

**WEEKLY REPORT ALL TEAM**  
 PT. BCCARD ASIA PACIFIC  
 Weekly Report 2<sup>nd</sup> week of January 2025

Department	Person in Charge	Main Tasks on current week	To-do List on next week	Remarks
Finance & Accounting	Deisie	<ul style="list-style-type: none"> <li>· Calculation and payment of remain leave 2024</li> <li>· Review Corporate Credit Card</li> <li>· Leave and reimburs form implementation</li> <li>· Review VAT Compliance November</li> <li>· Follow up SPT WHT November</li> <li>· Closing KB Bukopin Follow up</li> <li>· Monthly Closing follow up bank statement</li> <li>· LKPM Report 4th quarter 2024</li> <li>· BPJS billing and payment generate</li> <li>· Coretax learning and doing</li> <li>· BCA corp cc and deposit follow up</li> <li>· Review Invoice and faktur parimanta</li> <li>· Review Invoice for WHT</li> <li>· Reimbursement review</li> <li>· Invoice and kakao, approval and review</li> <li>· Monitor Business Enhancement and Internal Operations</li> <li>· Review daily report cash and bank (Bookkeeping)</li> <li>· Payment Scheduled every Monday and Friday except urgent and tax payment.</li> <li>· Daily bankbook review and report balance</li> <li>· <b>Synergy Consulting – TP Doc Confirmation transaction on GL</b></li> <li>· <b>PB Taxand – Receiving refund of cancellation tax</b></li> </ul>	<ul style="list-style-type: none"> <li>· Review Tax Compliance December</li> <li>· Zoom Meeting PMK131</li> <li>· Tax payment implementation</li> <li>· Reimbursement review and approval</li> <li>· Monitor Business Enhancement and Internal Operations</li> <li>· Daily report cash and bank (Bookkeeping)</li> <li>· Payment Scheduled every Monday and Friday except urgent and tax payment.</li> <li>· Daily bankbook review and report balance</li> <li>· <b>Synergy Consulting – Follow up paybook project</b></li> <li>· <b>Mazars – CIT 2023 – 2nd CIT revision submit DJP</b></li> <li>· <b>EP Consulting – Tax Dispute – Processing Letter of WP tax auditor</b></li> <li>· Migration from KAP Arman to M Yasin, Irmansyah, Toni Ratim – FS 2023 update follow up</li> </ul>	

		<p>updated</p> <ul style="list-style-type: none"> <li>· EP Consulting – Tax Dispute FY 2022 – update data legal</li> <li>· M Yasin, Irmansyah, Toni Ratim – Audit report FY 2023 updated revision</li> </ul>		
Accounting	Rima	<ul style="list-style-type: none"> <li>· Making daily approval Kakao.</li> <li>· Recap tax VAT and WHT.</li> <li>· Reviewing invoice and calculating WHT.</li> <li>· Recap Account Payable and Account Receivable.</li> <li>· Inputting daily transaction into Accurate 5.</li> <li>· Recap Bank Book Report from Accurate 5 to excel file and PDF file.</li> <li>· Filling in BCAP affiliates transaction's Excel file for the Q4 – 2024.</li> <li>· Sending BCAP Affiliates Transaction to Winindo as of December 2024 (Q4 2024).</li> <li>· Rechecking and separating Bukti Potong WHT 23, 26, and 4(2) for period November 2024 by each vendor, then sending it to each vendor by email.</li> <li>· Making report of Corporate Credit Card for period November 2024 (usages from October - November 2024).</li> <li>· Recap Corporate Credit Card for period December 2024 (usages from November – December 2024) including collecting evidence of transactions like receipts.</li> <li>· Follow up with Mazars related to Bukti Potong WHT 23 revised for Galva and Marquee.</li> <li>· Making a recap of bukti potong WHT 23 list for MTI for the period of 2024.</li> </ul>	<ul style="list-style-type: none"> <li>· Making daily approval Kakao.</li> <li>· Recap tax VAT and WHT.</li> <li>· Reviewing invoice and calculating WHT.</li> <li>· Recap Account Payable and Account Receivable.</li> <li>· Inputting daily transaction into Accurate 5.</li> <li>· Recap Bank Book Report from Accurate 5 to excel file and PDF file.</li> <li>· Filling in BCAP affiliates transaction's Excel file.</li> <li>· Recap Corporate Credit Card for period December 2024 (usages from November – December 2024) including collecting evidence of transactions like receipts.</li> <li>· Follow up with Mazars related to Bukti Potong WHT 23 revised for Galva and Marquee.</li> <li>· Making a recap of bukti potong WHT 23 list for MTI for the period of 2024.</li> </ul>	

