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From the Editor's Desk

Deepavali and Aidil Fitri - double celebration yet again and our theme for this issue. Underlying this theme, however, is a sub-theme - SYNERGY - not just the synergy between the two celebrating religious groups but also between the personnel and companies within the Antah Group.

From the top, our **Royal Rendezvous** features Y.A.M. Tunku Tan Sri Imran Ibni Tuanku Ja'afar. Read about how he feels about family, sports, cigars and fun - "*I was one of the guys who put the 'F' in OFASTITCH.*"

For our DeepaRaya special - a double interview in **On The Lighter Side - Antah Heath Lambert's** Sazali and Triptpal. Despite their cultural difference, they are very good friends - an epitome of synergy within AHL and the Antah Group on the whole.

This issue of REFLECTIONS also bring to you reports, success stories and contributions:

1. The launching of **Raden Pictures** shows how people of different backgrounds and different companies within the Group can come together to create and complete a movie.
2. **DirectHere** and the **Asian Cricket Council** teamed up to create and run the ACC Trophy 2006 website which garnered in more than 50,000 hits during the 2 weeks of the tournament! Yes, 50,000+ hits in 2 weeks!
3. See fun and togetherness during the **APV Team Building & Retreat** and the **ARC Annual Golf Scramble**.
4. Make some noise, people - the not-quiet-anymore **Aturan Puncak** is offering discounts of some real goodies just for you!
5. Cracked pots or crackpots? Be sure to read this mind-candy contributed by Mr. Anthony L. Narayanan.

Adding to this synergy-roll, the oft-thought clandestine-like SOP team is now out in the open as they shed some light on what's happening within their operations and how things will affect you in the new **SOP Story** column.

Not to be missed is this month's **OFASTITCH** column which provides more thought-provoking ideas - this time Sasidharan's topic is Synergy.

Riding on this synergy bandwagon, **IT's Useful** synergises two useful tools to make your tasks more productive and definitely more colourful.

True synergy is finally made possible with new additions into the REFLECTIONS family. We welcome Sazali (AHL), Jushairikawati (MC), Zulazman (APV) and Noraini (Tijaz Corp).

Lastly, on behalf of the REFLECTIONS Team, I would like to wish all our readers and colleagues a Happy Deepavali and Selamat Hari Raya Aidil Fitri.

Mazlan
Editor-of-the-Month

ROYAL RENDEZVOUS

with

Y.A.M. Tunku Tan Sri Imran Ibni Tuanku Ja'afar

By M.S. Sasidharan

Y.A.M. Tunku is well known for his friendly and fun personality and it was no doubt that I felt at ease in his presence. His office is a museum of memorabilia from all sorts of sports and sports organisations that he is or was involved in. I bring you my rendezvous with Y.A.M. Tunku...

On growing up in the United Kingdom...

Y.A.M. Tunku was already in kindergarten in Oxford, UK and continued on with his early childhood education at the Junior King's School in Canterbury, which is a boarding school. "It was traumatic at first but the fact that Tunku Naquiyuddin was there with me made it easier to get by as we looked out for each other."

Nevertheless, the experience was one to cherish as years went by and he was more involved in sports, hence his love for sports grew as he started to play rugby, cricket, hockey, basketball, squash as well as athletics and cross country sports.

On growing up in a Royal environment...

"Home for me was all over the place as at that time DYMM Tuanku was a Diplomat and I was in New York, London, Cairo and Lagos, Nigeria. I remember once when Tunku Naquiyuddin and I were on our way to meet our parents and we had a stop over at Frankfurt and we went of to browse around the stores and were so engrossed that we did not hear the boarding call. The stewardesses in charge of looking after us were frantically looking for us!" Travelling all over the world, often on his own, allowed him to be more independent and learnt to look after himself.

Y.A.M. Tunku stressed on the fact that it was like any ordinary home environment and he remembers fondly his travels with the family together to Spain, Alexandria and many other places.

He quipped that HRH Tuanku Najihah was the disciplinarian and HRH Tuanku Ja'afar was firm rather than strict and that it was a good balance as they inculcated right values to their children. "They were firm yet gave us enough space for our freedom."



"I was one of the guys who put the 'F' in OFASTITCH".

On life...

"I was one of the guys who put the 'F' in OFASTITCH." He said with a burst of laughter. For Y.A.M. Tunku, one must enjoy life and must learn to enjoy what he or she does, be it work, sports, family or anything.

He says that even in sports, it is not all about winning. Instead, the true winner is the one who enjoys the sport and the challenge. It is the mental rather than physical that wins the game.

"You must find the element of FUN in whatever you do, and when you have fun you find that you enjoy doing it and when you enjoy doing it, you will definitely excel in it."

On his marriage and children...

"I knew Che Engku a long long time before we got married." Eventually he persuaded his parents that she is the right one. They were married in 1987 and have 2 sons.

