



(PPM-006-10-12092012)

No.1C , JalanPendamaran / KS05, Pandamaran, 42000 PelabuhanKlang, Selangor DarulEhsan.
Tel : 03-3168 6842 , 03-3167 9130, Fax : 03-3167 2997 Email : malaysiapalletassociation@gmail.com
Website : www.malaysiapalletassociation.org.my

<p>MINUTES OF THE 36th MANAGEMENT COMMITTEE MEETING OF MALAYSIA PALLET ASSOCIATION</p>

Date : 25th April 2025 (Friday)
Time : 9.30am to 11.30am
Venue : Washington Restaurant HDY, 130 Nipatuthit 1 Rd, Tambon Hatyai, Hatyai District, Chang Wat Songkla 90110, Thailand.
Chairman : Cheah Poh Leong
Delegates : As in Attendance List (Annex 1)

1. Welcome and Opening Remarks

President Cheah Poh Leong welcomed all delegates to the 36th Management Committee Meeting. He expressed his sincere gratitude to each member for their commitment and presence. President Cheah highlighted the importance of their participation in the success of the committee's efforts and looked forward to productive discussions and advancements.

2. Confirmation of the Minutes

The minutes from the 35th Committee Management Meeting were confirmed. Proposed by Allan Lim, seconded by Roy Teoh.

3. Membership Updates

3.1 Secretary Loong announced that as of 1st April 2025, MPA membership stands at 56. There are three member companies that will not be renewing their membership this year:

1. Boon Hock Sawmill Sdn Bhd
2. Young Master Enterprise (M) Sdn Bhd
3. Winpine Timber Sdn Bhd

4. Financial Update

4.1 Please refer to the Appendix 1.

4.2 The meeting took note of the appointment of Mohamed Razeef bin Rahimansa and Yap Joo Ching as auditors in place of the internal auditor, Heng Chiang Pooh with immediate effect.

4.3 The responsibility of the auditors is to express an opinion on these Financial Statements based on their audit. The conducted the audit is in accordance with approved Standards on Auditing in Malaysia. Those Standards require that auditors comply with ethical requirements and plan to perform the audit to obtain reasonable assurance whether the Financial Statements are free from material misstatement.

4.4 An audit involves performing procedures to obtain evidence about the amounts and the disclosures in the Financial Statements. The procedures selected depend on the judgment of the auditors, including the assessment of risks of material misstatements of the Financial Statements, whether due to fraud or error. In making those risk assessments; the auditors consider internal control relevant to the Association's preparation and fair presentation of the Financial Statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Audit Committee, as well as evaluating the overall presentation of the Financial Statements.

4.5 For enhanced transparency and accountability, the meeting approved the formation of the Audit Committee consisting of the President, Treasurer and Secretary.

4.6 The Audit Committee of the Association are responsible for the preparation and fair presentation of these Financial Statements in accordance with the Societies Act 1966 in Malaysia. This responsibility includes designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to frauds or errors; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

5. Amendment to Overseas Trip Meeting Allowance

5.1 For cost-saving purposes, the President proposed that each member company shall be entitled to a maximum of **RM1,000.00 per year** for any overseas trip meetings, effective **from this year onward**. All other terms and conditions shall remain unchanged.

The proposal was **seconded by Mr. Vincent Boo Wee Seng**.

6. Special Task Groups Updates

Multi Media Task Group

6.1 Proposal to Advertise Members' Profiles on Facebook (Malaysia)

Mr. Roy Teoh was proposed to utilize the **Facebook platform** to advertise member profiles specifically within **Malaysia** as part of a promotional initiative. A monthly budget of **RM200** will be allocated for Facebook advertising, with the campaign running for a **trial period of one year**.

After the trial period, the effectiveness of the campaign will be **evaluated**, and a decision will be made on whether to **continue advertising locally** or to **expand the campaign to an international audience**.

6.2 Proposal for Lucky Draw Incentive for MCM Attendance

Mr. Roy Teoh proposed introducing a **lucky draw incentive** for members who attend the **Monthly Committee Meeting (MCM)**. Winners of the draw would be entitled to **two (2) months of free advertising** on both **Facebook** and the **MPA website**.

The proposal was **seconded by President Mr. Cheah**.

6.3 Proposal to Redesign the MPA Logo

Mr. Roy Teoh proposed that the **MPA logo be redesigned** to reflect a **more modern and updated look**. He will engage a logo designer to prepare **three (3) logo options** for the committee to review and select from at the **upcoming meeting**.

The **cost of the logo design** will be **RM1,200.00**, which includes **two (2) rounds of revisions** to the selected design.

6.4 Presentation on MATRADE Development Grant

Mr. Roy Teoh will present information on the **MATRADE Development Grant** during the upcoming **Annual General Meeting (AGM)**. This grant can assist members in **claiming subsidies** for expenses incurred during **overseas exhibitions and meetings**.

7. Membership Development Task Group

7.1 Vincent Boo proposed a "Members Find New Member" campaign to be launched in an effort to boost MPA membership, with a target of reaching 80 members by the end of 2025.

The detailed campaign plan will be announced at the next **MCM**, following discussions with his team members Kent Chang and Tuan Haji.

7.2 YY Loh suggested that instead of offering a discount on membership fees, we could present appreciation certificates or souvenirs to members who successfully recruit new members to MPA.

8. Member Welfare and Event Task Group

8.1 Allan Lim is planning to organize a Family Day event for members, to be held alongside the **MCM** at a tour spot location within Peninsular Malaysia.

