

COMIN ASIA GROUP

INTERNAL NEWSLETTER # 1



Sheraton Hotel and Spa
in Nha Trang



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01 Never too late!!

Very often, our Vietnamese teams were asking me why Comin Khmere was the only Company in the Group to regularly publish a Newsletter. The answer was that most of the times we were lacking the necessary resources in communication and everyone was too busy with daily workloads to spare time for the preparation of such a publication.

What we could not implement so far for Vietnam and Thailand, we have succeeded to make it by thinking and acting as a Group! By strengthening our Marketing and Communication structure already operational in Cambodia, we are gradually building that structure up to the Group level which is at the same time faster and more effective than setting up a similar structure in each Company. Our thanks go to Frantz Vaganay who is now managing those activities at the Group level and to Larissa Jounot who is giving birth to this first issue of the Group Newsletter.

This example must encourage everyone to always think and behave with a Group spirit as only such behavior can bring us strength and success. We must overcome distances and differences to convert them into marketing assets. The process has already started with coordination meetings organized for each major activity: sharing information, experiences, expertise and means is the first objective of those meetings. Those structures will gradually be in charge of contributing to the definition of the strategic directions of the Group and to ensuring their implementation. Then we will always think and behave as part of the Group, internally first as well as in the market place.

Our size can make our strength as long as we remain flexible and proactive. Look around you: Our toughest competitors are most often the biggest. Only by becoming a truly multinational Group, we will succeed together!!!

Keep that permanently in mind and always think as a member of Comin Asia Group!!

Mr Dominique Catry
Managing Director



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02 All for ISO!

ISO Awareness Training last September!

Under the supervision of Mr Mao Bora, Assistant Quality Manager and Mr Ferdinand, SD Site Inspector, the second internal ISO Awareness Training was held at Comin Khmere Phnom Penh and Siem Reap from September 15th to 20th, 2008

The main purpose of this training was to enhance CK Employees' knowledge on ISO 9001:2000 Quality Management Systems (QMS) standard requirements, its functionalities and impact on the company. In total, 225 employees joined the training. Each of them was given a Certificate of Attendance and those who passed the exam received a Certificate of Recognition.



ISO 9001:2000 External Audit on December 1st & 2nd, 2008

With the current ISO Certificate of Registration expiring last July, BM Trada of Malaysia, Certifying Body of Comin Khmere, is planning a full Surveillance and Re-Assessment Audit on the company's Quality Management Systems (QMS) on December 1st & 2nd, 2008. Positive outcome of this audit will provide Comin Khmere with another 3-year Certification (2008-2010).

The objectives of the Surveillance Audit are:

- Confirm that Comin Khmere still complies with ISO 9001:2000 standards
- Ensure that the QMS is well in place, meets its set objectives and has been reviewed according to CK's changes in its organization and scopes of activities
- Identify areas for potential improvement on the QMS

The Re-Assessment concerns the Trading, Contracting and Service Divisions of both Phnom Penh and Siem Reap offices.



03 Projects Highlight

Sheraton 5 Stars Hotel and Spa in Nha Trang (Vietnam)

Comin Vietnam is currently managing its ever biggest contracting project with the Sheraton Hotel and Spa in Nha Trang for East Ocean Real Estate and VinaCapital. Under the supervision of Alain Boldrini – Contracting Division Manager acting as Project Manager and Guy Gauthier – Construction Manager, Comin Vietnam is handling Electrical, Air-Conditioning, Ventilation and Plumbing works for the 33 storey and the swimming-pool with 30 permanent employees and 320 subcontractor staff; our works started in March this year and the Sheraton Hotel and Spa which will be the tallest building in Nha Trang..., is due for Grand Opening on 30th June, 2009.

The project team successfully completed a delicate operation last month with the installation of the 2 generators 2500kVA MTU in the Chiller Plant Room.

For an unusual operation came some inventive solutions!

This was challenging because the building was already finished... so it was not a question of simply “raising” and “placing” these 17 tones generators to the 5th level, but the generators had to be “inserted” carefully through an opening of the 4th level (30m high), pushed on rails, to be later manually lifted with hoists and finally reach their final destination on the 5th floor.

Sotelco (Cambodia)

Russian Telecommunications Operator VimpelCom operating under the trademark "Beeline" acquired last July 90% stake in offshore Atlas Trade, the company owning the Cambodian Sotelco. They had immediate development intentions and in September Comin Khmère was awarded a project for civil works and installation of technical equipment such as precision air-conditioning, fire suppression gas systems and water leaks detection systems in what will become Sotelco's first data center in Takhmau.