"I treat them more like my friends rather than children." Y.A.M. Tunku takes his family with him on holidays and almost all of them involve some element of sports.

“We had a great time at the last World Cup in Germany, and we have always holidayed together like the time when we watched the Rugby World Cup in South Africa in 1995.”

On International Olympic Council...

Y.A.M. Tunku was first elected as President of the Olympic Council Malaysia in 1998 and says that he took on the responsibility to try and change OCM to make it more professional and more service oriented towards its affiliates.

“We have managed to achieve this to a certain extent and we continue to hold conferences and workshops and we’ve got our finances in good shape as well.”

Although it is a fairly time consuming task to be involved in so many sporting organisations, Y.A.M. Tunku did not hesitate when he said that it was indeed very satisfying nonetheless.



On the art of enjoying a good Cigar...

“Firstly it is not like smoking a cigarette, cigars are 100% natural plant product and does not contain chemicals and one does not inhale and it is not addictive.” Having said that, Y.A.M. Tunku went on to educate me on the fine art of enjoying a cigar.

“You must choose a good cigar, and the best are from Cuba and they are called Havana Cigars. It must be in good condition and not dry.”

I was surprised when he said that you can know if a cigar is dry by putting it close to your ears and rolling it. “If it crackles then it is too dry and will not make a good smoke. I used to carry my own personal guillotine but these days I tend to do it with my thumb!”

“Lighting the cigar properly is also important as one must ensure that it is lit all around and you puff rather than inhale. Unlike cigarettes, one does not need to drop the ash often otherwise it will burn too fast.”

Y.A.M. Tunku stressed that cigars are to be enjoyed and one can achieve this only when one is in a relaxed environment and in a relaxed mood.

On Antah Group...

“The Group always had a vibrant feeling to it. There is a culture of fun and creativity and this is very important for the long term benefit of the Group.”

Y.A.M. Tunku continued to passionately emphasise the need to have common culture and values so that each company within the Group will be able to understand one another and what direction they should take.

“The last Group conference was indeed a good one and I am very interested to see how the companies have progressed since and am looking forward to the next.”

Words of Wisdom...

I was in awe of Tunku’s many achievements and wish I could write them all down here. Before I took my leave, I asked Y.A.M. Tunku for words of wisdom.

“If you are going to do something, it is important that first you must enjoy it and then you must do it to the best of your ability. Life is too short not to enjoy what you have now and be good at it”.

Reflections wish to thank Y.A.M. Tunku Imran for allowing us to have an insight into his life and passion. Look out for our coming issues and find out whom we are going to rendezvous with next. ■

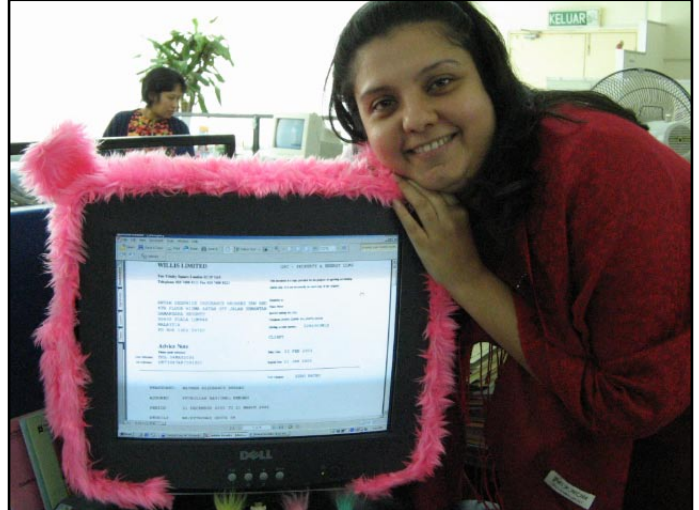
ON THE LIGHTER SIDE - DEEPARAYA SPECIAL

Sazali Shahabudin, a UiTM Insurance graduate is a dashing-yet-unavailable force to be reckoned with - more than 16 years of insurance broking, various large multi-national and commercial clients handling - there's no sign of slowing down for this Senior Manager.



1. Murukku or Ketupat?
Ketupat, hands down...
2. Three words to describe yourself:
 - Frank / straight forward
 - Caring
 - Helpful
3. Pet Peeves?
Hypocrites
4. This Hari Raya/Deepavali, I wish...
To see all races happy & united.
5. What's your favourite line?
Thank you / thanks
6. I can't say 'NO' to...
The wishes of the person that I care/love (especially to my parents, wife & kids)
7. You will never see me...
Be an F1 driver
8. What scares you?
Losing loved ones and snakes
9. 5 years from now...
I wish to be healthier, wealthier & happier.
10. Can't live without?
My PDA phone... even in the toilet.

Triptpal Kaur, a.k.a. TP is probably the bubbliest, friendliest and most humble insurance work related person you'll ever meet! Lost something? With her vast experience in Insurance loss handling, this Assistant Manager in the AHL's Claims Division MIGHT be able to churn something up for you.



