

**PLANTATION AGENCIES SDN. BERHAD (2603-D)**

**MANAGING AGENTS' DUTIES**

Duties of the Managing Agents are listed below:-

1. Inspection of estates or land offered for sale or purchase or development.
2. Recommendation of price to be paid.
3. Assisting with Sale and Purchase agreement.
4. Takeover of properties.
5. Advising on staff establishment.
6. Recruitment of staff.
7. Recruitment of labour.
8. Installation of accounting systems.
9. Training staff to handle above.
10. Preparation of annual budgets.
11. Introduction of manager's monthly progress report.
12. Arranging bank accounts.
13. Security measures for cash-in-transit.
14. Arranging insurance of various types.
15. Organising estate supplies.
16. Calling for tenders for fertilisers, etc.
17. Arranging fuel deliveries at special prices.
18. Arranging sale of produce.
19. Purchase of vehicles, etc.
20. Calling for tenders for buildings, etc.
21. Submitting tenders to Board for approval.

## **APPENDIX A2**

22. Arranging contracts for construction work.
23. Planning field work.
24. Arranging contracts for field work.
25. Making regular inspection visits of estate by Visiting Agent.
26. Advising manager during above visits.
27. Comparing field conditions with expenditure.
28. Reporting to Board after VA's visits through VA reports. These reports will cover :-
  - (i) staff,
  - (ii) labour,
  - (iii) buildings,
  - (iv) electricity supply,
  - (v) water supply,
  - (vi) vehicles maintenance, etc.
  - (vii) weeding,
  - (viii) manuring,
  - (ix) various other field operations,
  - (x) harvesting,
  - (xi) sale of produce,
  - (xii) nurseries,
  - (xiii) expenditure,
  - (xiv) costs, etc. etc.
29. Providing written instructions and advice to manager.
30. Checking estate's monthly accounts.
31. Checking monthly report with actual expenditure.
32. Checking manager's cash requisition.
33. Arranging despatch of funds to estate.
34. Provide marketing services for estate produce.
35. Submitting to Board monthly profit statements and accounts.
36. Corresponding with various Government Departments on estate matters.
37. Dealing with any queries from Board.
38. Meeting Board members as necessary.
39. Carrying out audit visits to estate.
40. Updating manager on agricultural and sustainability matters.