

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.	Closed	
			(Pre alert is sent to kingdom wise		

			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	Last Mile delivery for SFTL	Thanveer k Pudukudi	SFD will continue to handle the final mile	Closed	
			delivery for all FTL shipments connected from		
			JAFZA including scans and final delivery scans		
5	Duty Billing process	Joselito Tan	To be included in the process document and the	Open	14-Sep-17
			process Map		
6	Last Mile Delivery	Fakhar Alam	SLTL Shipments are to be delivered through	Open	14-Sep-17
			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		
7	List of served cities and ODA	Fakhar Alam	To provide list of cities served & ODA	Open	14-Sep-17
			with Delivery charges		
8	Ticketing for SLTL	Anushka/ Justin	To create a ticketing group , training the JAFZA	Open	14-Sep-17
			staff and start using Tickets for all SLTL issues or		
			delays		
9	Timeline for POD Commitments	Thanveer k Pudukudi	Systems will be updated with comment of	Open	14-Sep-17
			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		
10	TP truck for FTL	Thanveer k Pudukudi/ Shaji	Elite and Alliede trucks to have SMA heavy	Open	21-Sep-17
			AWB and should have scans of pick up.		
11	Elite LTL	Shaji	To start a communication with Elite on moving	Open	21-Sep-17
			all their LTL with SMSA load from JAFZA.		
12	Split and Multiple deliveries SLTL	Justin	To ensure all domestic awb# KIFA to Final	Open	Immediate
			customer is prepared in JAFZA and send as a		
			comat to KIFA or has to be mailed to		
			Humayun		
13	SLTL Product Launch	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	JAFZA process & process Map		To revise process with any inclusion from the	Open	14-Sep-17
			above agreement and submit for review		