

Minutes of Meeting
Date: 20 Dec 2018
Time: 10:00
Location: Meeting Room, Head Office, Al Fattan Plaza

Attendees	
Name	Department
Yasser Zahreddine	Managemnet
Dilhan Daskateer	Operations
Anushka Kannangara	Operations
Justin Kurioske	CMC
Amir Mostafa Ebadda	Sales
Vidyarani Kunder	Sales
Lalit Singhi	Finance
Muhammad Imran	Customer Service
Yathiraj Kotian	Human Resource
Mohammed Suhail	IT

Matters & Agenda Discussed for Compliance Review			
Responsible Person	Matters & Agenda	Status	Deadline
Amir Mustafa Ebadda	Domestic Service	Open	N/A
Muhammed Suhail	Branch Connections	Open	N/A
Justin Kurioske	CMC Procedure	Open	10-Jan-18
Justin Kurioske	Impot Code	Open	N/A
Dilhan & Imran	Database Verification	Open	N/A
Yathiraj Kotian	HR Policy	Open	30-Dec-18

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Domestic Service	Amir Mustafa Ebadda	Sales team to start selling under the new domestic rate tariff- B2B & Prepaid.	Open	N/A
2	Branch Connections	Muhammed Suhail	To work on the branch and warehouses connections within UAE.	Open	N/A
3	CMC Procedure	Justin Kurioske	All the procedures should be uploaded on GUIDE. All the shipments to move by 7:30 AM & reach UM Ramool by 8:30 AM. This should be done before shifting to the new warehouse.	Open	10-Jan-18
4	Import Code	Justin Kurioske	Importer Code to be implemented in DAFZA C&D Charges to be shared.	Open	N/A
5	Database Verification	Dilhan Daskateer & Muhammed Imran	Retail to work on the UTL database in order to call the customer reagrd to the shipments.	Open	N/A
6	HR Policy	Yathiraj Kotian	To modify the insurance policy for 2019-2020	Open	30-Dec-18