

CALIPH

M E M O

DATE	NOVEMBER 08, 2022
MEMO NO.	CALIPH/LEA/2022/004

TO	AGENCY DIRECTORS
FROM	GROUP AGENCY DIRECTOR
CC	CHIEF AGENCY OFFICER, DIRECTOR OF AGENCY DISTRIBUTION, BUSINESS DEVELOPMENT OFFICER & ASSISTANT BUSINESS DEVELOPMENT OFFICER

SUBJECT: MAPA MEETING ATTENDANCE

Effective in **November 2022**, MAPA meeting is compulsory for all Agency Directors. Agency Directors are required to attend MAPA meeting according to the schedule that has been arranged.

Standard procedures for MAPA meeting attendance are as below:

1. Agency Director will need to get approval from either Ms Eng Ying, Mr Hendric, Ms Karen or Ms Heng if they could not attend the meeting.
2. If you failed to attend the meeting 3 times without a valid reason and without approval from the person in charge, you will be called to attend a counseling session.
3. Warning letter will be issued if you failed to attend the counseling session without valid reason.
4. If no further action was taken even after being issued warning letter, the agency will proceed with recommendation to HQ for demotion or suspension.

We hope Caliph Group will produce more of great leaders with high discipline in future.



MOHD HAMZAVI BIN MD ZAIN
CEO