1. Murukku or Ketupat?
Lado - Bai Ma! Like sweet sweet stuff
2. Three words to describe yourself:
Fun, Funny, Funky
3. Pet Peeves?
Men! They are pets, right?
4. This Hari Raya/Deepavali, I wish...
To eat lots and lots of yummy food!
5. What's your favourite line?
Talk to the hand the ears ain't listening
6. I can't say 'NO' to...
FOOD!
7. You will never see me...
Digging my nose in public
8. What scares you?
Men with breasts
9. 5 years from now...
my skin will droop - laws of gravity
10. Can't live without?
My beauty sleep
11. Any big boys/girls toys?
Toy boys!

11. Any big boys/girls toys?
At the moment, my Volvo S60T5R, 250bhp with 340nm torque...

12. If I were a superhero, I would be...
Cat woman..... I like to purrrr... Meow! Meow!

12. If I were a superhero,
Hmmm... never thought of that actually! May be I can make this world more peaceful & environmentally cleaner.

13. Love is...
blind but definitely marry with your eyes wide open.

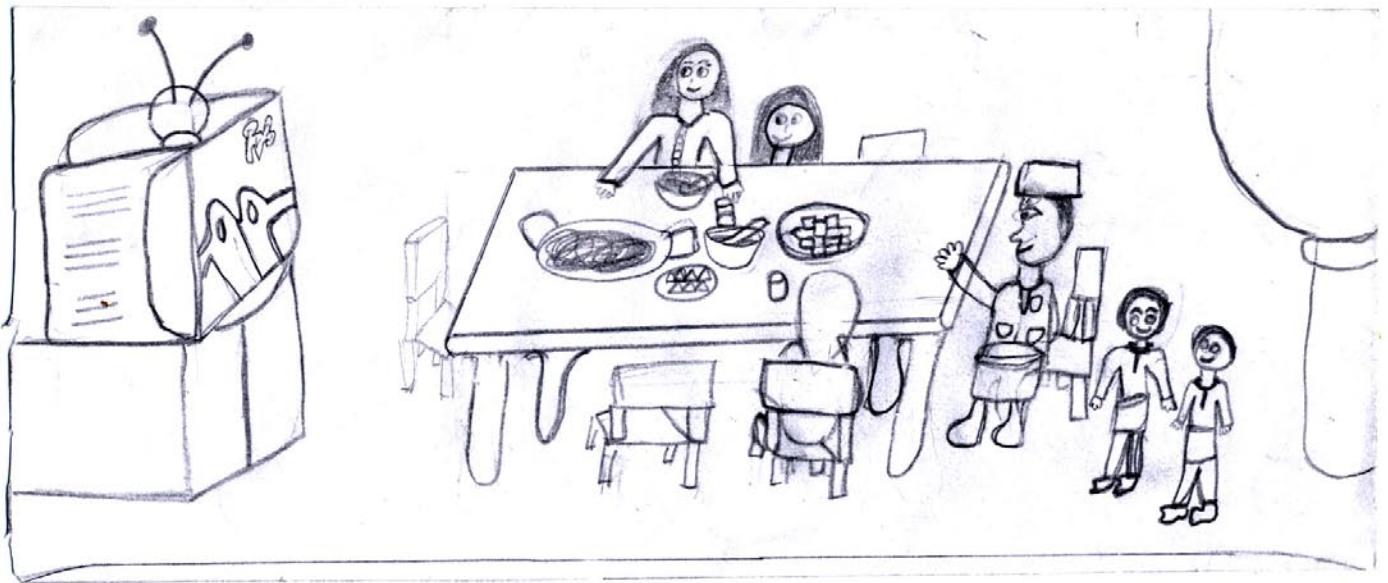
13. Love is...
beautiful and sacred as long as it is pure...

14. What's your stress reliever?
Sleeping or going for my "Mid night run" (cruising in excess of 230kmh in my big boys toys along empty highway)

14. What's your stress reliever?
Having a shouting match with my siblings

15. Draw yourself having fun this Deeparaya:

Sazali and family during DeepaRaya
(Is that a wok I see on the table? - Ed.)



DirectHere Hits

By Mazlan M Ibrahim

<http://www.acctrophy2006.com>

DirectHere Sdn Bhd recently undertook an Asian Cricket Council (ACC) project to design and maintain a website to cover the ACC Trophy 2006 - an international cricket tournament held in various locations here in Malaysia. Led by Sattar Mohamed and Stephen Tong, the design team comprising of Mazlan, Sudhakar and Ramesh (part-time help) spent one week of intense work to design the site followed by two weeks of almost-live coverage and updates during the tournament itself.

Initially the ACC only had a modest hit-target for the website but at the end of the two-week tournament the final hit tally was actually over 57,000 hits! Not only did the website have the hits, but it received numerous congratulatory emails from all over the world as well.

