR ADVERTISING STRUCTURE @ MRR2, FEDERAL HIGHWAY, KARAK HIGHWAY, LPY, BANGI, RAWANG, IPOH, PENANG & JOHOR BAHRU.	
SUB-CONTRACTOR	MNA BILLBOARD & SERVICES SDN BHD	
SUB-CONTRACT WORKS	To Construct 1 No Pad Footing and Re-Install Existing Structure Size 40' x 30' at Site No DBKL 195/MP	
SUB-CONTRACT REF	ACSB/AASB/RQ6727/13-N-03	
CONTRACT PARTICULARS		
TYPE OF CONTRACT	Provisional	COMMENCEMENT DATE : 25-Mar-2013
SUB-CONTRACT SUM	RM 47,000.00	COMPLETION DATE : 14-Apr-2013
a. ADDITION	RM -	EXTENSION OF TIME : TBA
b. OMISSION	RM -	L.A.D RATE : RM 200.00 per day
c. RE-MEASUREMENT	RM -	D.L.P : 12 Months
d. OTHERS	RM -	CERTIFICATION DATE : 24-Jun-2014
ETT VARIATION	RM -	TERMS OF PAYMENT : 60 days
REVISED CONTRACT SUM	RM 47,000.00	PAYMENT DUE DATE : 23-Aug-14
1. TOTAL VALUE OF WORKDONE 2. VARIATION ORDER WORKS 3. MATERIAL ON SITE 4. OTHERS GROSS CERTIFICATION (1:4)		RM - 47,000.00 - - - 47,000.00
LESS : 5. RETENTION MONEY 6. DEBIT NOTES 7. DIRECT PAYMENT ON BEHALF OF THE SUB-CONTRACTOR 8. L.A.D CHARGES 9. OTHERS 10. PREVIOUS PAYMENT UP TO CERT NO 1 GROSS DEDUCTION (5:10)		RM - - - - - - 45,825.00 (45,825.00)
AMOUNT DUE FOR PAYMENT		1,175.00
RINGGIT MALAYSIA : ONE THOUSAND ONE HUNDRED SEVENTY FIVE ONLY.		
PREPARED BY:	VERIFIED BY:	VERIFIED BY:
<i>Azizah Binti Maharani</i>	<i>Nor Azizah</i>	<i>Norizah Binti Mohd Yusof</i>
CONTRACT EXECUTIVE AZIZAH BINTI MAHARANI DATE: 6/7/2014	VP, CONTRACT (CIVIL) NOR AZIZAH BINTI ABDUL WAJID DATE: 17/7/14	AVP P & D NORIZAH BINTI MOHD YUSOF DATE: 18/7/14
APPROVED BY: <i>Jafri</i>	ADVISOR NIK FIRDAUS BINTI NIK HUSSAIN DATE: 8/7	
PERFORMANCE BOND	PHYSICAL LIABILITY CERTIFICATE	REMARKS :
a. GUARANTOR : IIA b. SUM ASSURED : IIA c. REF NO : NA d. EXPIRY DATE : NA	C.P.O : N/A C.H.C : N/A C.P.C : 14-Apr-13 C.M.G.D : 14-Apr-14	1 Being the final payment for this contract 2 Refer to the attached Statement of Final Account and Acceptance of Final Payment 3 To release full of retention sum upon issuance of CMGD
DISTRIBUTION FINANCE - ORIGINAL / CONTRACT - COPY / SITE - COPY / SUB-CONTRACTOR - COPY		

ALLOY ADVERTISING SDN. BHD. (418287-W)

Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

APPENDIX 60

Marketing & Sales Department Work Flow – New Sales

	<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1.	Received cold call / enquiry from clients	MSE	
2.	Preparing / sending the proposal	MSE	2 working days
3.	Follow up / discussion / meeting / negotiation with client regarding the proposal	MSE	5 working days
4.	Feedback from client	MSE	No
5.	Submit official quotation to the client	MSE	2 working days
6.	Preparing an Outdoor Advertising Agreement and send to client for execution	MSE	2 working days
7.	Collect an agreement and artwork from client	MSE	7 working days
8.	Sending an agreement for stamping and advice Finance Department to prepare invoice for an advance payment	MSE	2 working days
9.	To follow up on the terms of payment for remaining payment	MSE	30 working days
10.	Monitoring payment – 1st reminder Follow up on outstanding and overdue	MSE	45 working days
11.	Monitoring payment – 2nd reminder Follow up on outstanding and overdue	MSE	14 working days
12.	Monitoring payment – Final reminder Follow up on outstanding and overdue	MSE	7 working days
13.	Seek legal action		

APPENDIX 61

Sample of Weekly Clients Approached List

Name :

Weekly Report :

No	Company Name	PIC	Email Add	Contact No.	Contact Mode	Remarks	1st Follow-up Date
1			-		By email / call		
2			-		By email / call		
3			-		By email / call		
4			-		By email / call		
5			-		By email / call		

2

APPENDIX 62

Sample of Outdoor Advertising Proposal



PROPOSAL BILLBOARD ADVERTISING

Federal Highway

ALLOY ADVERTISING SDN BHD (418287-W)

ALLOY ADVERTISING SDN BHD (418287-W)

Make The Right Move.....

- ✓ Guarantee wide audience
- ✓ Nation wide coverage across highway and road Network
- ✓ Easily tailored for a product launch or advertising campaign
- ✓ Reach out to your customers with an innovative new concept
- ✓ Strong name recognition and brand awareness
- ✓ Billboard message are delivered with continuity and frequency
- ✓ Can be experienced 24 hours a day, seven days a week

4.

ALLOY ADVERTISING SDN. BHD. (418287 W)

Our Valued Clients

- Audi
- Felda D'saji
- Prudential
- Aeon
- Genting Berhad
- Pet world
- Astro
- Great Eastern
- Sunway Groups
- Bank Rakyat
- IJM Property
- Sime Darby Property
- Bridgestone
- Mc Donald's
- Vtogen
- Century Battery
- Mitsubishi
- Leading Advertising Agencies, Government Bodies.
- Double Mini
- MCIS Zurich
- Nestle Products
- Fuji Xerox
- Naza Kia

5.

MTD GROUP

ALLOY ADVERTISING SDN BHD

FEDERAL HIGHWAY

TYPE : UNIPOLE
SIZE : 20'(H) X 89'(W) 12 SIDED

LOCATION : DIRECTION FROM SHAH ALAM TOWARDS PETALING JAYA ALONG THE FEDERAL HIGHWAY BEFORE EXIT TO JALAN 5 BAKSYAN KABAT POINTS OF INTEREST : ANCHOR MALL, PETRONAS, AMADA HOTEL, HERITAGE PETRONAS, STATION 88, EASYMALL, REVALUARIS

6.

MTD GROUP

ALLOY ADVERTISING SDN BHD

FEDERAL HIGHWAY

TYPE : UNIPOLE
SIZE : 20'(H) X 89'(W) 12 SIDED

LOCATION : DIRECTION FROM SHAH ALAM TOWARDS PETALING JAYA TOWARDS SENTERBERG SHAH ALAM OFF ROAD POINTS OF INTEREST : ANCHOR MALL, PJ HELIPOL, AMADA HOTEL, HERITAGE PJ HOTEL, STATION 88, EASYMALL, REVALUARIS

7.

ALLOY ADVERTISING SDN. BHD. (418287 W)

Federal Highway – Near Kompleks Sukan Astaka
Site No: FH023

Site No.	: FH023/unipole
Availability	: 13/12/2018
Direction	: Refer to site plan
Duration	: 1 year
Size	: 20'(H) x 89'(W) - 2 sided
Rental	: RM 450,000.00/ year
Lighting	: RM 30,000.00/ year
Production	: RM 32,000.00 [RM10.00/st] (Setup Fees, Maintenance Fees, High Lighting and Installation without production)
Total	: RM 512,000.00

8.

ALLOY ADVERTISING SDN. BHD (418287 W)

Terms of Payment

Production Charges:
1) Production in Full Payment upon confirmation.

