



## **WEEKLY SALES DEBTORS MEETING MINUTES**

**21<sup>st</sup> MAY 2018 AS FROM 11:13AM - 11:50AM**

**OBJECTIVE : Collection of Overdues & minimization of credit risk exposures**

### **PRESENT**

1. Florence tuei
2. Arshur Lomo
3. Wairimu Kiama
4. Fanuel Onyango
5. Kennedy Kivuvani
6. Patrick Mbugua

### **AGENDA**

1. Express Shipping & Logistics EA Ltd
2. Freightwell Express Limited
3. Sovereign Logistics Limited
4. AOB

#### **AGENDA 1: EXPRESS SHIPPING & LOGISTICS EA LTD**

CUSTOMER	TOTAL AGEING BALANCE	OVERDUE AMOUNT	ACTION	ACTION PERSON	TIMELINE	STATUS
Abyssinia Iron & Steel Ltd	USD 31,290.92	USD 24,514.72	Send SOA to Florence	Florence	21 <sup>st</sup> May 2018	SOA sent to Florence for the next step
Prime Steel Mills Ltd	USD 26,672.29	USD 11,515.86	Florence to confirm meeting	Florence	21 <sup>st</sup> - 25 <sup>th</sup> May 2018	Confirming
West Kenya Sugar Company Ltd	USD 68,904	USD 68,904	Florence to make a follow up	Florence	21 <sup>st</sup> May 2018	Follow up email sent

Asante Capital EPZ Ltd	KES 567,969	KES 194,801	Patrick to send SOA to Florence	Florence	21 <sup>st</sup> May 2018	SOA sent
Australian High Commission	KES 395,681	KES 395,681	Payment expected 20.05.2018, Florence following up today	Florence	21 <sup>st</sup> May 2018	To update
Dokimos Construction Co Ltd	KES 608	KES 608	Florence to remit this balance today	Florence	21 <sup>st</sup> May 2018	Remitted
Jotun Kenya Ltd	KES 281,517	KES 149,640 (Under 30 Days)	Patrick to send SOA to Kennedy	Kennedy	21 <sup>st</sup> May 2018 - 25 <sup>th</sup> May 2018	SOA sent to Ken
Maisha Mabati Mills Ltd	KES 479,779	KES 58,374	Florence to confirm meeting/visit Date	Florence	21 <sup>st</sup> May 2018 25 <sup>th</sup> May 2018	Confirmation on course
Maisha Packaging Co Ltd	KES318,080	KES 21,980				
National Cement	KES (3.6M)	KES 227,662				
Mehta Elecricals Ltd	KES 510,275	KES 196,835	Patrick to send SOA to Lomo	Lomo	21 <sup>st</sup> May 2018	SOA sent to Lomo
Orb Energy Private Ltd	KES 672,470	KES 185,264	Kennedy to follow up on payment expected last week	Kennedy	21 <sup>st</sup> May 2018- 25 <sup>th</sup> May 2018	On course
Parbat Siyani Interiors Ltd	KES 3,866,243	KES 3,866,243	Patrick to send follow up email on earlier email sent then Florence to follow with a call	Florence	21 <sup>st</sup> May 2018	On course
Questworks Limited	KES 2,072,051	KES 404,592	Florence to confirm meeting for accounts reconciliation as a result of USD payment done	Florence	21 <sup>st</sup> May 2018- 25 <sup>th</sup> May 2018	On course
Tsavolite	KES 4,332,598	KES 4,332,598	Interest SOA sent to Florence for follow up on overdues	Florence	21 <sup>st</sup> May 2018 - 25 <sup>th</sup> May 2018	To update
Superfoam	KES 18,221,246	KES 16,496,828	Funds expected end of this month hence	Florence	21 <sup>st</sup> May 2018 - 31 <sup>st</sup> May 2018	Progressive

			Florence to start follow ups this remittance			
Two Dots Business Systems Ltd	KES 391,166	KES 391,166	Wairimu to send chronology of demurrage charges to customer by COB today	Wairimu	21 <sup>st</sup> May 2018	On course