Overall, this project would not have been a true success if teamwork did not exist within DirectHere. Even Koh and Jed helped out during two separate power disruptions. To top it all off, our design team was treated to a nice lunch in Bangsar by the ACC. Hard work pays, eh? ■



ARC ANNUAL GOLF SCRAMBLE

By M.S. Sasidharan

It was a cool Saturday morning as Azrin and I literally raced over to Staffield Golf and Country Resort for the ARC's Annual Golf Scramble. We did not want to miss the most important event of the morning...BREAKFAST!

Well, I am not much of a golfer, heck! Who am I kidding? I have never golfed in my entire life! A good friend once told me to take up golfing and as a gesture of encouragement he even gave me his golf set with about 7 or 8 clubs (the price tags were still there and it read RM599.00 per club!!!) I gasped! Who would do such a crazy thing? Not wanting to keep the set in the closet, I gave it away to another friend who was into golf. Yes BIG MISTAKE! I now wish I had not.

Back to the ARC Golf Scramble. We arrived just in time as Y.A.M. Tunku Nadzaruddin was taking his golf set from the car. Everyone there was in high spirit, perhaps from the breakfast, nevertheless, I was quickly put at ease by the fact that I was among friends. There was talk about 'handicaps' and I hoped by the end of the day I would know more golfing terms. DYMM Tuanku Pemangku Tunku Naquiyuddin joined us and soon everyone left with their 'flight' to start teeing off. I was looking forward to driving the golf cart.

My comrade Azmi from Antah Heath Lambert and I shared a cart as we were the paparazzi designate. We chased the golfers all over the green and saw some pretty good 'swinging' action. I thought 'birdie' was coined when one hit a golf ball right into an unsuspecting bird perched safely up in a tree, as it happened when Tengku Al's swing did just that. Thankfully Azmi, who happens to be a golfer himself, took the time to educate me on golf. I learnt what 'above or below par' meant, what a 'handicap' is and from watching Mr. Anthony and the rest of the pro golfers, I learnt the importance of a perfect swing. I understood that 'scramble' is a tournament format in which all players in a group (foursome or otherwise) hit a shot from the tee, and each subsequent location, always playing from the position of the best or preferred ball until the ball is holed.



The game ended with lunch and presentation of prizes to the winners. Coming up champions were DYMM Tuanku Pemangku, Mr. Toh Soon Guan and Mr Giam Ting Hee. The most important event of the day, I learnt, was how the players came together as a team, the warmth and friendliness on the green and true spirit of competition. I was among giants.

ARC is planning a monthly golf game to encourage novices like me to learn golf and I take this opportunity to invite all those interested to come join us. Oh, and yes, anyone out there willing to donate old golf sets? ■



KAYANGAN

By M.S. Sasidharan



Raden Corporation Sdn Bhd, through its subsidiary, Raden Pictures Sdn Bhd, has ventured into the local film industry. Their first movie, *Kayangan* had just completed shooting and the movie is in its post-production stage.

The idea for the movie was mooted by Y.M. Tunku Dato' Seri Mimi Wahida binti Tunku Wahman, the wife of Y.A.M. Tunku Dato' Seri Nadzaruddin Ibni Tuanku Ja'afar. Both are also the Producers of *Kayangan*.

Kayangan brings together big names in our local Malay movie industry such as Raja Ahmad Alauddin (Director) who is well known for his award winning movies, *Qaisy dan Laila* and *Hati Bukan Kristal* among others and Lazizah Ahmad (Executive Producer) of hit movies *Scenario XX*, *Rock and Lang Buana* among others.

Kayangan also brings together some of the best actors and actresses such as Nur Fazura (also of *Qaisy dan Laila*), beautiful model Dynaz and features Indonesian heartthrob Teuku Zacky in the lead role. Among the supporting cast are Nazril Idrus (host of *Rock Unite*), Opie Zamie (the comedian from *Spanar Jaya*), as well as Louisa Chong and Dee (of *Jangan Ketawa*) who incidentally made his first ever appearance in a movie.

Only a winning script with the right formula could bring together such an outstanding ensemble. REFLECTIONS had been privy to first-hand information and insight into this movie. Safe to say, this movie has all the elements to make one want to go watch a movie. It is the similar formula utilised by Bollywood sans the many song and dance, of course: There is love, drama, action and comedy. It is a story about high society and the common people. All in all, from being on the set, interacting with the Director, Executive Producer, cast members and experiencing first hand the effort that goes into making this movie, I want to watch this movie myself.

Kayangan wrapped up their shooting on 19th September with a modest barbeque at the PD Admiral Marina. The cast and crew were all there in their casual wear and it was such a laid back affair. This was far from the glitz and glamour one would expect from the film industry. However, at the end of the day, when it came to say our goodbyes, there were some teary eyes and warm hugs. That aside, I know that the eventual success of this movie can also be attributed to the feelings of camaraderie that existed within each and everyone involved in the making of *Kayangan*.