Rental, Lighting Charges, 6% Tax:
1) 1st quarter to be paid upon confirmation.
2) Balance of payment to be paid by quarterly upon receiving of invoice.

Upon acceptance of the quotation, any cancellation made we shall charge 50% of the rental charges due to loss of opportunity.

9.

ALLOY ADVERTISING SDN. BHD (418287 W)

CONTACT US!

Alloy Advertising Sdn Bhd (418287-W)
No.1, Jalan Batu Caves,
48100 Batu Caves,
Selangor Darul Ehsan
Tel : 03-4115 1111
Fax : 03-4187 5470
Email :
Website: www.alloymtd.com

[Signature]

APPENDIX 63 (a)

1/3

Formalised Minimum Rental Rate w.e.f. 1st September 2012

Federal Highway

No.	Structures	Grade	Minimum Rates (RM)
1.	10ft x 40ft free standing	A	36,000
		B	34,000
2.	10ft x 40ft Minipole (Lighted)	A	40,000
		B	38,000
		-	30,000
		A	65,000
3.	14ft x 48ft Minipole 30ft x 40ft Minipole 20ft x 40ft Minipole	B	55,000
		A	110,000
		B	90,000
		-	60,000
3.	30ft x 45ft/ 20ft x 60ft Spectacular	-	100,000
4.	7ft x 45ft Gantry OHB -10ftx120ft	-	60,000
		A	180,000
		B	120,000
		C	85,000
5.	2 Sided 20ft x 60ft Unipole 2 Sided 20ft x 80ft Unipole 3 Sided 20ft x 80ft Unipole 2 Sided 60ft x 30ft Unipole 2 Sided 60ft x 40ft Unipole	-	260,000
		A	320,000
		B	300,000
		-	365,000
		-	290,000
		-	330,000

2

APPENDIX 63 (a)

2/3

Middle Ring Road II

No.	Structures	Grade	Minimum Rates (RM)
1.	10ft x 40ft free standing (Lighted)	A	20,000
		B	18,000
	10ft x 40ft free standing (Non-lighted)	-	15,000
2.	40ft x 30ft Minipole	A	90,000
		B	75,000
	2 Sided 14ft x 48ft Minipole	-	80,000
3.	20ft x 60ft Spectacular	-	55,000
4.	2 Sided OHB – 10ft x 100ft		80,000
	2sided OHB – 6ft x 100ft		75,000
	Single Sided Overhead Bridge	-	35,000
5.	Double Sided 40ft x 30ft Unipole	-	150,000
	Double Sided 20ft x 80ft Unipole	-	160,000
	3 Sided 20ft x 80ft Unipole	-	240,000
	2 Sided 60ft x 30ft Unipole	-	220,000
	2 Sided 60ft x 40ft Unipole	A B	240,000 220,000

APPENDIX 63 (a)
3/3

Karak Highway

No.	Structures	Grade	Minimum Rates (RM)
1.	10ft x 40ft free standing	A	16,000
		B	13,000
2.	20ft x 60ft Spectacular	A	30,000
		B	28,000
3.	Overhead Bridges	-	50,000
4.	Unipole - 20ft x 80ft Unipole – 60ft x 40ft		200,000
			200,000

East Coast Highway

No.	Structures	Grade	Minimum Rates (RM)
1.	10ft x 40ft free standing	-	14,000
2.	20ft x 60ft Spectacular	-	28,000
3.	Overhead Bridges	-	38,000
4.	Double Sided Unipole	-	180,000

Free Market

No.	Structures	Grade	Proposed New Minimum Rates (RM)
1.	10ft x 40ft free standing	A	15,000
		B	12,000
2.	OHB – 10ft x 120ft OHB – 7ft x 100ft	-	80,000
			65,000
3.	Roof Top Sign	-	45,000
4.	Double Sided Unipole	-	200,000

APPENDIX 63 (b)

Sample of Quotation



Our ref :
Date :

Company Name

Address

Tel:

Fax:

Attn:

Dear Sir / Madam,

RE: QUOTATION FOR OUTDOOR ADVERTISING

We would like to append below our final quotation for your immediate confirmation:-

1 UNIT OF UNIPOLE

Site No. / Direction	:
Size	:
Rental duration	:
Rental	: RM
Lighting	: RM
Production	: RM
Total Amount	: RM

Terms and conditions:-

- This quotation is valid for 1 week from the date of quotation, subject to availability of the site
- Payment terms : 100% payment upon confirmation
- In the event of any cancellation after acceptance and signing of this quotation, you shall be liable for 50% of the anticipated revenue from the advertising billboard

We trust the above quotation will meet your requirements. Please do not hesitate to contact the undersigned if you require further assistance.

Thank you.

Yours faithfully,

Alloy Advertising Sdn. Bhd.

Agreed and Accepted by

(Name)
(Position)

(Signature & company stamp)

10.

10. WAIVER

The failure of either party to exercise a strict performance of any of the terms or provisions of this Agreement or to waive any rights or remedies herein contained, shall not be construed as a waiver of such terms, provisions, rights or remedies but it shall nevertheless be full force and effect.

11. TERM

They are mentioned in this Agreement shall be the term.

12. ASSIGNMENT

The Advertising hereby agrees that the Advertising shall not be entitled to assign the Advertising's rights or obligations hereunder to any third party without the prior written consent of the Advertiser.

13. BINDING ON SUCCESSORS

This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns.

14. THIS AGREEMENT CONSTITUTES WHOLE AGREEMENT

This Agreement constitutes the whole agreement between the Advertiser hereto and it is expressly understood that no other statement or agreement relating to the subject matter made by the parties hereto is valid.

The following signature is from my behalf:

Agreement No: 418287-W/143218

11.

IN WITNESS whereof the parties hereto have executed this Agreement the day and year first above written.

SIGNED BY
For and on behalf of the Advertiser
ALLOY ADVERTISING SDN BHD
(Company No: 418287-W)
in its present of

CHOO YIT LIUNG
Via President
JULY 2012 (SINGAPORE)

WENH FONG
Via President
JULY 2012 (SINGAPORE)

YAP JUN CHOW
GALERY TRADING SDN BHD
President
JULY 2012 (SINGAPORE)

Agreement No: 418287-W/143218

12.

SCHEDULE I
The Advertising

Name of Company: Galleri Trade Sdn Bhd

Company Reg. No: 418287-W

Company's Registered Address: 100, Jalan 10/10A, Bandar Baru Petaling,
47100 Petaling, Selangor.

Company's Business Address: 100, Jalan 10/10A, Bandar Baru Petaling,
47100 Petaling, Selangor.

Company's Phone No: 603-9064 3333

Company's Fax No: 603-9064 3337

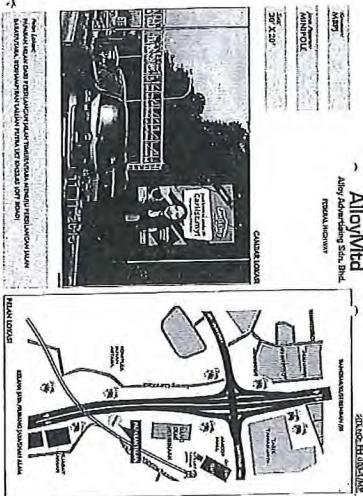
13.

SCHEDULE 2	
COLUMN NUMBER	PARTICLES
1	ADVERTISING SITE(S) NUMBER 131 UNIT OF JINSHOLE 231 UNIT OF FREE STANDING NON DELIMITED PROPERTY
2	SITES: 13 JINSHOLE FEDERAL HIGHWAY (FROM JINSHOLE TOWARDS KANGARU LAYANG) 23 JINSHOLE JALAN (FROM JINSHOLE TOWARDS GENTING HARGA)
3	SIZES: 13 METRES X 10 METRES - 1 PANEL ONLY 23 METRES X 10 METRES - 1 PANEL ONLY
4	DATE OF COMMENCEMENT DATE EXPIRED DATE 21ST AUGUST 2014 20TH OCTOBER 2014
5	ORDER PRICE: RM800.00 FOR JINSHOLE UNIT NO. 131 RM800.00 FOR JINSHOLE UNIT NO. 231 TOTAL: RM1,600.00
6	METHOD OF PAYMENT: QUARTERLY PAYMENT UPON RECEIVING OF INVOICE.