		<p>for the period of 2024</p> <ul style="list-style-type: none"> <li>· Making a recap of bukti potong WHT 23 list for LG CNS for the period of 2024.</li> </ul>		
HR/GA	Muthia	<ul style="list-style-type: none"> <li>· Making daily KKW</li> <li>· Monitoring Office Supply and Pantry supply</li> <li>· Monitoring employee attendance</li> <li>· Weekly report Business enhancement and internal operations.</li> <li>· Process Reimbursement for BOD and Employee</li> <li>· Follow-up Building Management for Service Fee and Parking fee for employee.</li> <li>· Follow-up and Process Hanwha Insurance Employee</li> <li>· Process Employee Offering and Agreement for 5 new IT [Drafting, waiting Winindo]</li> <li>· Process Employee Agreement – Salsya [Drafting]</li> <li>· Process payment rental fee gandaria office to finance</li> <li>· Arrange And Budget plan Outing 2025</li> <li>· Request booking for Villa, Bus and Activity during Outing 2025.</li> <li>· Process Payment to Finance from Vendor</li> <li>· Process document for mutation of KITAS Mr. An Minsuk and Family</li> <li>· Process document for STM for Mr. Kyu and Family</li> <li>· Report Business trip expenses Korea – Sam and Kyu [drafting]</li> <li>· Report Business Trip Bandung BOD [drafting]</li> <li>· Follow – up Telkom for Contract Internet</li> <li>· Ordering Agenda 2025 for Employee [waiting</li> </ul>	<ul style="list-style-type: none"> <li>· Making daily KKW</li> <li>· Monitoring Office Supply and Pantry supply</li> <li>· Weekly report Business enhancement and internal operations.</li> <li>· Process Reimbursement for BOD and Employee</li> <li>· Monitoring Employee leave</li> <li>· Recap CC December 2024</li> <li>· Update Asset Management</li> <li>· Follow-up Building Management for Service Fee and Parking fee for employee.</li> <li>· Follow-up and Process Hanwha Insurance Employee</li> <li>· Arrange Outing 2025</li> <li>· Follow -up and process payment booking for Villa, Bus and Activity during Outing 2025.</li> <li>· Process Payment to Finance from Vendors</li> <li>· Process document for mutation of KITAS Mr. An Minsuk and Family</li> <li>· Process document for STM for Mr. Kyu and Family</li> <li>· Report Business trip expenses Korea – Sam and Kyu [drafting]</li> <li>· Report Business Trip Bandung BOD [drafting]</li> </ul>	

