

From: Syazwin Mohd Seth <syazwin@galaxyaerospace.my>
Sent: Friday, 1 September, 2023 12:12 PM
To: Wan Izahan Zameree Ishak
Cc: Safety Department; Syed Mohd Rastam Syed Ikmal Hashim; Admin Team; zainora@galaxyaerospace.my; Dato' Shamsul Kamar Bin Samsudin
Subject: SECURITY GUARD (KAWEKAWA) PLACEMENT AT GAM OPERATION CENTRE
Attachments: Ic Copy Ahmad Zunaidi.jpeg; IC Copy ROSELL.pdf

Assalamualaikum

Dear Mr Wan Izahan and Safety Team

Referring to the previous email below, please be informed that the security guard (Kawekawa) from MIAT will be transferred to the **Operation Center (GAM OC)** starting **4th September 2023 (Monday)**.

Kindly update and inform all staff through Management OF Change (MOC) in GAMS Portal. Attach document below from Kawekawa are the security guard's NRIC copy for your record keeping.

Furthermore, kindly assist in **short briefing session** with the security guard and a representative from Kawekawa on that Monday around 6:30 PM before the shift start. You can liaise with Puan Zainora on the pin code and keys to access for the security guard.

The security guard will have access at all ground floor area including pantries. Yet please advice them accordingly:

- Work and resting area at reception table
- Strictly not allow to sleep at lobby area
- Pantries are accessible (Coway & food storage in fridge)
- Keep all area clean

If you have any other inquiries on the matter, please do not hesitate to contact me.

Thank you

Regards,

Syazwin Mohd Seth

Admin Executive

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor.

 +603-7455 0555  +603-7734 7526

Lot 11-14, MRO Centre, MIAC, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor.

 +603-7734 7226  +603-7734 7526

----- Forwarded message -----

From: **kawekawa hq** <kawekawahq@yahoo.com>

Date: Wed, Aug 30, 2023 at 4:26 PM

Subject: Re: REQUEST FOR SECURITY GUARD WORK PLACE TRANSFER TO GAM OC

To: Syazwin Mohd Seth <syazwin@galaxyaerospace.my>

Dear Ms Syazwin,

Warm greetings from Kawekawa Security (M) Sdn. Bhd.

Referring to your email regarding the **request to transfer our security guard from MIAT to our Operational Centre (OC) premise**, we are pleased proceed as per your request and will act accordingly. Your team are required to provide our guard the key to access only the glass door for safety purpose.

Below are the names and NRIC of the guard as per your request :

1. Roseli Bin Yahaya (630721-10-6857)
- Night shift

2. Ahmad Zunaidi Bin Yeop Saidin
(680621-08-6313)
- Day shift
Sat, Sun & Public holiday

Attached here the NRIC copy for your reference.

If you need any further information, please do not hesitate to contact us.

Thank you.

"KECEMERLANGAN PERKHIDMATAN KETEGUHAN KAMI"

Nurul Iffah
Admin Executive

KAWEKAWA SECURITY (M) SDN BHD (675162-U)

Lot 264, No 40A & 40B T-2,
Jalan Cheras Perdana Batu 10 1/2,
43200 Cheras, Selangor
No Tel: 012-3743124
Email: kawekawahq@yahoo.com

On Wednesday, August 30, 2023 at 11:54:28 AM GMT+8, Syazwin Mohd Seth <syazwin@galaxyaerospace.my> wrote:

Greetings from Galaxy Aerospace (M) Sdn Bhd

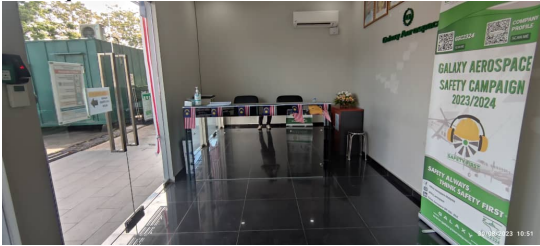
Dear Mr Anur and Kawekawa Team

Referring to our previous discussion through the phone last few weeks, currently the guard's workplace is at MIAT. Thus, we would like to request for the **transfer of the security guard from MIAT to our Operational Centre (OC) premise starting 4th September 2023 (Monday)**.

He will be located inside the premises at the reception table or lobby. The Attached photo for your reference:



Reception



Reception



Lobby

The surveillance and rotation will be as usual as scheduled.

Could you kindly provide the name and NRIC copy of the guard for our record keeping. Our Safety Department will inform all staff of the guard transferable to the Operation Centre premise.

Your consideration is very much appreciated. If you have any inquiry, please do not hesitate to inform us.

Thank you

Regards,
Syazwin Mohd Seth
Admin Executive
for and on behalf of
GALAXY AEROSPACE (M) SDN BHD



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