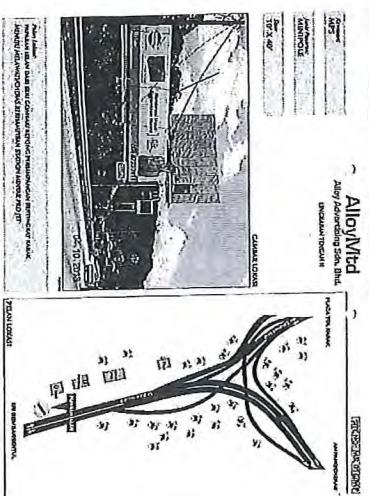
14.

7	ADDITIONAL ITEM
	A) LIGHTING CHARGE FOR HOUSING: ① LIGHTING CHARGE FOR 3 MONTHS: RM 1,420.00 ② LIGHTING CHARGE FOR 3000HRS: RM 4,260.00 C) EQUIPMENT CHARGE FOR RM1000.00/P; RM 4,260.00 D) PRODUCTIVE CHARGE FOR RM216.00/P; RM 2,160.00 (EXCLUDING THE CHARGE FOR THE EQUIPMENT WITHOUT PROVISION FOR SCARF & MUFFLER) (PADD PRIOR TO INSTALLATION)

15.



16.



AlloyMtd

Alloy Advertising Sdn Bhd

APPENDIX 65

SCHEDULE 2 of OAA (Direct Client)

The Order

COLUMN NUMBER		PARTICULARS
1	ADVERTISING MEDIUM: VISUAL:	
2	SITE:	
3	SIZE:	
4	TERM: COMMENCEMENT DATE: ENDING ON:	
5	ORDER PRICE:	<p>i.) <u>RENTAL</u> RENTAL: TOTAL:</p> <p>ii) <u>ADDITIONAL ITEMS</u> a) PRODUCTION: TOTAL: (PRINTING & INSTALLATION OF 1 PIECE VINYL WITHOUT PROTRUSION USING PIXIO)</p> <p>b) LIGHTING: TOTAL:</p> <p>GRAND TOTAL:</p>
6	METHOD OF PAYMENT:	QUARTERLY PAYMENT UPON RECEIVING OF INVOICES. PRODUCTION IN FULL PAYMENT PRIOR TO INSTALLATION.

APPENDIX 66 (a)

SCHEDULE 2 of OAA (Agency Client 15% only)

The Order

COLUMN NUMBER		PARTICULARS
1	ADVERTISING MEDIUM: VISUAL:	
2	SITE:	
3	SIZE:	
4	TERM: COMMENCEMENT DATE: ENDING ON:	
5	ORDER PRICE:	<p>i.) <u>RENTAL</u> RENTAL: LESS 15% AGENCY COMMISSION: TOTAL:</p> <p>ii.) <u>ADDITIONAL ITEMS</u></p> <p>a) PRODUCTION: TOTAL: (PRINTING & INSTALLATION OF 1 PIECE VINYL WITHOUT PROTRUSION USING PIXIO)</p> <p>b) LIGHTING: TOTAL:</p> <p>GRAND TOTAL:</p>
6	METHOD OF PAYMENT:	QUARTERLY PAYMENT UPON RECEIVING OF INVOICES. PRODUCTION IN FULL PAYMENT PRIOR TO INSTALLATION.

APPENDIX 66 (b)

SCHEDULE 2 of OAA (Agency Client with Media Specialist 15%+5%)

The Order

COLUMN NUMBER		PARTICULARS
1	ADVERTISING MEDIUM: VISUAL:	
2	SITE:	
3	SIZE:	
4	TERM: COMMENCEMENT DATE: ENDING ON:	
5	ORDER PRICE:	<p>iii.) <u>RENTAL</u> RENTAL: LESS 15% AGENCY COMMISSION: LESS 5% MEDIA FEE: TOTAL:</p> <p>iv.) <u>ADDITIONAL ITEMS</u></p> <p>c) PRODUCTION: TOTAL: (PRINTING & INSTALLATION OF 1 PIECE VINYL WITHOUT PROTRUSION USING PIXIO)</p> <p>d) LIGHTING: TOTAL:</p> <p>GRAND TOTAL:</p>
6	METHOD OF PAYMENT:	QUARTERLY PAYMENT UPON RECEIVING OF INVOICES. PRODUCTION IN FULL PAYMENT PRIOR TO INSTALLATION.

RIJALUDDIN SALLEH
Senior General Manager Head
Group Compliance & General Services Division

APPENDIX 66 (c)
1/2

AGREEMENT NO:

DATE :

SCHEDULE 1 - ORDER
(To be read and construed as an integral part of this Agreement)

ITEM		PARTICULARS
1.	MEDIA OWNER NAME & COMPANY NO : ADDRESS FOR SERVICE :	
2.	ADVERTISER NAME & COMPANY NO : ADDRESS FOR SERVICE :	
3.	ADVERTISING MATERIAL MEDIUM : VISUAL :	
4.	SITE NO :	
5.	SIZE :	
6.	TERM : COMMENCEMENT DATE : EXPIRATION DATE :	
7.	ORDER PRICE:	i.) RENTAL RENTAL : TOTAL : ii.) OTHER CHARGES a) LIGHTING CHARGES : b) PRODUCTION CHARGES : TOTAL : GRAND TOTAL :
8.	METHOD OF PAYMENT :	FULL PAYMENT UPON RECEIVING OF INVOICES

MEDIA OWNER
(COMPANY NUMBER)

ADVERTISER
(COMPANY NUMBER)

NAME & COMPANY CHOP :

APPENDIX 66 (c)