REFLECTIONS takes you on a tour via Snazzy Snapshots for a behind the scenes look into the making of Raden Pictures' first of many movies, *KAYANGAN* - coming soon to a cinema near you – May 2007. ■



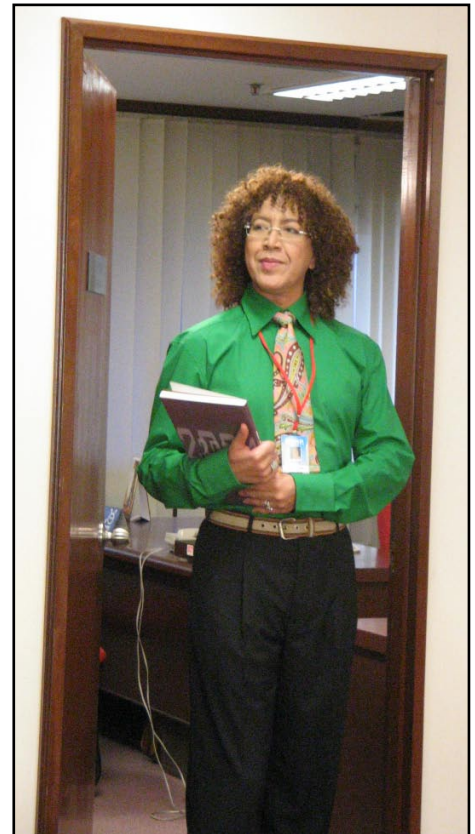
Snazzy Snapshots

By The Reflections Roving Reporters

The Antah Group Synergy Lunch



Behind the scenes of Raden Pictures' Kayangan



APV – Team Building & Retreat

31st August to 2nd September 2006

Guoman Resort, Port Dickson

41 APV staff and Y.A.M. Tunku Dato' Seri Nadzaruddin Ibni Tuanku Ja'afar

Team : to form a harmonizing combination, to yoke or join

Building : act of assembling materials into structure.

(The New Penguin English Dictionary 2004)

Many more definitions will be given if we seek other dictionaries. What inspired us in APV to have this team building session (apart from the fact that it has never been done since the birth of APV!) is the need for each APV family member to spend time together and see how we fare in tasks designed different from our daily tasks .

Truly, in post production business, from one process to the next is very much related. Insaperable. The need to back each other up and super supportive system is crucial.

We sometimes take things for granted. This support system is actually ongoing in APV as the job requires us to do so. The problem is we forget and we'd say "Its your job, so do it lah!!"

APV's teambuilding weekend retreat is to emphasise to APV member that very thing. That we are no good without the other. And we remember how important each and everyone of us is to each other. Our asset is our people.

At the end of it we want to achieve;

1. Respect within the organisation.
2. Backing your team members.
3. Working towards the same goal (business and personal).
4. Having fun while working!

Not that we dont have them already, but to strengthen the existing camaraderie and professionalism among us.

We tailored programmes as mentioned earlier different from our daily task but definately put to test the spirit of teamwork.

I have a great team in organising this event. I extend my gratitude to Zul Azman, Naveen and Dave Yap for a job well done!

We thank Y.A.M. Tunku Dato' Seri Nadzaruddin Ibni Tuanku Ja'afar for making time to join us in our event, even though YM Tunku had to leave earlier I trust he saw what we at APV comprise of.



Regards
Zai Johari

Day 1

Assembled at APV at noon and most of the staff took the chartered bus while the riders took their big bikes. The staff were greeted by the Organizing Chairwoman, Zai Johari, who distributed the room keys, where gift bags were readily placed on their beds.

Soon after checking-in, all the staff gathered in the ballroom to introduce themselves to Y.A.M. Tunku. The participants were pre-divided into 4 groups and the teams were given the freedom to create their own team names and this was what they came out with: **Botak Chin**, **Blur**, **Peace Keeper** and **Master Blaster**. They were briefed that each activity/session counts (by points) and that the losing team would be punished during dinner on the 2nd night. The activities include "Entrapment", Paintball, "Explorace" and performance.



Play Village headed by Eddie Chan took charge of the team-building activity named 'Entrapment'. The objective of this activity is to promote teamwork and communication by leading a 'Blind Man' through a series of 'laser beams' to rescue the hostage. *Play Village* added the surprise elements by being unpredictable and 'bending the rules' throughout the session and none of the teams managed to complete the task, which resulted in a draw.

The teams practiced for their performance before and after dinner and while some decided to go to bed early, the rest were hanging out by the pool, boozing and chatting until mother nature decided to cut it short via a thunderstorm.

Day 2

Morning – After breakfast, we took a bus to Eagle Ranch for paintball. We were greeted by En. Fadhil, the marshall who briefed us on the safety and rules of paintball. The scenario was "Capture the Flag" and a knockout format. Y.A.M Tunku was given the honour of drawing the lots and it was **Botak Chin vs Blur** and **Peace Keeper vs Master Blaster**.

