

# MIM INTERNAL COMMUNICATION

**To** : **ALL Employees (MIM)** **Date** : **11<sup>th</sup> August 2017**  
**Subject** : **Business and Post GC Meeting Updates**

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Referenced to the General Council Meeting held on 10<sup>th</sup> August 2017, all MIM employees were called in for a briefing session on 11<sup>th</sup> August 2017 at 10.00am in MIM Boardroom.

The following announcements were made;

**1) Revenue**

- Given an overview of the current revenue performance versus the budget, all employees were asked to be constantly aware of their individual department and company performance.
- Sales & Finance teams are required to monitor on a biweekly basis and work on lowering/managing the operating cost;
- It is critical that the Sales Team look into all opportunities to grow the company revenue by the end Q3 and to achieve the 2017 target revenue;
- All employees are to ensure that full effort is put in to their work and be prepared to multitask and re-scope for new roles and function;

**2) Office Relocation**

- The Management have announced on the office relocation to Kelana City Centre which will be effective on the 1<sup>st</sup> January 2018;
- In view of the limited storage space at the new premise, all department heads are required to work to reduce the amount of old documents held to meet the storage space available;

**3) New Business Model FY2018/19**

- The Management is working towards a new business model for FY2018/19;
- This will be finalized and executed along with the relocation activities;

**4) Training**

- In view to the current direction, all future employee training will be put on hold till the year end;
- Trainings will be executed next year FY2018/19 once HR has finalized the TNA;

**5) Fixed Working Hours**

- Office Working Hours will be standardized from 9am to 6pm Mondays to Fridays upon completion of the relocation exercise and as such staffs were asked to plan for this new working time;

**6) Q2 Performance Appraisal**

- The Performance Appraisal for Q2 have yet to be finalized and HoD's are to take the responsibility to complete and submit the signed appraisal documents to HR not later than 15<sup>th</sup> August 2017;

**7) External Finance Audit**

- There will be an external audit on the 15<sup>th</sup> August 2017 and office space will be allocated for the audit team. All employees are to give their full support to the audit team when needed;

**8) SOP**

- All departments are required to work on your SOP documentation to review processes throughout;
- Completed SOP will need to be completed by 31<sup>st</sup> August 2017;