



VELSS CORPORATION PTE LTD

DAILY DILIGENCE MEETING – 8TH APRIL 2025

PROJECTS

Tender / Upcoming

1. The science centre's spare parts quotation from the sub-con is pending, and the target is to submit it before 25th March 2025. - Will send it again to the boss for approval. - Check today and submit it tomorrow. -Submission Done
2. Changi Terminal 1 & 2 - tender submission done - pending tender award approval. -Submission Done
3. YJ International – meeting with contract manager – pending meeting confirmation. - Mr. Krish will push Mani -No update from Mr. Mani.
4. Alpina Holdings – We sent them the new email regarding the LOA because they never accepted our quotation after the discussion in the meeting. -Prepare for file case (Mr. Krish & Mr. Anubhav)- No update from them.
5. Talk to Mr. Moorthy about the new project. (Mr. Krish) -keeping as a last option after this week review.
6. MV Fan and VRF Quotation. - Submit Today by 03.00 pm -monitor waiting for VRF quotation. -Saddam Will Call the Supplier. -The person in charge of this quotation was not at the office – Saddam to contact with VRF Supplier via WhatsApp. and send RFQ to another salesperson. - waiting for the response from maincon about green mark & BMS. -Waiting for approval from the boss.
7. Mr. Krish spoke to Mr. Allam , another Construction company boss, to get some projects. meeting is week after Hari Raya week. -Follow up.
8. Tuas Power Aircom maintenance work - Site visit 9/04/2025 10:00 am
9. Receive request from Bosh VRV quotation RAA0016:

Ongoing	1. GR hotel - on track 2. Tengah garden C7 – on track 3. Changi Air Base – C12 - on track . -This Week finish -Finish (AHU balance)
Pending completion	1. Shield Plus - Desmond; sprinkler project at Klint Cairnhill – pending payment at April end follow up - 01 April will follow up on the payment certificate. -Mr. Anubhav will call him today, Backup call by Mr. Kirsh & visit his office. -Mr. Desmond will update this month 2. Vinjoe - C12, Changi Airbase – pending certification on 17th March 2025 [Anubhav] – waiting for a sign from Mr Ryner -Already email today. - Vinjoe will send the signed copy to Mr Anubhav - following the payment certificate. - Email done on Saturday regarding payment & payment certificate. -Today, call them and follow up. - End of this week, will they give a payment certificate 2A. Gali Batu balance or most of the payment end of March -email Done -They Paid 2nd April 50 K. -balance of 38K. Mr. Anubhav will follow up 7/4/2025. - Balance payment will be clear by the end of this month. 3. Alerston Technologies - pending payment; 8th March completed, 4th April – pushing for payment - PC02 Done, -PC04 Submit on 26th march - PC04 Submitted -PC04 Invoice Submitted. -Today called for PC03 payment Didn't confirm date of payment. -Invoice rejected due to the PO number. Already asked Mr. Seah Woon Bin to provide PO for PC04 .

ACCOUNTS

Supplier list	Singapore Suppliers list updated. 1. Check with JB Suppliers (Mr. Krish) - follow up today - pending
Clients	1. DLF Engineering – supply manpower, 8th March, pending payment [Saddam] - follow-up by Mr. Krish as no response to Saddam - Send email to them already. Send a reminder weekly - send again reminder no. 2 -

	Send reminder 26 March -2nd reminder done. 3rd Reminder on April - Boss will see
P&L	

STORE

Tool efficiency report	1. Costing to be updated in the tools efficiency report [Saddam] – ongoing based on the store inventory count completion -Will continue on coming Wednesday -Done 2. scrap/ disposal - Disposal after compiling and approval of the Scrap list. -When the Vehicle is free, send the tools for scrap.-partially completed.
Materials efficiency report	1. tidy store and inventory count [Saddam] - in progress [Saddam] - Will continue on coming Wednesday - after scrap disposal. 2. Implement a new process to order materials. Must be verified by Mr. Anubhav - Implemented and process ongoing 3. Past two months Inventory logbook not been updated by site supervisor Mr. Wozeed. -Mr. Saddam highlighted to Mr. Anubhav. Mr. Anubhav went to the site and educated Mr. Wozeed to follow the process. -DONE

SITE

Material	1. To be updated by 7th April before 5 pm. -DONE 2. Mr. Anubhav reminded all supervisors on 27/03/2025 5pm meeting to follow up H/O & T/O logbook -DONE
Tool	1. updated & no supply shortage 2. Mr. Anubhav will do site inspection with all supervisors for the tools inventory. - Ongoing.

Manpower	1. Identify high MC and problematic workers for dismissal. [Supervisor] – pending & target to complete by 18th March - MC Completed -Problematic workers will be removed after the supervisor shifts house -Searching new house. -pending payment 2. P. pandiyan - feedback to keep him. - I report submitted 3. Create a Replaceable worker -Ali Mousin, Waiting for a new worker (jacketing). -Feedback from supervisor Mr.naga that Ali is not training new worker, Action plan Mr. Anubhav will go and talk to them. 4. Manpower skill backing. -Completed
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Duty roster:	DATE: 08/04/2025			
	<u>GAC7</u>	<u>Bosh workshop</u>	<u>Pioneer Workshop</u>	<u>GR</u>
	Naga, Uddin, Woze	Bala		Mozibar
	Ananth	Islam	Rahman Hafizur	Naveen
	Ali Suzon	Ali		Vijay
	Anbu	Karthik		
	Balanchandra	Nabir		
	Elayraja			
	Gulhas			
	Mahafazur			
	Mamun			
	Milon			
	Mizanur			
	Muthukumaran			
	Nandha Kumar			
	Rahman Habibur			
	Rakib			
	Raman Ranjith			
	Raman Ranjith			
	Sikder		Supervisor	5
	Tareq		Worker	26
	Vivek		Total	31

MANAGEMENT

Housing arrangement for supervisors [Anubhav] – spoke to agent, agent to provide you a shortlist of houses - Ongoing. -pending payment

Neptune Engineering needs to discuss this internally, including Mr. Adhi, on Monday Morning.
-Discussed with Mr Adhi the outstanding invoice from C4, and replied to the court portal. -21 April 03:00 pm need to go SCT at level 3 state courts

DDTI (Double tax deduction for Internationalisation scheme) Keep the record, to be implemented for the company system. -Submitted Application

Marketing -Complete profile & flyer by 7th april. Mr. Saddam sales meeting with client, when our driver distribute flyers.

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