2/2

TERMS AND CONDITIONS OF THE AGREEMENT	
1. ADVERTISING MATERIAL	
1.1 The Advertiser agrees to engage the Media Owner to produce the Advertising Material upon terms and conditions contained herein. The Advertiser shall deliver to the Media Owner the designs for the Advertising Material within fourteen (14) working days from the Commencement Date. The charges for the production of the Advertising Material ("Production Charges") is stipulated in Column 7 (ii) (a) of Schedule 2 (Additional Item) and the Production Charges shall be paid to the Media Owner within seven (7) working days before the display of the Advertising Material.	(d) winding-up proceedings are taken up against the Advertiser and is not discharged or stayed within twenty one (21) days or such other period prescribed by law; then the Media Owner shall be entitled to give written notice to the Advertiser specifying the default and requiring the Advertiser to remedy such default within fourteen (14) days of the receipt of the notice and upon the expiry of the notice, the Advertiser fails to remedy such default, the Media Owner shall have the absolute right to forthwith terminate this Agreement by giving a written notice to that effect, save for the occurrence of events set out in 8.1(c) and 8.1(d) above whereupon this Agreement shall immediately be terminated.
1.2 The Media Owner shall not be liable to compensate the Advertiser, including but not limited to, by granting an extension to the Commencement Date for any delay on the part of the Advertiser in performing the requirements within the time as stipulated under Clause 1.1 above.	8.2 By the Advertiser If at any time during the Term:- (a) the Media Owner fails to perform any of its obligations under this Agreement; or (b) the Media Owner goes into liquidation whether compulsory or voluntary (except for the purpose of reconstruction, amalgamation or other similar purpose not involving the realisation of assets) or suffers its goods to be taken in execution or becomes insolvent or compounds with or make similar arrangements with its creditors or does any act frustrating its ability to fulfil its obligations hereunder; or (c) winding-up proceedings are taken up against the Media Owner and is not discharged or stayed within twenty one (21) days or such other period prescribed by law; then it shall be lawful for the Advertiser to give written notice to the Media Owner specifying the default and requiring the Media Owner to remedy such default within fourteen (14) days of the receipt of the notice and upon the expiry of the notice, the Media Owner fails to remedy such default, the Advertiser shall have the absolute right to forthwith terminate this Agreement by giving a written notice to that effect, save for the occurrence of events set out in 8.1(c) and 8.1(d) above whereupon this Agreement shall immediately be terminated.
1.3 The charges for the lighting of the Advertising Material ("Lighting Charges") shall be at the rate stipulated in Column 7 of Schedule 1 and shall be paid together with the Order Price in the manner stipulated in Column 8 of Schedule 1. If at any time during the Term the lighting could not be illuminated for any reason other than that of event of Force Majeure under Clause 11 hereto, the Media Owner shall compensate the Advertiser an extra day of the Term for every three (3) nights of failure. For avoidance of doubt, any extension of Term for this reason shall be made in writing by the Media Owner to the Advertiser.	
2. RIGHT TO REFUSE	
The Media Owner shall have the right to refuse to display or continue to display any Advertising Material which in the Media Owner's opinion or in the opinion of any relevant authority to be objectionable, unsuitable, impracticable for any cause or likely to be defamatory, offensive or humiliating or for any other reason reserved to the Media Owner or in circumstances where the display of the Advertising Material has been refused, prohibited, restricted or curtailed by any legislation, regulation or by law or decision of any relevant authority.	
3. LATE OF DISPLAY, LOSS AND DAMAGE TO THE ADVERTISING MATERIAL	
3.1 The Media Owner undertakes to display the Advertising Material on the Commencement Date subject always to the approval of the relevant authorities and the Advertiser's fulfilment of Clause 1.1 hereto.	9. CONSEQUENCES OF TERMINATION If this Agreement is terminated pursuant to Clause 8:-
3.2 In the event of delay solely contributed by the Media Owner, the Media Owner shall then compensate the Advertiser by varying the Commencement Date which shall start from the date of the actual display of the Advertising Material. The Media Owner shall inform the new Commencement Date to the Advertiser in writing.	9.1 the aggrieved party shall be entitled to claim against the defaulting party for any damages or loss incurred or arising from such termination and for all monies due and/or payable under this Agreement;
3.3 The Media Owner shall not be liable for any loss or damage to the Advertising Material except due to the gross negligence of the Media Owner and in such cases the Media Owner's liability shall not exceed the Order Price apportioned for the Site and the time period or the cost of the Advertising Material whichever shall be lesser.	9.2 the Advertiser shall be entitled to forthwith remove all Advertising Material from the Site and if the Advertiser fails to remove the Advertising Material within seven (7) days from the date of the termination, the Media Owner shall be entitled to remove the Advertising Material and the Advertiser shall collect the Advertising Material from the Media Owner within fourteen (14) days from the notification by the Media Owner failing which the Media Owner shall thereafter be entitled to dispose or deal with the Advertising Material in whatever manner the Media Owner thinks fit: and
4. PAYMENT TERMS	9.3 in the event of termination pursuant to Clause 8.1, the Advertiser shall compensate the Media Owner as the agreed liquidated damages the sum of money equivalent to the Order Price plus the Additional Items for the remaining Term from the date of termination.
4.1 All Order Price, Additional Items and other sums due to be paid by the Advertiser under this Agreement shall be subjected to all applicable taxes and duties imposed by the authorities including but not limited to the Sales and Services Tax and the same shall be paid by the Advertiser to the Media Owner within thirty (30) days of the date of the invoice issued by the Media Owner to the Advertiser.	10. FORCE MAJEURE
4.2 The Media Owner shall be entitled to charge interest for late payment of the Order Price, Additional Items or all other sums due hereunder at the rate of two per cent (2%) per month calculated on a daily rest basis from the date such sums are due until the payment date.	10.1 Neither party shall be liable for failure to comply with its obligations hereunder if such failure is caused by any acts of God, acts of Government, riots, wars, strikes, lock-outs, labour unrest or other industrial disturbances or other causes beyond the reasonable control of such Party affecting the parties' abilities to perform its obligations hereunder.
4.3 Notwithstanding the above, the Media Owner shall have the absolute right to dismantle, remove or cover the Advertising Material for the non-performance of this Clause 4.	10.2 In the event that the Site and/or the Advertising Medium or any part thereof shall be destroyed or damaged by fire, flood or other risks so as to effectively frustrates the original intention of this Agreement, the Advertiser shall be offered an alternative site mutually agreed by both parties or the Term shall be extended for such period equivalent to the duration affected by the destruction at no extra cost to the Advertiser except for the reproduction of a new Advertising Material in the event that the Advertising Material is damaged.
5. STATUTORY REQUIREMENTS & INDEMNITY	10.3 If the Advertiser, upon being offered an alternative site does not accept the same, Clause 6.1(a) or 6.1(b) shall apply.
Notwithstanding anything contained herein the Advertiser shall save harmless and indemnify the Media Owner against all claims, demands, proceedings, damages, costs, charges, expenses and liability arising from any failure to comply with any legal requirements imposed by the relevant authorities and/or any breach of trademarks and copyrights and any other claims made by third parties in respect of the subject matter or content of the Advertising Material on display provided always that the Media Owner accepts full responsibility for compliance with statutory requirements concerning the use of the Site.	11. NOTICES Any notice given hereunder may be delivered or sent by hand or by post and shall be deemed to be served if sent by hand at the time of delivery and if sent by post on the third (3 rd) days after posting to the address of the party set out herein or such other address as may be notified in writing from time to time.
6. CANCELLATION OF APPROVAL	12. INSURANCE The Media Owner undertakes to procure a comprehensive public liability insurance in respect of the Site for an amount not less than that required by the relevant authorities covering accidental bodily injury to any person and/or damage to any property for the duration of this Agreement.
6.1 The duties and obligations of the Media Owner under this Agreement shall be suspended in the event the Media Owner shall lose its rights to the Site (or any one of them in case there is more than one Site) and upon which:-	13. RELATIONSHIP BETWEEN THE PARTIES It is understood and agreed between the parties hereto that the Agreement shall not be construed as constituting the Advertiser an agent or partner of the Media Owner for any purpose whatsoever and the Advertiser shall not describe themselves as agents or partners for the Media Owner or in any words indicating any relationship of agency or partnership existing between the parties.
(a) in case where there is only one site, the Media Owner shall refund to the Advertiser the Order Price less all sums due by the Advertiser to the Media Owner and this Agreement shall be terminated whereupon neither party shall have any claims against the other save for any antecedent breaches; or	14. WAIVER The failure of either party to insist upon a strict performance of any of the terms or provisions of this Agreement or to exercise any option, right or remedy herein contained, shall not be construed as a waiver of such term, provision, option, right or remedy but the same shall continue and remain in full force and effect.
(b) in case where there are more than one site, the Media Owner shall deduct and set off such portion of the Order Price attributable to the affected Site and this agreement shall continue in respect of the other Site that remain unaffected and all the rights obligations and duties of the parties herein in respect of the affected Site shall cease.	15. ASSIGNMENT The Advertiser hereby agree that the Advertiser shall not be entitled to assign the Advertiser's rights or obligations hereunder to any third party without the prior written consent of the Media Owner.
7. RELOCATION OF SITE	16. GOVERNING LAW AND JURISDICTION This Agreement shall be governed by the laws of Malaysia and the Parties hereby submit to the exclusive jurisdiction of the courts of Malaysia.
7.1 The Media Owner reserves the right upon giving seven (7) days' notice to the Advertiser to remove or dismantle any Advertising Material if such Advertising Material is required to be removed by any competent authority.	
7.2 In such event, the Advertiser shall be offered an alternative site mutually agreed by both parties and the Term shall be extended for such period equivalent to the duration the Advertising Material is not displayed by reason of the relocation at no extra cost to the Advertiser.	
7.3 If the Advertiser, upon being offered an alternative site does not accept the same, Clause 6.1(a) or 6.1(b) shall apply.	
8. TERMINATION BY THE MEDIA OWNER	
8.1 By the Media Owner If at any time during the Term:-	
(a) the Advertiser fails to pay any sums due hereunder; or	
(b) the Advertiser fails to perform any of its obligations under this Agreement; or	
(c) the Advertiser goes into liquidation whether compulsory or voluntary (except for the purpose of reconstruction, amalgamation or other similar purpose not involving the realisation of assets) or suffers its goods to be taken in execution or becomes insolvent or compounds with or make similar arrangements with its creditors or does any act frustrating its ability to fulfil its obligations hereunder; or	

APPENDIX 67 (a)

Sample of Stamping Date



Stamping Date

Dated the **18th** day of **August**, 2014

BETWEEN

ALLOY ADVERTISING SDN BHD
(418287-W)

AND

Company Name
Company register no.

