



29 October 2014

BY EMAIL :

**CEO
HEAD OF CLAIMS DEPT.
HEAD OF HR & TRAINING DEPT.
EXCO**

Dear Sir

**EDUCATIONAL VISIT TO WESTPORT
TUESDAY, 09 DECEMBER 2014**

Please be informed that our Society is organizing educational visit to WESTPORT, Port Klang

We are pleased to inform that our Society has allocated **2 SEATS** for your esteemed company to attend the said Visit scheduled as follows:

DATE & TIME

Tuesday, 09 December 2014 ~ 8.30am – 4.00pm

VENUE

Participants are advised to assemble at 8.15am at Sheraton Imperial Court, Jalan Sultan Ismail, Kuala Lumpur. *(Same building with Sheraton Imperial Hotel.)*
(Coach will depart at 8.30am)

OBJECTIVE

This visitation will enable our Participants to gain further understanding with regards to Port's operations as well as to have a better overview as to the procedures that may be involved in inventory inspection process.

PARTICIPANTS

This session should attract Claim/Underwriting/Sales/Marketing/ Risk Survey personnel and also informative for regulatory bodies.

FEE

RM300.00 per participant. ***(Limited 2 Seats per Company)***

- 2 -

ITINERARY (REFER ATTACHED)

REGISTRATION

The visitation is limited to 40 persons. **Registration is on a first come first served basis.**

The Registration Form is attached herewith. Kindly complete and fax to (03) 2691 5229 or email at nancy.malar@my.gt.com / neethya.kalyani@my.gt.com.

(The registration will be confirmed upon receiving the full payment.)

CLOSING DATE

Please submit the completed registration form and the full payment by **Friday, 14 November 2014.**

PAYMENT

Cheque payable to **NATIONAL INSURANCE CLAIMS SOCIETY** / Epay to the following current account:

Beneficiary: National Insurance Claims Society
Current Acct: 80-0110842-0 (New) 1431-0002758-05-2 (Old)
Bank Name: CIMB Bank Bhd
Branch: Masjid India, Jalan Bunus, KL
Association No.: 1656

Note: email notification of e-payment to nancy.malar@my.gt.com

FURTHER INFORMATION

If you require any further information or clarification, please do not hesitate to contact Ms Nancy / Ms Thya at 03-2692 4022 or email.

We look forward to your early reply.

Thank you.

Yours very truly

NANCY MALAR
Secretary

ITINERARY

- 08.15 am - Registration / To assemble at Sheraton Imperial Court, Jalan Sultan Ismail, Kuala Lumpur.
(Same building with Sheraton Imperial Hotel)

- 08.30 am - Depart from Faber Imperial Court, KL

- 10.00 am - Arrival of Participants at West Port

- 10.15 am - Briefing at Westport Terminal Building

- 11.30 am - Tour of Westport

- 01.00 pm - Lunch

- 02.30 pm - Visit to Palm Oil Refinery

- 04.00 pm - Depart from West Port

- 05.30 pm - Arrive at Sheraton Imperial Court, KL
(Estimated – subject to road traffic)

Dress Code: Casual (T.Shirts, Pants and Rubber Shoes)