Botak Chin started well and won their first match, beating Blur by capturing the flag within 4 minutes (time given was 10 minutes: 6 minutes normal play; 4 minutes Sudden Death). Next it was Master Blaster, which advanced to the Final by beating Peace Keeper within the normal play time.

By then, all the teams were already 'warmed up' and devised their strategies for their next game. After a short break, it was time for teams to battle for the 3rd/4th Placing. Peace Keeper won their 3rd/4th Placing game against Blur after a well-fought battle with a lot of casualties from both sides.

It was a fierce battle between Master Blaster and Botak Chin during the Finals. Shots were fired at the very first sound of the whistle and both teams had their own strategies to take out the opponents and capture the flag. As the game drew closer to Sudden Death, Master Blaster with the advantage of having more balls captured and brought the flag back to their Base and declared as the winner.



Afternoon - After a good rest and long lunch, we took a group photo and headed straight to PD town for 'Explorace'. The 4 teams were sub-divided into 2 groups each and had to complete specific tasks at 8 different locations around PD town in order to get the clues to the proceed to the next location. The tasks include 'kopek kerang', wash local taxis, purchase 7 different items with just RM4.55 and so on. PD town folks got to see 8 APV staff with David Beckham hairstyles running around town, as one of the task was to sacrifice one the team members to get a Beckham haircut in a local saloon. After the teams completed their tasks, *Play Village* announced that points will be accumulated and the winner will be announced during dinner.

Night – *Play Village* played the slides of photos taken during "Entrapment" and "Explorace" during dinner and everybody was having a good laugh, recalling the moments. After that, the teams performed on stage and the points were accumulated to determine

the winner. In the end, it was Peace Keeper as the champion and Blur ended last. Blur team members were then given women's clothes to wear and parade in front of the others on stage. The crowd picked their favorite and it was Amber Chong (KC Chong, Senior FX Artist) who 'won' the honour of being Miss Teen APV 2006.

Lucky draw prizes were also given to lucky winners; DVD players, an oven, a massager and a 20GB iPod.

Day 3

After checking-out and lunch at Guoman, we boarded the bus back home. All in all, it was a productive, motivating and fun event.



CRACK(ED)POT

By Anthony L. Narayanan

An elderly Chinese woman had two large pots, each hung on the ends of a pole which she carried across her neck. One of the pots had a crack in it while the other pot was perfect and always delivered a full portion of water. At the end of the long walk from the stream to the house, the cracked pot arrived only half full.

For a full two years this went on daily, with the woman bringing home only one and half pots of water.

Of course, the perfect pot was proud of its accomplishments. But the poor cracked pot was ashamed of its own imperfections, and miserable that it could only do half of what had been made to do.

After two years of what it perceived to bitter failure, it spoke to the woman one day by the stream. "I am ashamed of myself, because this crack in my side causes water to lead out all the way back to your house."

The old woman smiled, "Did you notice that there are flowers on your side of the path, but not on the other pot's side?"

"That's because I have always known about your flaw, so i planted flower seeds on your side of the path, and every day while we walk back, you watered them."

"For two years I have been able to pick beautiful flowers to decorate the table. Without you being just the way you are, there would not be this beauty to grace the house."

Each of us has our own unique flaw. But it's the cracks and flaws we each have that make our lives together so very interesting and rewarding. You've just got to take each person for what they are and look for the good in them.

SO, to all my crackpot friends, have a good life and remember to smell the flowers on your side of the path. ■



OFASTITCH - Synergy

By M.S. Sasidharan

My fellow colleagues lend me your ears as I embark on the thorny issues of synergy - touted by companies large and small as the Holy Grail that will improve corporate performance, but often sabotaged by managerial rivalries or lack of skills at the executive level to drive and sustain it across the organisation. Reeling from many failed initiatives forced down from above, managers on the front lines intuitively understand the value of pooling resources and expertise across departments or units but groan at any mention of the "S" word as little more than executive hype.

By understanding the dynamics of corporate synergies, executives and managers can learn to overcome their biases, create lasting linkages across the firm, and truly make the whole larger than the sum of the parts.

All too often in business we try to bring together different pieces of our operations to accomplish a more productive output. In bringing these areas of operation together, we should focus on the most important factor to success, and that is synergy. Synergy can best be defined as the interaction of two or more agents so that their combined effect is greater than the sum of their individual effects.

Think of synergy in terms of a bond, whether you think of a chemical bond or a human relationship bond, the desired result is a mutually beneficial bonding. When we bring our marketing and advertising divisions together to talk about the newest product rollout, we want to promote good communication and healthy attitudes. The reason being, when good communication is used to deliver a message coupled with a healthy attitude, the impact of the delivery is much more effective and residual. In turn, the receiver will respond with a genuine comment that directly relates to the topic being discussed, thereby good synergy is formed and an instant brainstorming session of productive ideas is created.