Agreement No.

APPENDIX 67 (b)

Sample of Stamping

OUTDOOR ADVERTISING AGREEMENT NO:

AN AGREEMENT made the /8/4 day of APRIL 2014.

Stamp

BETWEEN

ALLOY ADVERTISING SDN. BHD. (Company No: 418287-W) a company registered in Malaysia with a registered office and place of business at No 1, Jalan Batu Caves, 68100 Batu Caves, Selangor Darul Ehsan ["the Media Owner"] of the first part;

AND

the party named in Schedule 1 attached hereto ["the Advertiser"] of the other part.

WHEREAS:



- a) The Media Owner has obtained the relevant approvals and advertising rights to display and put up the posters or advertisements ["Advertising Material"] described in Column 1, at the site ["the Site"] described in Column 2 and measuring ["Size"] described in Column 3 of Schedule 2.
- b) The Advertiser is desirous of securing the right to display its Advertisement Material at the Site and the Media Owner has agreed to grant the same subject to the terms and conditions contained herein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. THE ORDER

- 1.1 The Advertiser hereby places an order ["the Order"] of which the details are stipulated in Schedule 2 hereto (Column 1 to 7).
- 1.2 The commencement date ["Commencement Date"] and the term ["the Term"] are described in Column 4 of Schedule 2 whilst the order price ["Order Price"] is stipulated in Column 5 of Schedule 2.
- 1.3 The Order Price shall be payable in the manner stipulated in Column 6 of Schedule 2.

APPENDIX 68 (a)

Sample of Invoice for Rental



SST Reg. No.: W10-1808-31008406
Page: 1
Date: 09-Jan-19

INVOICE

To : BRIDGESTONE TYRE SALES (MALAYSIA) SDN BHD
9th Floor, West Wing & Centrelink
Wisma Consplant 2, No. 7, Jalan SS16/1
47500 Subang Jaya, Selangor Darul Ehsan

Attn: Ms. Tammy

Terms Code: CASH

Invoice No. : 20733-R
Date : 09-Jan-19
Reference No. : FH/BSTM/2018/4796
Customer No. : B0006
Sales Person : THRESA
Page : Page 1 of 1

ITEM NO.	DESCRIPTION	CONTRACT NO	AMOUNT EXT SERVICE TAX (MYR)	TAX CODE	SERVICE TAX RATE(%)	TOTAL AMOUNT (MYR)
FH009OHB	Federal Hwy Overhead Bridge Rental Charges Period: 01/01/2019 to 31/03/2019 Visual: BRIDEGSTONE TYRE Type: Overhead Bridge 10ft x 100ft (2 Panels)	FH/BSTM/2018/4796	32,500.00		0.00%	32,500.00

SAMPLE

.....
Authorised Signatures

Choo Yit Liang
Head,
Alloy Advertising Sdn Bhd

Taxable amount	0.00
Non-taxable amount	32,500.00
Service Tax amount	0.00
Total amount	32,500.00
Payment received	0.00
Amount due	32,500.00

ALLOY ADVERTISING SDN. BHD. (418287-W)

Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

RJALUDDIN SA
Senior General Manager - Audit
Group Compliance & General Services Division

APPENDIX 68(b)

Sample of Invoice for Lighting



SST Reg. No.: W10-1808-31008406
Page: 1
Date: 09-Jan-19

INVOICE

To :	BRIDGESTONE TYRE SALES (MALAYSIA) SDN BHD 9th Floor, West Wing & Centrelink Wisma Consplant 2, No. 7, Jalan SS16/1 47500 Subang Jaya, Selangor Darul Ehsan
Attn :	Ms. Tammy
Terms Code: CASH	

Invoice No. : 20734-L
Date : 09-Jan-19
Reference No. : FH/BSTM/2018/4796
Customer No. : B0006
Sales Person : THRESA
Page : Page 1 of 1

ITEM NO.	DESCRIPTION	CONTRACT NO	AMOUNT EXT SERVICE TAX (MYR)	TAX CODE	SERVICE TAX RATE(%)	TOTAL AMOUNT (MYR)
FH009OHB-L	Federal Hwy Overhead Bridge Lighting Charges Period: 01/01/2019 to 31/03/2019 Visual: BRIDEGSTONE TYRE Type: Overhead Bridge 10ft x 100ft (2 Panels)	FH/BSTM/2018/4796	6,000.00		0.00%	6,000.00

SAMPLE

.....
Authorised Signatures
Choo Yit Liang
Head,
Alloy Advertising Sdn Bhd

Taxable amount	0.00
Non-taxable amount	6,000.00
Service Tax amount	0.00
Total amount	6,000.00
Payment received	0.00
Amount due	6,000.00

APPENDIX 68 (c)

Sample of Invoice for Production



SST Reg. No.: W10-1808-31008406
Page: 1
Date: 01-Jan-19

INVOICE

To:	JASMINE FOOD CORPORATION SDN BHD Lot No. 5, Jalan Sejahtera 25/124 Section 25 40000 Shah Alam, Selangor Darul Ehsan
Attn:	Ms. Ng
Terms Code: CASH	

Invoice No. : 20784-P
Date : 01-Jan-19
Reference No. : FH/JAS/P/2018/4808
Customer No. : J0003
Sales Person : THRESA
Page : Page 1 of 1

ITEM NO.	DESCRIPTION	CONTRACT NO	AMOUNT EXT SERVICE TAX (MYR)	TAX CODE	SERVICE TAX RATE(%)	TOTAL AMOUNT (MYR)
FH017FS-P	Federal Highway Free Standing Production Charges Visual: JASMINE Type: Free Standing 11ft x 41ft	FH/JAS/P/2018/ 4808	3,500.00		0.00%	3,500.00

SAMPLE

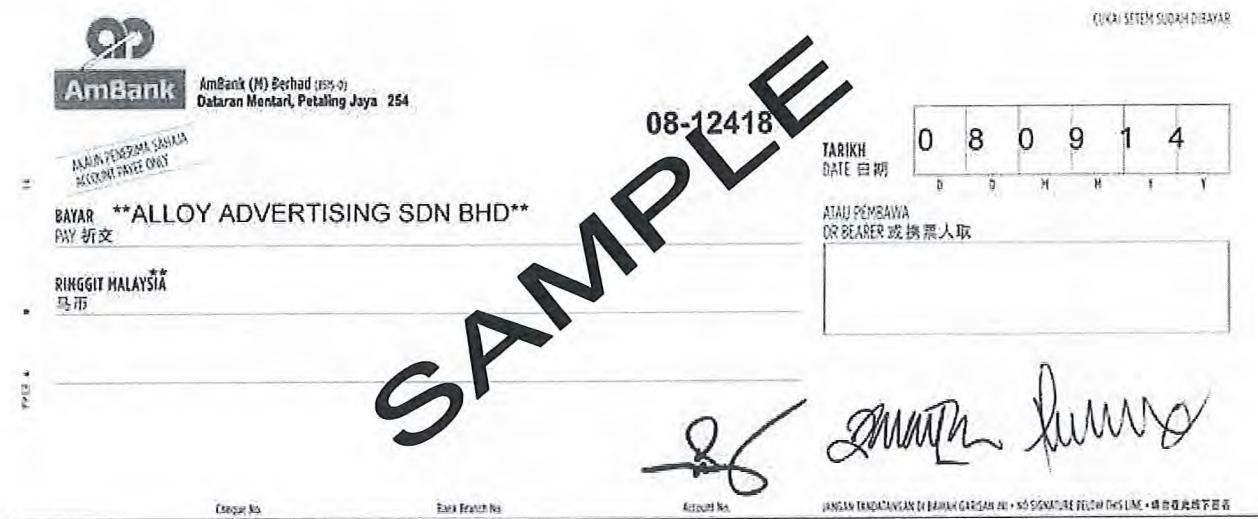
.....
Authorised Signatures

Choo Yit Liang
Head,
Alloy Advertising Sdn Bhd

Taxable amount	0.00
Non-taxable amount	3,500.00
Service Tax amount	0.00
Total amount	3,500.00
Payment received	0.00
Amount due	3,500.00

APPENDIX 69

Sample of Company Cheque



APPENDIX 70

Sample of Direct Bank Transfer (DBT)

k2u.com.my/m2u/common/M2ULogin.do?action=Login penalti cukai

number 562263500576

Is **iklan**
t details **View Standing Instruction history as at Friday, 18 April 2014 17:18:15**
nts
rs
os
ng instructions **Service type: Interbank**
ements **eSI reference no.: M2U000001**

Note:
"eSI Transaction History" allows you to view the last 8 transactions.