Given the very short timelines we were granted, this new project has requested the best reactivity from our teams to create a new volume space (800sqm x 3.5m high) in one of our existing warehouse in order to store the necessary equipments (with a precise control of temperature and hydrometry). Purchases are carefully monitored by Franck Duong, Operation Manager, Mrs. Hong from the Import Department and Chau Sophea from LPO; design and installation on site are led by Eam Sovannseth, Khuon Sina and Lim Vutha. Civil work is supervised by Ea Sowathara and the project managed by Ronard Oviedo and Antoine Grand-Dufay from the Contracting Division.

02 | New Warehouse for Sotelco

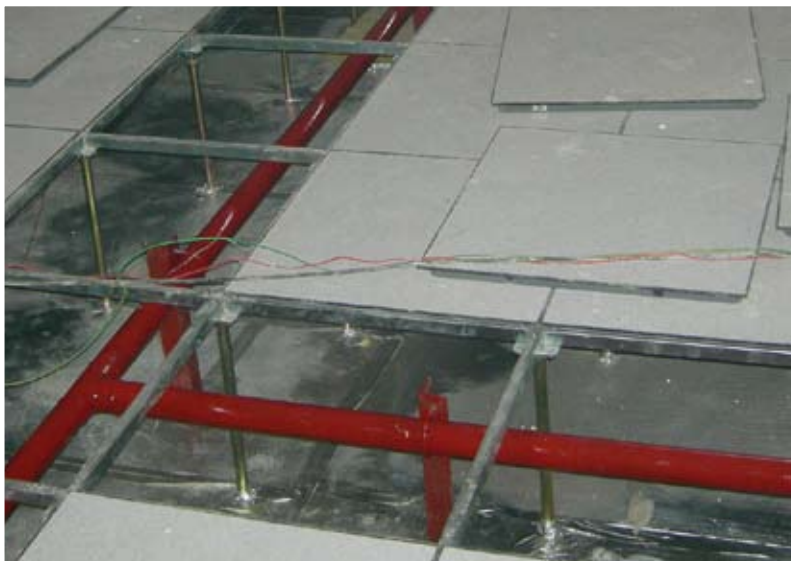


Conrad Koh Samui Resort & Spa (Thailand)

Scheduled to open in April 2010, Conrad Koh Samui Resort and Spa (Hilton Group) will be the newest luxury villa property in South of Thailand with 100 Luxurious Villas, Restaurant and Spa.

Comin Thai has been following the project and bidding process since April 2008. The M&E design has been prepared by EEC Lincoln Scott in Bangkok and the Main Contractor - the Australian Leighton was appointed in August.

Under the Supervision of Francois Rocher (Branch Director), Comin Thai is undertaking all aspects of Mechanical and Electrical Engineering work for this Five Star Hotel which include the supply, installation, testing and commissioning of Power Generation, HV/LV Substation, Electrical Distribution, LLV (fire alarm, PABX, data), Air Conditioning & Ventilation, Fire Protection, Plumbing, Waste Water Treatment and Swimming Pool.



04HRinthegroup!

On top of some HR specific sophisticated tools and procedures that are already in place or being put in place across the group, like the Employees Database, Employees Handbook, Introduction Trainings, Alignment Meetings, Team Building initiatives, Performance Evaluation Development Plans... to only mention a few, the short-term plan is for specific IT development in terms of Human Resources Management and more specifically the installation of an HR Software which is expected to bring some great improvements to HR activities.

Recruitment is a big part of the HR role and competition is becoming stronger in our booming markets... If no suitable candidates are found in the database, searching for new talents is carried out through various techniques at various costs. Compared to a few years ago, recruiting these days is being made easier with supporting tools like job searching websites, job service centers, career fairs and head hunter services. In the group, HR managers most commonly use the traditional way to seek candidates and that is Job Announcements in the Newspapers or Websites. Specialized recruitment websites even often offer additional services like an access to their candidate database or what we call 'capture service', ie some e-mailing to all relevant candidates from their database. Also since quite recently, HR Managers have the possibility to post their current vacancies on our websites under the Career Section - a cost effective tool to support recruitment activities and promote our scope of activities. Finally, they have become more creative for the last few months in terms of candidates hunting and they have been using more networking (universities, courses, websites, clubs etc...) and targeting specific 'groups' of people to advertise job openings. This is a new practice that has already proven its efficiency and is promising!

● What in Ms Huong's opinion are the advantages of a group organization like ours?

"I believe our communication and creativity level constantly increase thanks to the diversity of backgrounds, experiences, opinions and culture of our workforce. There are more and more opportunities to build and improve our skills and connections now that our group structure is getting more obvious. Productivity improves thanks to the technical expertise that we are able to share and to the great team spirit that is building up. Finally, on a purely HR perspective, belonging to a group eases flexibility and personal & career development opportunities!"

● Recruitment situation in Thailand

Today with 120 permanent employees plus subcontractors, Comin Thai is definitely taking some importance in the group.

