



VELSS CORPORATION PTE LTD **DAILY DILIGENCE MEETING – 24ST MARCH 2025**

PROJECTS	
Tender / Upcoming	1. Science centre – pending spare parts quotation from sub-con and target to submit before 25th March 2025. - Will Send it again to the boss for approval.-Check today and submit tomorrow 2. Changi Terminal 1 & 2 - tender submission done - pending tender award approval. 3. YJ International – meeting with contract manager – pending meeting confirmation. - Mr. Krish will push mani 4. Alpina Holdings – We sent them the new email regarding the LOA because they never accepted our quotation after discussion in the meeting. -Prepare for file case (Mr. Krish & Mr. Anubhav) 5. Talk to Mr Moorthy about the new project. (Mr. Krish)
Ongoing	1. GR hotel - on track 2. Tengah garden C7 – on track 3. Changi Air Base – C12 - on track
Pending completion	1. Shield Plus - Desmond; sprinkler project at Klint Cairnhill – pending payment at April end.

	2. Vinjoe - C12, Changi Airbase – pending certification on 17th March 2025 [Anubhav] – balance or most of the payment end of March - waiting for a sign from Mr Ryner 3. Alerston Technologies - pending payment; 8th March completed, 4th April – pushing for payment- PC02 Done, -PC04 Submit on 25th march 4. DLF Engineering – supply manpower, 8th March, pending payment [Saddam] - follow-up by Krish as no response to Saddam - Send email to them already. Send reminder weekly
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ACCOUNTS

Supplier list	1. Singapore Suppliers list Updated. 2. Check with JB Suppliers (Mr. Krish)
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STORE

Tool efficiency report	1. Costing to be updated into the tools efficiency report [Saddam] – ongoing based on the store inventory count completion -Will continue on coming Wednesday
Materials efficiency report	1. Report to be done by 31st March 2025 [Saddam] – Spoil materials put aside for scrap/ disposal -Will continue on coming Wednesday 2. tidy store and inventory count [Saddam] - in progress [Saddam] -Will continue on coming Wednesday

SITE

Material	1. updated & no supply shortage
Tool	1. updated & no supply shortage
Manpower	1. Identify high MC and problematic workers for dismissal. [Supervisor] – pending & target to complete by 18th March - Completed

a) Gonvindaraj Arulvelagan - pending [Sam] - 25 march give him transfer letter -DONE Approval on Monday -In progress

MANAGEMENT

CPF list to be updated [Sam] – target to complete by today 18th march - finish by today (SAM)

-Pending for statement from the boss.

Housing arrangement for supervisors [Anubhav] – spoke to agent, agent to provide you shortlist of houses -On going -Tuesday house visit physically

Total project costing report [Sam] - Pending for review -DONE

Name card, email link, profile [Krish] - Email link and Profile done, name card ongoing. -Ongoing

GIRO form for GR hard copy collect from boss and Submit to GR office. (Mr. Krish & Mr. Sam)

-Collected from boss, - Need Confirmation from GR where to submit

Enforce proper accounting with the reference number and payment voucher to link bank statement to the account. (SAM)

Neptune Engineering needs to discuss this internally including Mr. Adhi Monday Morning.

-Discussed with Mr Adhi the outstanding invoice from C4. and replied court portal.

NON-MANAGEMENT

Logbook to update progress on site – change to daily progress meeting at 5 pm; still under review if need log book for progress, photo to be uploaded; Sam to compile into the folder in online storage. - System Implemented