From Account: **562263500576 PMA**

Beneficiary bank: **PUBLIC BANK**
Beneficiary account: **3985897002**
Beneficiary Name: **alloy ads**
Beneficiary ID: **Not Applicable**

Payment date	Amount	Status
10 Apr 2014	RM1,501.67	Successful
10 Mar 2014	RM1,501.67	Successful
10 Feb 2014	1,501.67	Successful
10 Jan 2014	1,501.67	Successful
10 Dec 2013	1,501.67	Successful
10 Nov 2013	1,501.67	Successful

APPENDIX 71

Sample of Cheque Deposit Machine

10: Alloy
From: Name. Bank by Slip

PUBLIC BANK PUBLIC ISLAMIC BANK Resit Deposit Cek 382561

No. Akaun/Kad	3985897002	ALLOY ADVERTISING SDN BHD
Tarikh/Masa	26 Sep 2014 09:40:54	
Caw./Terminal	: 33-01155 1101	33-01221
No. Cek	: 236296	Alloy Advertising 25
Float Day	: 4	in full during my cheque right
Bank	: PUBLIC	hundred eighty five only
Amaun Cek	: 22,895.00	
Komisen	:	
Amaun Bersih	: 22,895.00	

*Cek dan buku lain yang diberikan setakat 04:00 PM (lucu-jum) akan diproses pada hari kerja berikut.
Deposit ini dibuat tanpa perjudian dan kartukuk kepada pengesahan berakhir oleh Public Bank/Public Islamic Bank.*

SAMPLE

APPENDIX 72

Sample of 1st Reminder Letter



Our ref : AASB/.../2018/....
Date :

COMPANY NAME

Address.....
.....
.....

REMINDER 1

BY EMAIL

Attn :

Dear Sir/Madam,

⇒ **OUTSTANDING AND OVERDUE ACCOUNT**

We refer to the above and would like to bring to your intention that your account(s) has been outstanding and overdue for seventy five (75) days as shown in our records as follows:

<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>

Total Amount RM

Although we have made several tele-conversation demands but to date, we have yet to receive your payment of the above sum.

Enclosed herewith is a copy of our statement of account for your further action.

We sincerely hope and trust that your good selves would settle the overdue account within fourteen (14) days from the date hereof.

Your kind attention and immediate action on this matter is much appreciated.

If you have already remitted the payment, please disregard this letter and accept our apology.

Thank You.

Yours faithfully
Alloy Advertising Sdn Bhd

.....
Head, Alloy Advertising Sdn. Bhd.
Cc : Manager, Head, Finance & Treasury – Nik Junaizah Binti Nik Jid

ALLOY ADVERTISING SDN. BHD. (418287-W)
Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

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APPENDIX 73

Sample of 2nd Reminder Letter



Our ref : AASB/..... /2018/.....
Date :

COMPANY NAME

Address.....
.....
.....

REMINDER II

BY EMAIL

Attn :

Dear Sir/Madam,

⇒ OUTSTANDING AND OVERDUE ACCOUNT

We refer to our letter to your company dated (*date of 1st Reminder Letter issue*), and the statement of account attached.

Although we have made several tele-conversation demands but to date, we have yet to receive your payment of the above sum to RM..... The details are as below:-

<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
--------------------	-------------	---------------

Total Amount	<u>RM</u>
---------------------	------------------------

Enclosed herewith is a copy of our statement of account for your further action.

We sincerely hope and trust that your good selves would settle the overdue account within seven (7) days from the date here of, to avoid interest being imposed on the outstanding sum.

Your kind attention and immediate action on this matter is much appreciated.

If you have already remitted the payment, please disregard this letter and accept our apology.

Thank You.

Yours faithfully,
Alloy Advertising Sdn Bhd.

.....
Head, Alloy Advertising Sdn. Bhd.
Cc : Manager, Head, Finance & Treasury – Nik Junaizah Binti Nik Jid

ALLOY ADVERTISING SDN. BHD. (418287-W)

Menara MTD, 1, Jalan Batu Caves
68100 Batu Caves, Selangor Darul Ehsan, Malaysia
Tel: +603-6195 1111 Fax: +603-6189 5690 Website: www.mtdgroup.com.my

(A member of MTD Group)

APPENDIX 74

Sample of Final Reminder Letter



Our ref : AASB/...../2018/....
Date :

COMPANY NAME

Address.....
.....
.....

FINAL REMINDER

BY EMAIL

Attn :

Dear Sir/Madam,

⇒ OUTSTANDING AND OVERDUE ACCOUNT

We refer to our letter to your company dated (date of 1st Reminder Letter issue, date of 2nd Reminder Letter issue) and the statement of account attached.

Although we have made several tele-conversation demands but to date, we have yet to receive your payment of the above sum.

Total Outstanding:

RM

Kindly remit to us the full sum with interest before (date of 7 days after Final Reminder Letter issue), failure of which we shall seek legal recourse without further reference to you.

Your prompt action and kind cooperation is greatly appreciated.

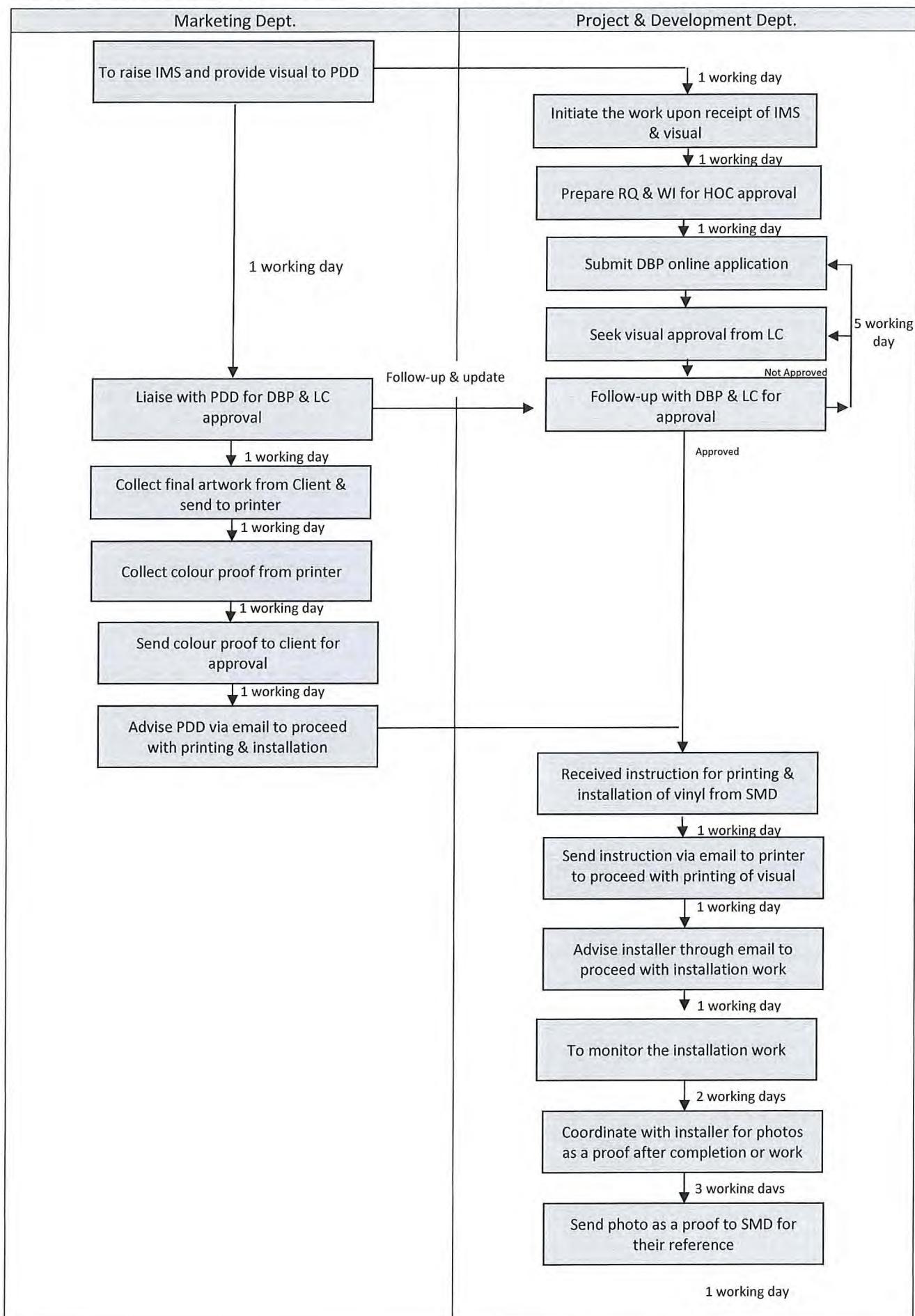
If you have already remitted the payment, please disregard this letter and accept our apology.