## **AGENDA 2: FREIGHTWELL EXPRESS LIMITED**

CUSTOMER	TOTAL AGEING BALANCE	OVERDUE AMOUNT	ACTION	ACTION PERSON	TIMELINE	STATUS
Brilliant Garments (Kenya) EPZ Ltd	KES 289,840	KES 289,840	Kennedy to follow up with Matheka on the bond cancellation	Kennedy	21 <sup>st</sup> May 2018	on course
Crocodile Enterprises Ltd	KES 857,255	KES 420,004	Cheque ready for collections Kennedy to contact the customers once in a while	Catherine	21 <sup>st</sup> May 2018	On course
Iffco Kenya Ltd	KES 4,882,540	KES 1,237,462	Kes 334K collected last	Florence	21 <sup>st</sup> May 2018	On course

			week and to be receipted KES 800K cheque to be collected today/tomorrow			
Kenagro Supplies Ltd	KES 1,432,264	KES 894,442	Cheque ready for collection next week	Kennedy	25 <sup>th</sup> May 2018	On course
Kenol Kobil	KES 233,053	KES 233,053	Martin, Florence & Patrick to meet and discuss on the progress of the credit note requested by customer as customer is hesitant to pay without the credit note	Florence	21 <sup>st</sup> May 2018 – 25 <sup>th</sup> May 2018	To update
Savannah Cement Ltd	KES 1,049,220	KES 330,600	Florence to follow up this week	Florence	16 <sup>th</sup> – 20 <sup>th</sup> April 2018	Update next Monday meeting
Kenagro Suppliers Ltd	KES 996,444	KES 894,442	Patrick to send SOA to Kennedy	Kennedy	16 <sup>th</sup> April 2018	Payment follow up
Pro Long Ltd	KES 126,371	KES 126,371	Florence following up and customer not answering calls	Florence	21 <sup>st</sup> My 2018-25 <sup>th</sup> May 2018	On course
Savannah Cement Ltd	KES 1,444,200	KES 709,920	Florence to confirm review meeting after the customer commences the operations and	Florence	21 <sup>st</sup> May 2018 – 25 <sup>th</sup> May 2018	To update

			also advise on the contract as the lawyer is allegedly on leave			
Talab EPZ Ltd	KES 202,525	KES 202,525	Aloice to advise the status of the long overdue internal demand letter	Aloice	21 <sup>st</sup> May 2018-25 <sup>th</sup> May 2018	To revert/update
Top Steel Kenya Ltd	KES 66,676	KES 66,676	Florence was to meet customer in their plant in Msa but the customer didn't confirm, however waiting for the 1 <sup>st</sup> airfreight as proposals were done	Florence	Progressive	Progressive as the module is to secure business first
Action Group Logistics Co Ltd	USD 670	USD 670	Customer not reachable having earlier cited cashflow problems, However Kennedy to keep following up and ensure the funds are remitted	Kennedy	Progressive	To update next Monday during the meeting
Miritini Ltd	USD 2,118	USD 2,118	Kennedy advised Collins is yet to send invoices to customer hence this to be sent	Collins	21 <sup>st</sup> May 2018	On course

**AGENDA 3: SOVEREIGN LOGISTICS LIMITED**

CUSTOMER	TOTAL AGEING BALANCE	OVERDUE AMOUNT	ACTION	ACTION PERSON	TIMELINE	STATUS
Savannah Cement	KES 1,780,774	KES 775,273	As highlighted on FWLKE part	Florence to confirm review meeting after the customer commences the operations and also advise on the contract as the lawyer is allegedly on leave	Florence	21 <sup>st</sup> May 2018 – 25 <sup>th</sup> May 2018
Inside Out solutions	KES 138,600	KES 138,600	Client is requesting for release of the last shipment and warehousing has to be computed and Matheka is to provide the BL to be used to warehousing computation	Matheka	21 <sup>st</sup> May 2018	To revert at the earliest as this is overdue
Yenbu Company Ltd	KES 79,280	KES 79,280	No response from customer but Lomo to attach read receipt on the email follow up	Lomo	21 <sup>st</sup> May 2018	To update
Nicholson Shipping SA	USD 3,722	USD 3,722	Lomo to speak to Cindy today and revert	Lomo	21 <sup>st</sup> May 2018	To update
Expolanka Freight Ltd	USD 374	Usd 374	Patrick to send the invoice copy	Lomo	21 <sup>st</sup> May 2018	On Course

			so that Lomo can extract file details for physical file retrieval in Msa for follow up			
JSI	USD 769	USD 769	Cathy to undertake the set off at the earliest	Cathy	21 <sup>st</sup> May 2018	On course

:

#### **Other Elements**

- Colleagues to review debtors meeting and where they need SOAs they request same so that during the meeting we discuss the balances as they are in the SOAs

Having no other business for the day, the meeting ended at 1150Hrs

**Next Debtors Meeting:** 28<sup>th</sup> May 2018

**Venue:** *ESL Hub Office Boardroom*

**Minutes By :** *Patrick Mbugua*

**Confirmed by: (Name, Sign & Date):** .....

**Seconded by: (Name, Sign & Date)** .....