

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

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

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

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

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

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

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

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