Thank You.

Yours faithfully
Alloy Advertising Sdn Bhd.

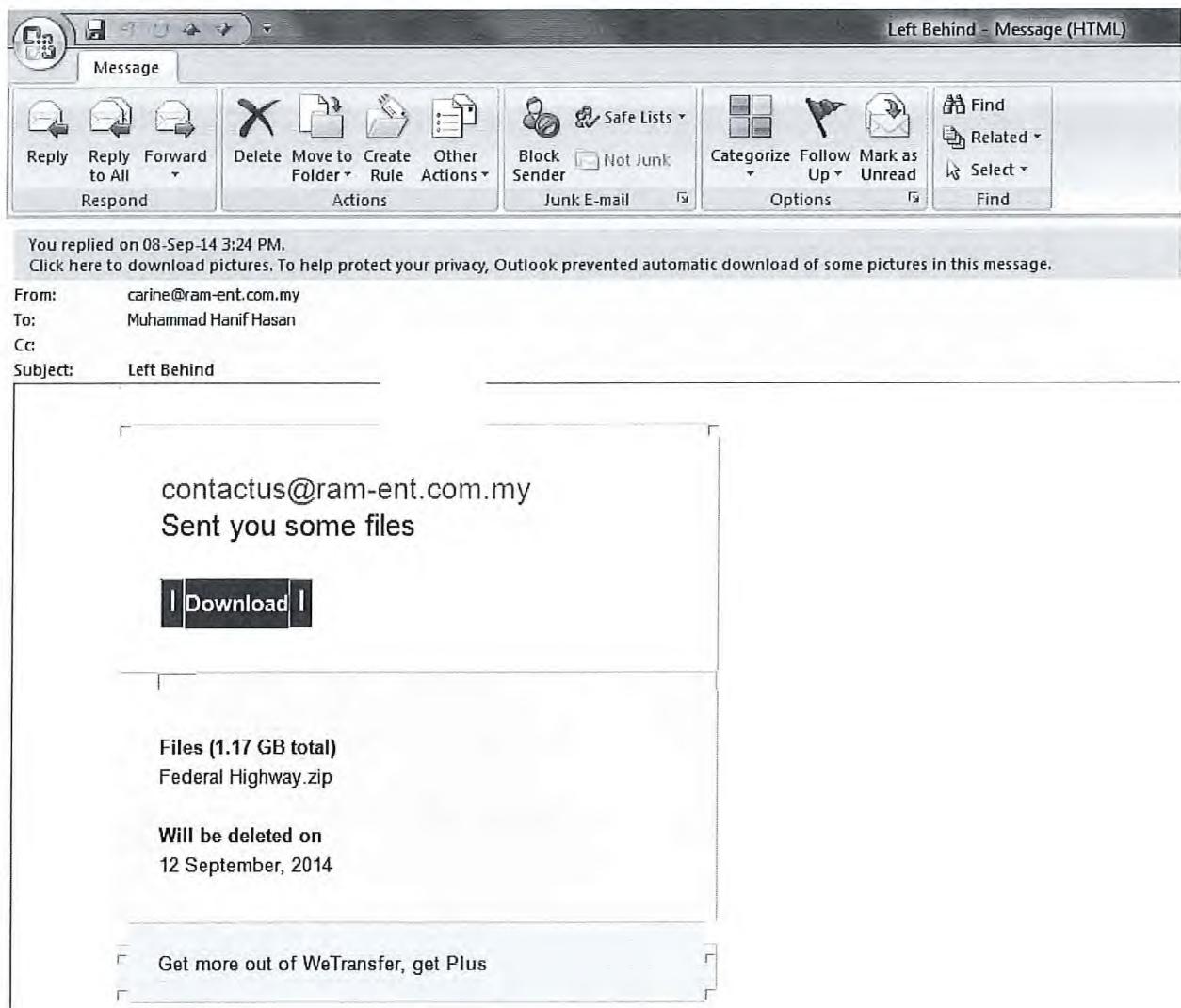
.....
Head, Alloy Advertising Sdn. Bhd.
Cc : Manager, Head, Treasury & Finance – Nik Junaizah Binti Nik Jid

Printing & Installation of Vinyl – Coordination Between SMD & PDD



APPENDIX 76

Sample of Final Artwork



APPENDIX 77

Sample of Colour Proofing



APPENDIX 78

Sample of Email Instruction

Screenshot of an Outlook email message window titled "Instruction to printing and install vinyl visual "Mixbox Furniture" at site no: KH036-2/SP - Message (HT)".

Message

From: Muhammad Hanif Hasan
To: Subaironizan Bin Muzlan
Cc: Choo Yit Liang; Vivien Foong Lit Sze; Noridah Bt Yusof; Emir Ezhar Bin Abdul Jabar; Mohd Hazref B. Ahmad Badros; Mohd Aris Bin Mat Jusoh
Subject: Instruction to printing and install vinyl visual "Mixbox Furniture" at site no: KH036-2/SP

Message attachments: KH036-2SP1.jpg (586 KB), Mixbox 20X60.jpg (53 KB)

Dear En. Nizan,

Kindly inform Scapemedia to print 1 piece vinyl as per details below:

No.	Site	Size	Visual	Remarks
1.	KH036-2/SP	20ft (h) X 60ft (w) – 1 panel	Mixbox Furniture: +10% Version	Please inform printer to stick the reflective sticker at factory for Mixbox logo and all words "Mixbox" (refer attachment).

Please arrange installer to install without protrusion as per site plan attached on 22/09/2014 (Monday) afternoon.