Another example of good use of synergy in business is through the relationships you foster with the affiliates of your organization. Take this initiative of ours as month after month we bring you REFLECTIONS. Now, I am not here to blow REFLECTIONS' trumpet. I think we have been doing darn well so far, but one element is still missing. REFLECTIONS is missing

that element of SYNERGY. We created this to foster greater relationship among the group and to have YOUR involvement in any way possible and to form a strong synergy and that GROUP feeling.

The importance of concentrating on forming strong synergy amongst areas of operation in business is directly related to maximising productivity and efficiency. The better synergy two elements have together, the more productive and efficient those operations will run. The more efficient and productive an operation is run, the more profits will result. ■

SOP Story

– from the Antah Group SOP Steering Committee

What exactly are Standard Operating Procedures (SOP)? I quite like to highlight the similarities it has to COOKING ! It's really quite simple. In cooking, whenever one achieves the best result (or attempt) with a particular dish, one would follow the exact same process in order to replicate the same result. In the culinary world, this process is called a 'recipe'.

That's exactly what an SOP is. It is a recipe that will yield the same desired result if followed every time attempted. "Write what you do and then do what you write" is the mantra of Standards worldwide. Thus, when you have done something often enough and have come to the conclusion that a particular method yields the best results, you should write down the process involved in that method and then do exactly as you have written every time you attempt that something. This is why SOPs are commonly referred to as 'best practices'. Most of the current Antah Group SOPs were based on these internationally accepted best practices. These are practices that have been proven to yield the best results and controls globally.

The first batch of Antah Group SOPs were issued some months ago and recently the FA2002 – Payment SOP was revised. Please remember to update your own company's SOPs and disseminate the latest version every time a revision is made. Its natural that there are some teething problems but everything should be smooth sailing once everyone gets used to them.

More importantly, the SOP Committee NEEDS YOUR HELP. While the committee can adopt general best practices around the world and modify them to suit Antah Group companies, we cannot cover all processes as many of them are unique to your company or industry. Therefore, the committee most welcomes your contribution on processes that you feel may require standardization. Please use the existing format and submit to the committee as many proposed SOPs as you wish. Your assistance will certainly expedite the process of Group-wide implementation of necessary SOPs, and is greatly appreciated. Please contact any of the committee members. They are Azrin Kamaluddin (SPA), Toh See Quan (SPA), Naveen Khanna (APV) and G. Murali (MC). We'd be happy to hear from you and assist you.

Azrin Kamaluddin

IT's Useful

By Mazlan M Ibrahim

We all want to decorate our space - our homes, our workspace, and even our computer desktops. Here are a couple of handy applications that will help you decorate your desktops while making your work more productively.

FOLDER MARKER 1.2

<http://www.foldermarker.com/>

With this application, you'll be able to colour, add 'markers' or even completely change your folder icons. After downloading and installing the application, follow the steps below to use it.

MARKING YOUR FOLDERS

1. Right-click on the desired folder.
2. Select MARK FOLDER.
3. Select any of the default folder icons or select COLORS to customise your folder icon colour.

ADDING NEW FOLDER ICONS

1. Download folder icons and unzip them.
2. Run FOLDER MARKER (Start Menu>All Programs>Folder Marker>Folder Marker)
3. At 2 FOLDER ICONS section, select the USER'S ICONS tab.
4. Click the + ADD button.
5. Click BROWSE, navigate to the folder icons you've unzipped, select the icon and click OK.
6. Repeat till you've added all the folder icons you want to use.

USING NEW FOLDER ICONS

1. With the FOLDER MARKER window still opened (as above), At 1 FOLDER, navigate to the folder you want to change.
3. At 2 FOLDER ICON, with the USER'S ICONS tab selected, click on your desired icon and click the APPLY button.

That's it! No more endless and boring yellow folders.