However, recruiting for projects in Koh Samui has always been a challenge ; people stay and turn-over is no issue but it's hard to get them on board in the first place. Comin Thai is currently looking for candidates to fill 10 positions! Jobs are mostly promoted on recruitment websites and recently Comin Thai also took part to the AIT Career Fair in Thailand. Every effort is put on sourcing the ideal Mechanical and Electrical Engineers, Project Managers and Site Supervisors.

HR Key Actors

Ms Tran Thi Thanh Huong



01 | HumanResourceManager

Based in Hanoi (Comin Vietnam), Ms Huong is in charge of all aspects of Human Resources for Vietnam offices (Hanoi, Ho Chi Minh and Danang) but also is highly involved in recruitment for Comin Thai and supports recruitment actions at Comin Khmere at times. She has been with us for nearly a year and supervises two people in Hanoi: Ms Nguyen Phong Lan - Senior HR Officer and Ms Nguyen Thi Ngoc Ha - HR Officer. With a background in English and Foreign Trade & Business Management, Ms Huong previously worked as Human Resources and General Affairs Management at Sumitomo Electric Interconnect Products.

Ms Phan Phuong Tam



02 | HumanResourceExecutive

Based in Ho Chi Minh City (Comin Vietnam), Ms Tam has been with us for 5 months and is responsible for all aspects of Human Resources for Ho Chi Minh Office although currently the strong focus is on recruitment. With her background in Business Administration completed by professional HR courses, Ms Tam previously worked for Seamaster Paint Vietnam Co. Ltd and Nutifood Joint Stock Co. respectively as HR & Admin Executive and Senior HR Executive.

Mr Lay Leang Srun



03 | HumanResourceManager

Based in Phnom Penh (Comin Khmere), Mr Srun covers all aspects of Human Resources for Comin Khmere with Mr Chun Kim Long, his assistant while Mr Pich Vanrith looks after Siem Reap's Branch. Mr Srun has been with us for 2 years and a half. He has a Bachelor degree of Business Administration, major in Management and previously worked as Marketing Executive for First Solution Group.



HR key missions in the group!

Our HR Department is a pillar of our organization: in line with the strategic objectives of the group, the HR Department general mission is to attract the best resources, ensure the highest productivity and therefore guarantee the long-term development of the company. Also, HR Managers and Executives are responsible for boosting employees' motivation and personal development and for ensuring their loyalty.



05 Trading News

CIAT Asia Pacific Distributors Meeting in Koh Samui

CIAT Asia Pacific Management Team has warmly invited our company representatives to CIAT 1st Asia Distributors Meeting which took place in Koh Samui, Thailand from September 10th to 13th, 2008

This first meeting's objectives were to provide first-hand information on CIAT products, reinforce communication between partners and CIAT team, share best business practices and also exchange on customers feedback.

Mr Patrick Jacquard (Comin Khmère), Mr Tran Minh Tam (Comin Vietnam) and Mr Francois Rocher (Comin Thai) who took part to this meeting have enjoyed deep and inside information on Air Conditioning, Heating, Refrigeration, Air Handling and were provided with expert guidance from CIAT headquarter specialists in sustainable solutions to increase comfort, quality and energy saving in the HVAC industry.

Bosch Information Days

Bosch Product Information Days were conducted in Bangkok on September 25th & 26th, 2008 with a main focus on "Extreme CCTV" - a new system acquisition and the introduction of the latest Bosch Fire Alarm Panel (Bosch Fire Net) and Pro Sound System. Comin Khmère was represented by Mr Seng Samneang, Communication & Security Section Manager.

Worlddidac Vietnam 2008

Mr Mao Makara from Comin Khmère (Trading Division) will be attending a 4-day sales training conducted in Hanoi by our principal Lucas-Nuelle from 27th November to 2nd December. After the training, Mr Makara will join the Worlddidac International Exhibition where Lucas-Nuelle will be displaying its standard and new products.

Yanmar TNV Service Training Vietnam

On October 7th, Comin Khmère has sent 3 of its employees to Vietnam to attend Yanmar TNV Service Training: Mr Mengleap from the Trading Division and Mr Mark and Mr Kunthea from the Service Division. This 2-day training session focused on engineering and mechanical qualifications for servicing and technical guidance required over Yanmar diesel engines.

CIAT Airplane Ticket won at the KNY!

Thanks to CIAT's kind sponsoring for a 2 people round-trip, Mr Hin Vannak (Service Division) enjoyed his first trip to Malaysia – Kuala Lumpur last month!





01 | TaoDan-AssemblingGiSbusducts

06 Group Power

Comin Asia's first full turnkey project!

Although still far behind Vietnam and Thailand, the Power Industry in Cambodia is booming and the power usage is expected to steadily increase over the next 10 years...