Thanks and regards,

AlloyMtd
Hanif Hasan
Executive, Sales & Marketing
Alloy Advertising Sdn Bhd (418287-W)
No.1, Jalan Batu Caves,
68100 Batu Caves,
Selangor Darul Ehsan
Tel : 017-374 6084/ 03-6195 1111 ext. 1160
Fax : 03-6189 5690
Email : hanif.hasan@alloymtd.com

APPENDIX 79

Sample of Proof Installation

Before Installation

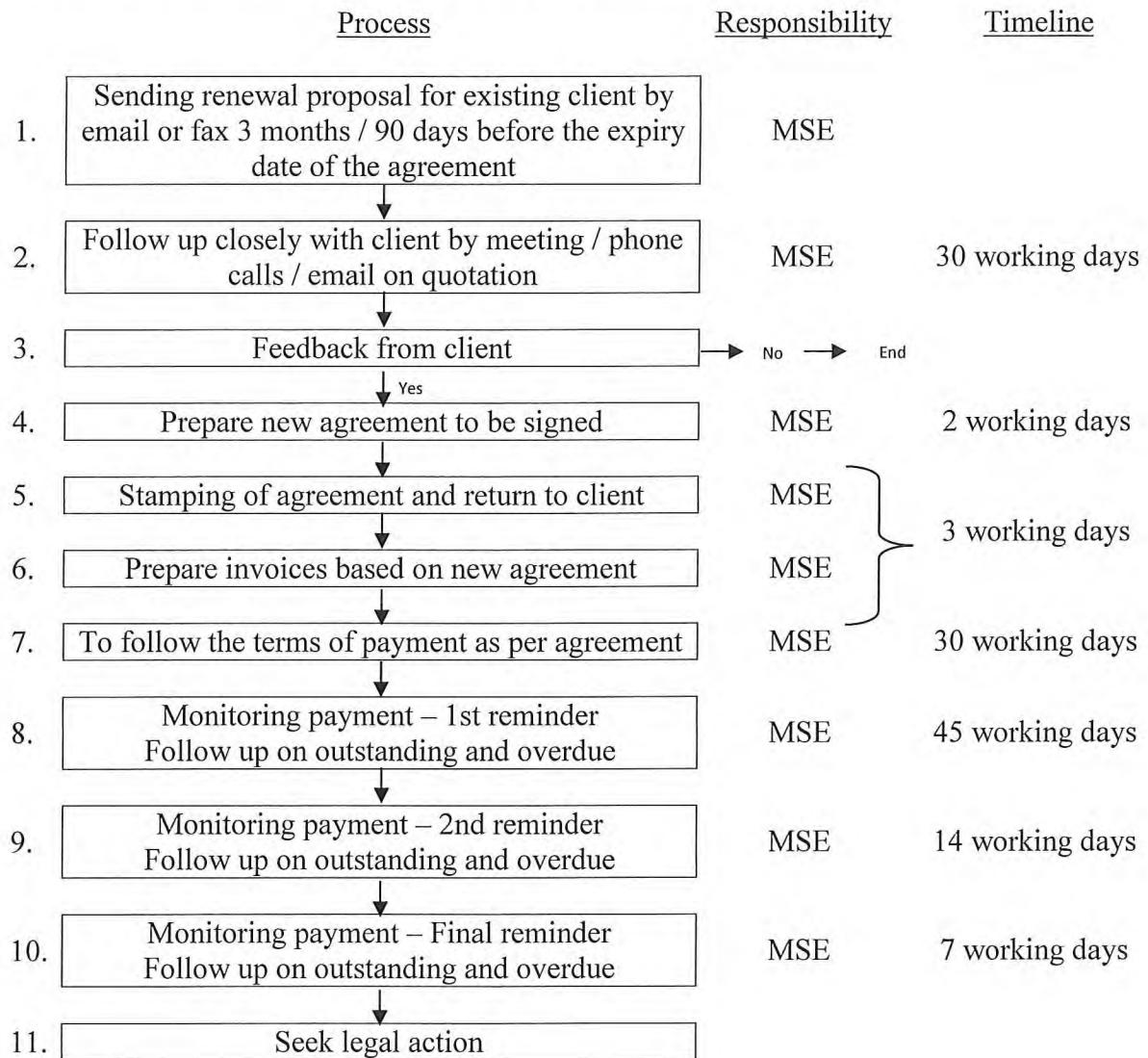


After Installation



APPENDIX 80

Sales & Marketing Department Work Flow – Existing Clients



APPENDIX 81

Sample of Renewal Quotation (Without Production)



Our ref :
Date :

COMPANY NAME
Address

Tel:
Fax:

ATTN:

Dear Sir / Madam,

RE: RENEWAL QUOTATION FOR OUTDOOR ADVERTISING

We wish to inform you that the expired date of rental agreement no: (AGREEMENT NO.) will be due on (DATE). As such, we append below our renewal quotation for your consideration:

1 Unit (BILLBOARD FORMAT) at (LOCATION)

Site No.	:
Size	:
Rental duration	:
Rental rate	RM
Add lighting charges	RM
Total	RM

Terms and conditions:

1. Payment terms: Quarterly payment of rental and lighting charges upon receiving of invoices.
2. In the event of any cancellation after acceptance and signing of this quotation, you shall be liable for 50% of the anticipated revenue from the advertising billboard.
3. This quotation is valid one (1) week only from the date issued.

We trust the above will meet your requirements. Kindly revert the renewal intention before or by (DATE). Please do not hesitate to contact the undersigned if you require further assistance. Thank you.

Yours faithfully,

Alloy Advertising Sdn. Bhd.

Agreed and Accepted by:

(NAME)
(POSITION)

(Signature & company stamp)

APPENDIX 82

Sample of Renewal Quotation (Production Invlove)



Our ref :
Date :

COMPANY NAME
Address

Tel:
Fax:

ATTN:

Dear Sir / Madam,

RE: RENEWAL QUOTATION FOR OUTDOOR ADVERTISING

We wish to inform you that the expired date of rental agreement no: (AGREEMENT NO.) will be due on (DATE). As such, we append below our renewal quotation for your consideration:

1 Unit (BILLBOARD FORMAT) at (LOCATION)

Site No.	:
Size	:
Rental duration	:
Rental rate	RM
Add lighting charges	RM
Add production charges	RM
Total	RM

Terms and conditions:

1. Payment terms: A) Production: Full payment upon receiving of invoices.
B) Rental and lighting: Quarterly payment upon receiving of invoices.
2. In the event of any cancellation after acceptance and signing of this quotation, you shall be liable for 50% of the anticipated revenue from the advertising billboard.
3. This quotation is valid one (1) week only from the date issued.

We trust the above will meet your requirements. Kindly revert the renewal intention before or by (DATE). Please do not hesitate to contact the undersigned if you require further assistance. Thank you.

Yours faithfully,

Alloy Advertising Sdn. Bhd.

Agreed and Accepted by:

(NAME)
(POSITION)

(Signature & company stamp)

APPENDIX 83

Client complaints flowchart

	<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1.	To raise & send IMS to PDD upon receiving of complaints from client	MSE	1 working day
2.	Send photo proof / police report about the complaints to client	MSE	2 working days
3.	Follow up with PDD for the rectification status according to the category of the complaints / breakdown (i.e. vandalism on lighting, vandalism on vinyl and trees blocking) (Duration of the rectification will depends on the category of the complaints)	MSE	7 – 14 working days
4.	Send “Amendment Advice” attach with photo proof to client	MSE	3 working days

APPENDIX 84

Sample of Amendment Letter



Amendment No. :
Date :

COMPANY NAME
Address

Tel:
Fax:

ATTN:

Dear Sir / Madam,

⇒ **REVISED EXPIRED DATE FOR CONTRACT NO.:**
SITE NO.

We refer to the above and **(AGREEMENT NO.)**

Please be informed that the aforesaid site was not lighted from **(DURATION)** for **(DAYS)** due to **(REASON)**. The site was lighted back on **(DATE)**. Kindly refer to the photo proof attachment for your self-explanatory.

Based on agreement clause 2.4, the Media Owner shall compensate the Advertiser an extra day of the term for every (3) nights of failure; therefore the new expired date is revised as below :-

Existing Expired Date :
New Expired Date :

Meanwhile, other terms and conditions of the agreement will be remain unchanged.
Kindly acknowledge and return the duplicate copy to us accordingly.

Thank you

Yours sincerely,

Alloy Advertising Sdn. Bhd.

(COMPANY NAME)

.....
CHOO YIT LIANG
Head, Alloy Advertising Sdn. Bhd.

.....
AGREED & CONFIRMED

APPENDIX 85

Termination of Advertising Services Flowchart

	<u>Process</u>	<u>Responsibility</u>	<u>Timeline</u>
1.	To raise & send IMS to PDD for dismantling the vinyl upon confirmation by the client not to renew the Advertising Services from client	MSE	1 working day
2.	PDD to send photo as proof to MSE after the vinyl has been dismantled	PDD	3 working days