



MALAYSIAN GOLF ASSOCIATION (PSM 0193/98)

MGA (NHS) F027/0395/08(sh)
5th June 2008

The Chairman, Club NHS Sub-Committee / Golf Captain / General Manager / Club Manager

Affiliated Clubs of Malaysian Golf Association

Dear Sir/Madam,

Re: UPLOAD DATA ON WEEKLY BASIS

Greetings from Malaysian Golf Association!

Kindly take note that effective 1st June 2008, your club can do the '**UPLOAD NHS DATA TO SERVER**' on a weekly basis every **Friday** from **9.00 am to 6.00 pm**.

This arrangement is made to avoid **Late Submission And Non Submission** from your end and to make sure all the clubs complete Month End Processing without fail.

Please also follow the **NHS Month End Processing Calendar** as attached on the dates of **uploading your final club's data to the Server** each month unless advised of any changes by MGA.

Your immediate attention and cooperation is much appreciated. Should you have any queries, please do not hesitate to contact Mr.Sobaan Ramlu at 03-92829300

Thank you,

Your sincerely,
for Malaysian Golf Association

V.RAVINDRAN
Deputy General Manager

c.c: *En. Zulkifli Dato Ismail* - *Honorary Secretary*
Chairman, NHS Committee

NHS MONTH END PROCESSING (MEP)

Calendar 2008

Month	Upload Data to Server	Download Club Data from Server	Download NHS Data from Server
January	18 th , 20 th , 21 st	26 th	28 th
February	18 th , 19 th , 20 th	26 th	27 th
* March	17 th , 18 th , 19 th * Early closing due to Hari Keputeraan Nabi Muhammad S.A.W	26 th	28 th
April	20 th , 21 st , 22 nd	26 th	28 th
* May	19 th * Early closing due to Virus Outbreak (as per our letter dated 9 th May 2008)	26 th	28 th
June	18 th , 19 th , 20 th	26 th	28 th
July	20 th , 21 st , 22 nd	26 th	28 th
August	20 th , 21 st , 22 nd	26 th	28 th
September	18 th , 19 th , 20 th	26 th	28 th
October	20 th , 21 st , 22 nd	28 th	29 th
November	20 th , 21 st , 22 nd	26 th	28 th
* December	17 th , 18 th , 19 th * Early closing due to Christmas	26 th	30 th

Prepared By,


Sobaan Ramli
Operations Executive (NHS)
Malaysian Golf Association

Amended 5th June 2008