The purpose of this Family Day is to strengthen relationships among members and foster a sense of belonging within the MPA community.

9. PR and Communications Task Group

9.1 No announcement was made by Secretary Loong during this session.

10. KPCA- Korea- Asean FTA Economic Cooperation Project

10.1 All attending committee members disagreed with MPA taking on the proposed responsibility, as they could not identify any tangible benefits for MPA members.

It was also observed that KPCA appeared to intend to leverage MPA's name for its own benefit, potentially with the support of the ASEAN Secretariat.

10.2 Secretary Loong will consult MPA Advisor, Eric Yap, to draft a response letter to KPCA.

The letter will propose that KPCA engage directly with MITI to pursue the cooperation project, rather than involving MPA.

11. Recommended amendment of Constitution of MPA

11.1 President Cheah proposed the following recommendations to amend to the Constitution of MPA:-

(a) to revise the mode of cheque signatories requirement from "all 3" to "any 2 of 4" signatories — namely, the President, the Deputy President, Treasurer and Secretary. This change aims to improve the efficiency of MPA's payment process, as the current arrangement is hindered by the fact that the three signatories are based in different states.

(b) recommend an increase in the membership fee for ordinary members, effective from 2026, while the fee for associate members will remain unchanged.

11.32 The meeting noted that the current membership fee structure has been maintained for over eight years. The proposed adjustment is deemed necessary to address increased operational costs due to inflation, including expenses related to website domain maintenance, member activities, and the biannual dinner.

11.3 The recommended proposed amendments will be set in the agenda for consideration, and if thought fit, passed at the upcoming AGM in June 2025. This amendment will require a three-fourths majority votes at the meeting and subject always to the final approval by the Registrar of Societies.

12. Announcement of 20th APSF in Seoul, Korea.

12.1 The Secretary received an announcement from KPCA stating that the upcoming 20th APSF is scheduled to take place from Wednesday, 17th to Friday, 19th September 2025, at the Seoul Garden Hotel, Korea.

13. Date and Venue for Next Management Committee Meeting And Annual General Meeting

13.1 Secretary Loong informed that the next Management Committee Meeting (MCM) will be held following the 14th Annual General Meeting (AGM) in June.

The AGM is scheduled to take place on Friday, 20 June 2025, in Butterworth or such other date as announced in due course. The exact venue will be announced once it is confirmed.

Your attendance and support are greatly appreciated.

14. Other Matters

14.1 There were no other matters raised by the attending committee members.

15. Adjournment

15.1 The meeting was adjourned at 11:30 AM.

Confirmed as a true record of the proceedings

Chairman

Cheah Poh Leong

MALAYSIA PALLET ASSOCIATION 36th MANAGEMENT COMMITTEE MEETING ATTENDANCE LIST

NO	REPRESENTATIVES NAME	NAME OF COMPANY
1	Allan Lim	Kaizen Transpack Sdn Bhd
2	Richard Tan	Finopeuos Packaging Industries Sdn Bhd
3	Ahmad Asraf	Champform Sdn Bhd
4	Taksin Chong Wee Wen	Green Natural Resources Sdn Bhd
5	Roy Teoh	Madura Fasteners (M) Sdn Bhd
6	Cheah Poh Leong	Shong and Huat Wood Resources Sdn Bhd
7	Loong kam Shing	Up Rate Timber Industries Sdn Bhd
8	YY Loh	Greenpack Global Sdn Bhd
9	Jeffery Goh	Taik Sin Timber Industries Sdn Bhd
10	Vincent Boo	Palbox Industrial Supply Sdn Bhd
11		
12		
13		

14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

A

MALAYSIA PALLET ASSOCIATION

STATEMENT OF INCOME & EXPENDITURE
AND CHANGES IN ACCUMULATED FUNDS

	FOR YEAR ENDED Jan-Dec 2024 RM	FOR PERIOD ENDED Jan-March 2025 RM
Membership Registration Fees	850.00	-
Annual Membership Fees	24,925.00	24,750.00
Annual Dinner	85,900.00	-
FD Interest	3,616.02	-
	115,291.02	24,750.00
OPERATIONAL EXPENSES		
Condolences	850.00	-
COST OF ACTIVITIES		
Annual Dinner Expenses	91,835.58	-
Meetings & Dinners	11,049.25	-
Meetings & Meals - External Parties	3,856.20	-
Gifts	774.65	65.00
Field Trips and Travelling	16,700.00	10,108.80
ADMINISTRATION COST		
Courier	335.38	-
Webpage Renewal & Revamp	770.00	4,020.00
Bank Charges	184.00	104.50
Uniforms	8,710.00	-
ACCCIA Membership Fee & Registration	2,000.00	-
Stationery	567.55	-
	137,632.61	14,298.30
Excess of Income Over Expenditure	(22,341.59)	10,451.70
Surplus / (Deficit) B/F	138,256.92	115,915.33
Surplus / (Deficit) C/F	115,915.33	126,367.03

MALAYSIA PALLET ASSOCIATION

BALANCE SHEET AS AT

	31-Dec-24 RM	31-Mar-25 RM
CURRENT ASSETS		
Fixed Deposits	105,041.02	105,041.02
Cash In Hand	1,000.00	1,000.00
Cash In Bank	9,874.31	21,751.79
	115,915.33	127,792.81
FUND BALANCE		
Fund Surplus / (Deficit)	115,915.33	126,367.03