



**INSTITUT PENGURUS HARTA DAN FASILITI MALAYSIA  
MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)**

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**MINUTES OF THE 8<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) OF MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM) ON 2<sup>ND</sup> MAY 2019**

**PRESENT:**

1. Sr Mohd Faizal Fuad
2. Sr Nageswaran A/L Muniandy
3. Sr Siew Yee Hoong
4. Prof Sr Dr. Ting Kien Hwa
5. Sr Faiyaz Ahmad Bin Maruf
6. Sr Matthias Loui Hoong Fei
7. Sr David Looi Siew Fatt
8. Suhashini Demudu
9. Rozaini Nizar

- Acting President  
Secretary General  
Treasurer General  
Council Member  
Council Member  
Council Member  
Council Member  
Council Member  
Council Member

**ALSO PRESENT:**

1	Adrian Lopez A/L Anthony Lopez	PM 0979	39	Sr Tn Hj Ishak Bin Ismail	PMF 0017
2	Adzman Shah Bin Mohd Ariffin	PMF 0019	40	Tan Chun Haw	PM 0591
3	Ahmad Faisal Bin Ahmad Shayuti	PM 0068	41	Tiong Eng Ming	PM 0665
4	Ahmad Ishak	PM 0569	42	Wong Ing Hua	PM 0924
5	Dainah Binti Mahmud	PMF 0010	43	Tan Soo Hock	PM 0816
6	Datuk Sr. Sidsapesan a/l Sittampalam	PMF 0006	44	Tan Chong Kheng	PM 0071
7	Faiyaz Ahmad Bin Maruf	PMF 0007	45	Firdaus Bin Musa	PM 0432
8	Francis Loh Soong Park	PMF 0005	46	Siew Kok Kong	PM 0006
9	George Celestine Fernandez	PM 0971	47	Ting Kien Hwa	PM 0009
10	Goh Ai Hway	PM 0908	48	Suhashini A/P Demudu	PM 0081
11	Goh Leng Seng	PM 0755	49	Nor Zaini bin Rakimen	PM 0215
12	Hasnor Salwa Binti Harun	PM 0718	50	Loo Boon Wei	PM 0346
13	J. Saravanakumaran A/L Jayaraman	PM 0446	51	Hishamuddin bin Mohd Ali	PM 0400
14	Jamaluddin Bin Atan	PM 0970	52	Kamarulzaman bin Mat Salleh	PM 0418
15	Khor Siong Hoe	PM 0740	53	Wan Norhazwani Idayu Binti Wan Suhaimi	PM 0601
16	Lee Kong Shin	PM 0981	54	Zakiah Binti Sazali	PM 0602
17	Lee Swee Kien	PM 0898	55	Azrina Binti Mat Jusoh	PM 0603
18	Lim Chee Chun	PM 0914	56	Izyan Mariah Binti Zainal	PM 0604
19	Lim Tek Guan	PM 0884	57	Noraini Binti Mohd Nor	PM 0605
20	Looi Siew Fatt	PMF 0018	58	Mohd Ferdaus Bin Mat	PM 0607
21	Loui Hoong Fei	PM 0025	59	Abd Razak Bin Mohd Haron	PM 0633
22	Low Han Hoe	PMF 0013	60	Nor Zuliana Binti Abd Manan	PM 0652
23	M. Letchumanan A/L M. Manickavasagam	PM 0753	61	Zaleha Binti Abdul Rahman	PM 0653
24	Mohd Faizal Bin Fuad	PMF 0009	62	Marziana Binti Mat Jelas	PM 0673
25	Mohd Zaidi Muhammed Mashuri	PM 0570	63	Mohd Nafis Bin Mokhtar	PM 0677
26	Nageswaran A/L Muniandy	PMF 0014	64	Tan Hoon Tiong	PM 0699
27	Ng Weng Yew	PM 0333	65	Rosniza Bt Mohamed	PM 0734
28	Noor Hazalina Binti Md Rasali	PM 0625	66	Khor Siong Hoe	PM 0740
29	Nur Salihah Binti Abd Wahab	PM 0784	67	Chandra Seharan A/L Kannayah	PM 0842
30	Paul Sandanasamy Richard	PM 0779	68	Mohd Razik Bin Mohamed Shakif	PM 0854
31	Preeveen Ram A/L Ramasamy	PM 0806	69	Lee Chock Hoong	PM 0877
32	Radzmah binti Othman	PM 0387	70	Samrin Bin Mohamed Salem	PM 0889
33	Rajan Palaniappan	PM 0888	71	Arivagara Pavithran A/L Subramaniam	PM 0895
34	Rama Moorthy A/L Appanah	PM 0363	72	Alice A/P Ponnazhakan	PM 0916
35	Rozaini Nizar	PM 0742	73	Rajendran A/L Poongavanam	PM 0975
36	Santiraganesh A/L Kirubakaran	PM 0464	74	Velayutham A/L Seenivasagam	PM 0980
37	Sathiaseelan A/L K. Dorai Raju	PM 0870	75	Thiruselvam a/l S. Arumugam	PMF 0007
38	Siew Yee Hoong	PMF 0001	76	Loui Hoong Fei	PMF 0013