SHEDKO'S BADGES

<http://eng.softq.org/badges.htm>

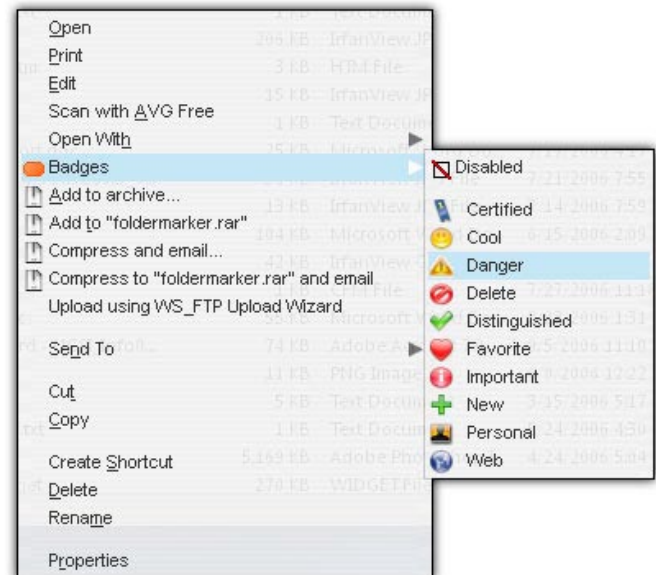
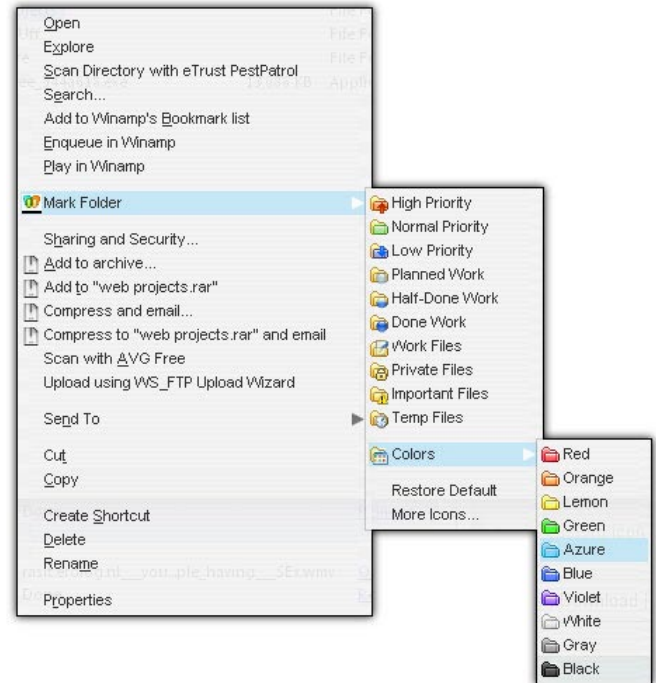
Now that you've customised your folders, their contents may still be as boring and indistinguishable from the next. Perhaps you have hundreds of .DOCs and would like to work on a particular item - you'd actually have to read the document name to get to that file. Tedious indeed especially if you plan to work on it again and again.

This is where BADGES can make life easier for you.

ADDING BADGES TO YOUR DOCUMENTS/FOLDERS

1. Download and install BADGES. You may have to restart your computer.
2. Right-click on the document/folder you want to 'badge'.
3. Select BADGES.
4. Select the icon you want to 'badge' your document/folder with.
5. Voila!

These tips, my dear colleagues, should help improve your computer usage. Be sure to read this column in our next issue for more productivity tips. ■



DID YOU KNOW...

...that in most Windows applications (MS Word, Outlook, IE7 etc), you can easily and quickly change the screen font size? Open a document, email or webpage, press the **CTRL** key and turn the scroller on your mouse. This should come in handy especially for those of you who have difficulty viewing small screen fonts.

DirectHere's UMTS Gateway

DirectHere Sdn Bhd is now offering you the opportunity to send bulk SMS - suitable for sending your announcements, business offerings or even Deepavali and/or Hari Raya greetings to you friends, families and business contacts.

For more information about this service and rates, please contact:

Stephen Tong

Tel: (03) 2713 3388

Mobile: (013) 321 3617

Email: stephentong@directhere.com

Birthdays

Antah Heath Lambert

1. Irwan – 4th October
2. Ridzuan – 12th October
3. Rosnani – 21st October

Asia-Pacific Videolab

1. Wai San – 22nd October
2. Zauyah – 30th October

Millennium Court

1. Nurbaayah – 28th October

Granley Development & Construction

1. Chin – 28th October

Syarikat Pesaka Antah

1. Tunku Nadzaruddin – 26th October
2. Elvin – 21st October

Welcome

Azmira bt Mohamad Shaik

Finance & Admin Asst. - **Aturan Puncak**

Storefront

Greetings shoppers! **Aturan Puncak** is pleased to announce that our products will be on sale at Carrefour this month. As always, we would like to offer our full range of products to the staff of the Antah Group at 20% discounted rates.

Here are our latest offerings:-

Normal Designs

Attractive and cheerful looking, these designs will add extra colour to your meals

Ceramic Tea Set 14pc – RM35.90 Retail

Ceramic Dinner Set 10pc – RM26.90 Retail

Ceramic Dinner Set 20pc – RM51.90 Retail

Gold Designs

Impress your guests with a touch of elegance.

Ceramic Gold Tea Set 14pc – RM50.90 Retail

Ceramic Gold Dinner Set 10pc – RM41.90 Retail

Ceramic Gold Dinner Set 20pc – RM71.90 Retail

Don't forget that our other items are still available, and have been hugely popular among the staff. For more information on our older products, download the August edition of Reflections from www.antah.com.my.

For information on all products, or to make a purchase, please contact the following:-

Ricky Chong

Tel: (03) 2710 1133

Mobile: (012) 333 2888

Daniel Pang

Tel: (03) 2710 1133

Mobile: (012) 971 7750

Azmira

Tel: (03) 2710 1133

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