In association with Comin Khmère and Areva, Comin Asia is currently working for Electricité du Cambodge on the Modification of 115KV Grid Substations of Rural Electrification and Transmission in Phnom Penh - a project that is being financed by the World Bank.

This project is the first full turnkey project including civil works for transmission substations. Under the supervision of Huy Pham (Project Manager), the Power Division is responsible for design, supply, installation, testing and commissioning. Also, hand in hand with Comin Asia, Comin Khmère gets involved in Power Grid Systems installations for the first time. The project is running well and is expected for completion to finish in February/ March 2009.

Tao Dan Power Substation

Tao Dan substation is the major source of electricity for the center of Ho Chi Minh City and it is also the biggest and most modern substation in Vietnam, using the most advanced technologies like Gas Isolated System (GIS) and Computerized Control System (CCS).

Thanks to its GIS, the substation's construction area only required one tenth of the space compared to other conventional outdoor Air Isolated Switchgear (AIS) systems of the same capacity.

Under the consortium contract with Crompton Greaves signed in March this year, Comin Asia's current mission at Tao Dan is to supervise the Supply and Installation of an additional Power Transformer 220kV - 250 MVA which is meant to increase the power capacity for Ho Chi Minh City and enhance reliability of the whole system. This project, managed by Mr Vo Nguyen Nguyen is due to end mid-2009.



02 | PilingforfoundationatGS2-PhnomPenh



07 Service Division

01 | AC&RefrigerationtraininginHCMC

Patrick Jacquard's group mission!

Expert in Refrigeration and Air-Conditioning, Patrick Jacquard who was until recently Service Division Deputy Manager at Comin Khmere, has increased his responsibilities to a group level and is now Air-Conditioning and Refrigeration Senior Consultant, in charge of Audit, Training and Consulting for Vietnam and Thailand as well as Cambodia.

Patrick's main focus is training employees in order to ensure the best Customer Service possible and he is now also sharing his know-how with the Trading and Contracting Divisions.

Former teacher to Senior Engineers in France, Mr Jacquard has got a strong expertise in the refrigeration and air-conditioning fields and he used to offer his skills and services to reputable manufacturers of equipment. Also, he has written several technical manuals which serve today as a reference in our industry.



02 | AC&RefrigerationtraininginPhnomPenh

Thermal Imagers

In September, Comin Khmere organized an internal training on thermal imagers; the occasion to introduce the product, its main purposes and functionality.

Christian Klein, Service Division Deputy Manager has answered a few questions for us on this product:

Editorial Team: What is a thermal imager and what's its purpose?

Christian Klein: A sort of moving camera which allows measuring the temperature of equipment. It instantly provides non-contact temperature images to quickly determine hot spots. This is a safe and easy way to prevent problems and reduce unplanned downtimes.

Editorial Team: What are the typical applications of thermal imagers?

Christian Klein: There are various practical areas where they can be useful. For electrical power distribution systems like three-phase systems, distribution panels, fuses, wiring and connections, for electro-mechanical equipments like motors, pumps, bearings and gear boxes, but also for process instrumentation equipments like process control equipments, pipes, valves, steam traps and vessels and facility maintenance equipments like HVAC systems, buildings and roofs.

Editorial Team: Who uses thermal imagers internally?

Christian Klein: They are mainly useful for Supervisors and Assistant Supervisors from the Service Division.

08 Recreation Activities

Recreation Clubs

Both Hanoi and Ho Chi Minh City Recreation Clubs are now back on tracks... For a few months now, many activities and solidarity initiatives have been organized for Hanoi office. Nearly 70 people got a cake delivered to their home for their birthday since the club started last March!! Upbeats were the Team Building Trip to Kim Boi Warm Mineral Stream in April and very recently the mid-autumn festival buffet party.

As for Ho Chi Minh City's, Friday, November 7th, 2008 was the official re-launch of the Recreation Club and the opportunity to celebrate birthdays and share ideas for the activities to come!

This article is a great opportunity to thank the Executive Boards, Secretaries, Treasurers and Budget Controllers of respective clubs to allow everything to happen!!



Join the 4th edition of the MTB Challenge!

Football

Congratulations!!

Comin Khmere's Football Team really did all right this year! Since beginning of June, they won 13 matches (68%) to lose only 3 (16%) and made 3 draw (16%)! They could well be playing the Cambodian League next season if the motivation's still there and budgets available!

Comin Khmere is giving blood...



KIRIRO #4 M

Mountain Bike Challenge
Sunday, December 14th, 2008

Registration fee: \$3 Cambodians/ \$10 Foreigners
(including transportation to Kirirong National Park)
For more details : 012 269 879 or mtb@comin.com.kh

Closing date for registration: November 30th, 2008

More details on the event:
www.mtb2008.sport24.com/ / www.cominkhmere.com

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