

## Minutes of Meeting

Date: 11 Sep 2017

Time: 1200-1300

Location: Conference call

Attendees	
Name	Department
Shaji George	MGT
Mohannad Khayyat	DIBU
Thanveer k Pudukudi	SFD
Shibu George	Finance
Omar Bin Waber	DOPS
Fakhar Alam	Operations
Joselito Tan	Process Eng
Ahmed Baramy	KIFA Gateway Mgr

Matters & Agenda Discussed for Compliance Review			
Responsible Person	Matters & Agenda	Status	Deadline
All	JAFZA Process Map	OPEN	

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	SLTL	Shaji	Shaji explained SLTL product & opportunity in KSA Market	Closed	11-Sep-17
2	First Mile Pick up	Shaji	To check with JAFZA for AWB details quality & MPS AWB generation . Custom duty charges information is not clearly mentioned on AWB	Open	14-Sep-17
			To check details of AWB / MPS/ Label		
3	Clearance Process at KIFA Airport for SLTL	Ahmed Baramy	SLTL Shipments cleared in KIFA Airport are connected same day from DMM hub to Kingdom wise. Custom duty paperwork will be processed and married with the shipment on the same day by finance team. ( Pre alert is sent to kingdom wise	Closed	

			at the same time by Humayun )		
			One point of contact in DMM HUB -Humayun		
			One point of contact in Finance-Mohd Niyas		
			To Provide Escalation contact levels in KIFA		
4	<b>Last Mile delivery for SFTL</b>	Thanveer k Pudukudi	SFD will continue to handle the final mile delivery for all FTL shipments connected from JAFZA including scans and final delivery scans	Closed	
5	<b>Duty Billing process</b>	Joselito Tan	To be included in the process document and the process Map	Open	14-Sep-17
6	<b>Last Mile Delivery</b>	Fakhar Alam	SLTL Shipments are to be delivered through Express mode. To Send communication to all stations and hubs regarding the product inclusion as express and how final mile deliveries need to be effected on SLTL	Open	14-Sep-17
7	<b>List of served cities and ODA</b>	Fakhar Alam	To provide list of cities served & ODA with Delivery charges	Open	14-Sep-17
8	<b>Ticketing for SLTL</b>	Anushka/ Justin	To create a ticketing group , training the JAFZA staff and start using Tickets for all SLTL issues or delays	Open	14-Sep-17
9	<b>Timeline for POD Commitments</b>	Thanveer k Pudukudi	Systems will be updated with comment of deliveries on same day and final POD will be updated within 2-3 days. Physical delivery sheets will take 7 days maximum if required. SFD to update responsible person coordinating for the same and update formally	Open	14-Sep-17
10	<b>TP truck for FTL</b>	Thanveer k Pudukudi/ Shaji	Elite and Alliede trucks to have SMA heavy AWB and should have scans of pick up.	Open	21-Sep-17
11	<b>Elite LTL</b>	Shaji	To start a communication with Elite on moving all their LTL with SMSA load from JAFZA.	Open	21-Sep-17
12	<b>Split and Multiple deliveries SLTL</b>	Justin	To ensure all domestic awb# KIFA to Final customer is prepared in JAFZA and send as a comat to KIFA or has to be mailed to Humayun	Open	Immediate
13	<b>SLTL Product Launch</b>	Mohannad	To relaunch the product in the sales channel	Open	29-Sep-17

			Kingdom wide. To schedule training with		
			Masoom for all the sales team in Saudi Arabia		
14	<b>JAFZA process &amp; process Map</b>		To revise process with any inclusion from the	Open	14-Sep-17
			above agreement and submit for review		