		<p>respon from vendor]</p> <ul style="list-style-type: none"> <li>· Process Hiring IT EDC Senior on LinkedIn and Jobstreet.</li> </ul>		
Business Management	Wanda	<p>GME</p> <ol style="list-style-type: none"> <li>1. Monthly meeting</li> <li>2. Follow up lebaran event proposal</li> <li>3. Revise PPT for Prelim</li> <li>4. Support GME local team for SIM card issue</li> </ol> <p>Indosat / Urovo</p> <ol style="list-style-type: none"> <li>1. Follow up Midtrans project</li> <li>2. Supplier registration</li> </ol> <p>Parimanta / Newland</p> <ol style="list-style-type: none"> <li>1. Follow up authorizer card to Marchi</li> <li>2. Import EDC 1k</li> <li>3. Compare IMEI registration price</li> </ol> <p>Payment &amp; ETC:</p> <ol style="list-style-type: none"> <li>1. OUT 1/6 – Otani thermal paper order</li> <li>2. OUT 1/8-9 – PIB payment</li> <li>3. IN 1/7 – LB2 term 3</li> <li>4. Meeting with Newland</li> <li>5. Review Parimanta's Dec inventory</li> <li>6. Follow up TSI invoice</li> <li>7. Revise Zoho inventory</li> </ol>	<ul style="list-style-type: none"> <li>· Follow up GMExBCAP event plan</li> <li>· Follow up GME PPT revision</li> <li>· Standby for BP2MI pelepasan support</li> <li>· Follow up Indosat result</li> <li>· Follow up Newland production</li> <li>· Release invoice Parimanta LB3 term 2</li> </ul> <p>Payment schedule:</p> <ul style="list-style-type: none"> <li>· IN 1/20 – LB1 term 9</li> <li>· IN 1/28 – LB3 term 2</li> <li>· OUT 1/23 – ISM Dec settlement</li> <li>· OUT 1/24 – Otani 70%</li> <li>· OUT 1/30 – TSI shipping cost</li> </ul>	
Business Support Associate	Asa	<ul style="list-style-type: none"> <li>· Follow up down payment to Otani for thermal paper Parimanta's order 10K</li> <li>· Folow up final payment to Tianyu for silicon cover EDC batch 3</li> <li>· Follow up payment from Parimanta for EDC LB2</li> </ul>	<ul style="list-style-type: none"> <li>· Prepare invoice EDC Leasing batch 3 term 2 to Parimanta</li> <li>· Prepare for EDC batch 4 reception</li> <li>· Follow up Faktur Pajak for invoice Parimanta EDC LB1 term 9 with finance team</li> </ul>	

		<p>Term 3</p> <ul style="list-style-type: none"> <li>· Raise KKW payment to ISM for Dec 2024 settlement</li> <li>· Coordinate with finance team and parimanta for implementation of 2025 VAT calculations</li> <li>· Issued invoice EDC leasing batch 1 term 9 to Parimanta</li> <li>· Update inventory leasing EDC Parimanta period Dec 2024</li> <li>· Recap weekly report 2<sup>nd</sup> week of January 2025 from all team</li> <li>· Assist on EDC import issues</li> </ul>	<ul style="list-style-type: none"> <li>· Standby for any support need from HR/GA</li> <li>· Coordinate with Parimanta for damaged EDC claim period January 2025</li> </ul>	
EDC Technician	Dian	<ul style="list-style-type: none"> <li>· Follow-up to Mr. edi parimanta for non leasing edc improvement</li> <li>· Update inventory and maintenance system for EDC</li> <li>· Continue repair and maintenance for P30 edc hardware repair for Parimanta</li> <li>· Request to TY store for unlocking edc non leasing</li> <li>· Test and maintenace edc P30 repair for damaged edc replacement units</li> <li>· Discussion about P30 edc damage mainboard with Tianyu china</li> </ul>	<ul style="list-style-type: none"> <li>· Continue repair and maintenance for broken edc P30 Parimanta</li> <li>· Test and maintenace edc P30 repair for damaged edc</li> <li>· Update inventory and maintenance system for EDC</li> <li>· Request to TY store for unlocking edc repair parimanta</li> <li>· Discussion about P30 edc damage mainboard with Tianyu china</li> <li>· Check and test the new P30 edc backup Parimanta</li> </ul>	
Business Management	Jessy	<ul style="list-style-type: none"> <li>· Follow up on the 2<sup>nd</sup> and 3<sup>rd</sup> LOA payment for the Linux project with MTI</li> <li>· Follow up on the 6<sup>th</sup> amendment contract for the MAAS Maintenance project with MTI</li> <li>· Prepare separate linux contract 2025 with MTI</li> <li>· CJ Food Ville Quotation</li> <li>· Prepare for GGGI bidding</li> <li>· Support MTI PM report preparation</li> </ul>	<ul style="list-style-type: none"> <li>· Follow up on the 2<sup>nd</sup> and 3<sup>rd</sup> LOA payment for the Linux project with MTI</li> <li>· Follow up on the 6<sup>th</sup> amendment contract for the MAAS Maintenance project with MTI</li> <li>· Prepare separate linux contract 2025 with MTI</li> <li>· CJ Food Ville Quotation</li> <li>· Prepare for GGGI bidding</li> <li>· Support MTI PM report preparation</li> </ul>	

