**Tropical Fish International (PVT) LTD.**

**OPR for Monitoring, arranging and renewal of agreements with outside parties, rental payments, pass and permit renewals.**

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| **SUBJECT** | OPR for Monitoring, arranging and renewal of agreements with outside parties, rental payments, pass and permit renewals. |
| **RECORDER (Name Designation)** |  |
| **APPROVED BY (Name Designation)** |  |
| **CREATED DATE** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** |  |

**Introduction**

Monitoring, arranging and renewal of agreements with outside parties, rental payments, pass and permit renewals.

**Content**

1. Signed agreements with suppliers and service providers
2. Dates of expiring of each agreement.
3. Details of approvals obtained from government institutes and other related agencies.
4. Contact details of suppliers and service providers.
5. Details of requirement which need to fulfil while submitting approval requests.
6. Vehicle passes for entering Airport for delivery requirements.

**Process**

1. Have a list of existing agreements of the company.
2. Maintain a record for validity period, like starting date, end date etc.
3. Follow up the payment of each agreements like onetime payment and monthly rental payments.
4. Arrange payments by coordinating with finance department and the service provider/Supplier.
5. Working on renewal of agreements at least one months from the expiry date.
6. Arrange all requirements which need to produce for application submission.
7. Get down required funds for licence renewal with the coordination of account department.
8. Negotiate good terms and conditions with Service providers/suppliers.
9. Delegate/direct staff to attend work related matters of renewal and payments.
10. Maintain safe custody of hard copies of all signed agreements.
11. Provide agreements copies to the other departments when they necessary.