		<ul style="list-style-type: none"> <li>· KR SW Contracts preparation for MAAS Maintenance project</li> <li>· CubeFEP Linux project contract preparation</li> </ul>	<ul style="list-style-type: none"> <li>· KR SW Contracts preparation for MAAS Maintenance project</li> <li>· CubeFEP Linux project contract preparation</li> </ul>	
Business Management	Hans	<ul style="list-style-type: none"> <li>· List up all the on-going &amp; future contracts and review (Through G-docs with Jessy and request for missing documents for track records)</li> <li>· Update all on-going projects based on agreement &amp; contracts</li> <li>· Check BCAP X LG CNS Indonesia <ul style="list-style-type: none"> <li>- Sent invoice for 8th payment of workforce – still waiting for LG CNS PIC</li> </ul> </li> <li>· BCAP X Treemas <ul style="list-style-type: none"> <li>- Informed about 7<sup>th</sup> invoice to make</li> </ul> </li> <li>· Attend meeting for transfer knowledge with BCHQ regarding BCKG/BCVN system details</li> <li>· Check with Treemas regarding invoice</li> <li>· Meeting with pak Aribowo for Business Scheme cooperation with Artajasa</li> <li>· NDA with Artajasa <ul style="list-style-type: none"> <li>- Confirmed with Artajasa and now waiting for delivery of result</li> </ul> </li> <li>· Gapih – Sent Q3/Q4 Service fee and data with NITMX onboarding fee as whole invoice to BCHQ</li> </ul>	<ul style="list-style-type: none"> <li>· Follow up all the on-going &amp; future contracts and review (Through G-docs with Jessy and request for missing documents for track records) <ul style="list-style-type: none"> <li>- Update certain contracts that needs to be extend</li> </ul> </li> <li>· Check BCAP X LG CNS Indonesia <ul style="list-style-type: none"> <li>- Sent payment progress for 7<sup>th</sup> &amp; 8<sup>th</sup> payment of workforce and check on payment</li> </ul> </li> <li>· Check with Treemas regarding invoice</li> <li>· GME/ISM <ul style="list-style-type: none"> <li>- Standby for any support need from GME/ISM</li> </ul> </li> <li>· Follow up on Artajasa NDA progress</li> <li>· Gapih accordance for Q3/Q4 Service Fee and NITMX Onboarding Fee</li> </ul>	
Network Development Lead	Andre	<ul style="list-style-type: none"> <li>· GAPIH FISC MPM Integration Development</li> <li>· GAPIH ITMX Integration Development</li> <li>· GAPIH PAYNET Production Test Monitoring</li> <li>· GAPIH FEP &amp; ESB Analysis Phase</li> <li>· GAPIH Monitoring</li> <li>· GAPIH Bug Fixes (API &amp; Dashboard)</li> <li>· ApplePay Project Analysis Phase</li> </ul>	<ul style="list-style-type: none"> <li>· Continue development &amp; maintenance tasks.</li> </ul>	

IT Network	Edo	<ul style="list-style-type: none"> <li>· GAPIH Architechture doc study</li> <li>· Analysis GAPIH monitoring and alerting system</li> <li>· Analysis AWS cost bill</li> </ul>	<ul style="list-style-type: none"> <li>· GAPIH Architechture doc study</li> <li>· Analysis GAPIH monitoring system</li> <li>· Will do Task MTI AWS Server Automation Script</li> </ul>	
General Engineering Lead	Yosua	<ul style="list-style-type: none"> <li>· Visa-Mastercard Brand Compliance Analysis</li> <li>· Project FDS: Support SIT MTI</li> <li>· Incident TPCALL</li> </ul>	<ul style="list-style-type: none"> <li>· Visa-Mastercard Brand Compliance Analysis</li> <li>· Project FDS: Support SIT MTI</li> <li>· Incident TPCALL</li> </ul>	
IT Dev	Felix	<ul style="list-style-type: none"> <li>· Assist to check MTI inquiries about FEP CGATE and Queue Full.</li> <li>· Assist BCVN Brand Certification Test</li> <li>· Assist Linux Migration preparation.</li> <li>· Assist Transfer Knowledge to Cranium Dev</li> </ul>	<ul style="list-style-type: none"> <li>· Assist to check MTI inquiries about FEP CGATE and Queue Full.</li> <li>· Assist BCVN Brand Certification Test</li> <li>· Assist Linux Migration preparation.</li> <li>· Assist Transfer Knowledge to Cranium Dev</li> </ul>	
Team Lead / IT Dev	Andar	<ul style="list-style-type: none"> <li>· Review credential of BCVN</li> <li>· Review code for MTI Linux migration</li> </ul>	<ul style="list-style-type: none"> <li>· Review code for MTI Linux migration</li> </ul>	
IT Dev	Riko	<ul style="list-style-type: none"> <li>· MTI – Check EDQP Non-Complaince</li> <li>· MTI – LINUX CNS Core List</li> <li>· GAPIH – ITMX – Support Testing</li> <li>· GAPIH – ITMX – Prepare migration plan</li> <li>· GAPIH – Batch Server Monitoring (production)</li> <li>· GAPIH- Paynet/Fisc Monitoring (production)</li> <li>· GAPIH – fixing minor bug</li> <li>· BCAP – Progsimaka Transfer knowledge</li> </ul>	<ul style="list-style-type: none"> <li>· MTI – Check EDQP Non-Complaince</li> <li>· MTI – LINUX CNS Core List</li> <li>· GAPIH – ITMX – Support Testing</li> <li>· GAPIH – ITMX – Prepare migration plan</li> <li>· GAPIH – Batch Server Monitoring (production)</li> <li>· GAPIH- Paynet/Fisc Monitoring (production)</li> <li>· GAPIH – fixing minor bug</li> <li>· BCAP – Progsimaka Transfer knowledge</li> </ul>	
Project Innovation Lead	Eric	<ul style="list-style-type: none"> <li>· BCKG/BCVN Maintenance</li> <li>· GAPIH tasks</li> </ul>	<ul style="list-style-type: none"> <li>· BCKG/BCVN Maintenance</li> <li>· GAPIH tasks</li> </ul>	
Analyze IT System	Tank	<p><b>1) MTI maintenance and MAAS analysis</b></p> <ul style="list-style-type: none"> <li>· Resolving issues related to program security           <ul style="list-style-type: none"> <li>- Create an xplatform setup program (apply the latest DLL)</li> <li>- Create, sign, and verify SETUP file</li> </ul> </li> <li>· MAAS session</li> </ul>	<p><b>1) MTI maintenance and MAAS analysis</b></p> <ul style="list-style-type: none"> <li>· Resolving issues related to program security           <ul style="list-style-type: none"> <li>- CUBE-FEP review and MTI delivery.</li> </ul> </li> <li>· MAAS session           <ul style="list-style-type: none"> <li>- Review BCVN and BCKG session contents</li> </ul> </li> <li>· Source management method</li> </ul>	

		<ul style="list-style-type: none"> <li>- Review BCVN and BCKG session contents</li> <li>- DC-&gt;DR [Remote server maintenance (Saturday 04:00)]</li> <li>· Source management method</li> <li>· GitHub -&gt; Bitbucket</li> </ul>	<ul style="list-style-type: none"> <li>· Test after application</li> </ul>	
IT PM	Rizky	<ul style="list-style-type: none"> <li>· MTI Commercial Apps Support</li> <li>· MTI Project Management</li> <li>· MTI Incident Support           <ul style="list-style-type: none"> <li>- MTI Reporting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>· MTI Commercial Apps Support</li> <li>· MTI Project Management           <ul style="list-style-type: none"> <li>- TI Incident Support</li> </ul> </li> </ul>	