## **INTRODUCTION**

MIPFM Acting President, Sr Faizal Fuad welcomed the floor to the meeting and called the meeting to order at 11.15 am.

Sr Faizal takes the opportunity to thank Nippon Paint for sponsoring MIPFM events for the year 2018 and continued the sponsorship for the year 2019. Sr Faizal highlighted that we are continuing MIPFM MoU with CSS (Property Managers Software Program).

In addition, MIPFM is also take part in The EdgeProp Malaysia's Best Managed Property Awards 2019 and iProperty Development Excellence Awards 2019 as one of the Panel Judges.

Sr Faizal asserted that MIPFM is supporting Board of Valuers, Appraisers, Estate Agents and Property Managers Malaysia (BOVAEAP) to uphold our profession and Sr Faizal adedd that the Board will come out with the rules and guideline for Registered Property Manager TPC.

## **AGENDA**

### **(1) Previous AGM minutes**

Minutes of 7<sup>th</sup> AGM were tabled and matters arising were discussed.

Being no further comments by members, Mr. M.Letchumanan (PM 0753) proposed to adopt the minutes and seconded by Mr Rama Moorthy (PM 0363).

### **(2) Report of the Council for 2018/2019**

Sr Nageswaran as the Secretary General presented MIPFM report for the term of 2018/2019. The following items were briefed:

#### **a. Meeting of the committee**

Eleven (11) nos. of meetings were held for the term. Almost all meeting had quorum with majority of members being present.

#### **b. Membership**

We have 536 active members as at 31<sup>st</sup> December 2018 and has increased to 742 members as at 1<sup>st</sup> April 2019. About 493 members are in default for 2019 membership payments and another 24 members have not paid their membership prior to 2019.

#### **c. Financial Statement**

MIPFM has an accumulated Funds of RM313,874.41 at year end 31<sup>st</sup> December 2018 and our Current Asset stand at RM318,453.49. We have recorded A Surplus of RM62,318.83.

#### **d. Allocation of Portfolio**

Sr Nageswaran said, as practice in the past years a portfolio will be assigned to the committee. Therefore, Sr Nageswaran hope Committee that will be elected later will be adopting the same as to ensure everyone will contribute by their own expertise and interest. Members were tasked to take lead into the following portfolios.

#### **e. Report on the Activities**

##### **▪ Workshop for the Registration of Real Estate Negotiators (REN)**

MIPFM has been in partnership with IM Global to offer the course based on profit sharing whereby MIPFM receives 40% whilst IM Global receives 60%. MIPFM received an income of RM15,184.76 for the year 2018.

- **CPD Seminar on Being a Registered Property Manager Series**  
The seminar series were fully sponsored by Nippon Paint
  - i. **Kuala Lumpur on 14<sup>th</sup> March 2018**  
The seminar was held in Plaza VADS (iSpace Hall), Taman Tun Dr Ismail and the number of participants is 146.
  - ii. **Kota Kinabalu on 22<sup>nd</sup> March 2018**  
The seminar was held in Sabah Oriental Hotel (Crystal Crown), Kota Kinabalu and the number of participants is 48.
  - iii. **Penang on 28<sup>th</sup> March 2018**  
The seminar was held in Royale Chulan Penang and the number of participants is 32.
  - iv. **Johor Bahru on 9<sup>th</sup> August 2019**  
The seminar was held in Berjaya Waterfront Hotel, Johor Bahru and the number of participants is 62.
  
- **CPD Seminar entitled Formation of Sub-MC & Handling Airbnb Issues on 26<sup>th</sup> July 2018**  
This half day seminar was held in Wisma IEM, Petaling Jaya and the number of participants is 113.
  
- **CPD Seminar entitled The Law on Strata Management on 20<sup>th</sup> September 2018**  
This half day seminar was held in Taylor’s University Lakeside Campus, Subang Jaya and the number of participants is 96.
  
- **CPD Seminar entitled Effective and Sustainable Property Management on 28<sup>th</sup> March 2019**  
The seminar was held in Crystal Crown Hotel, Petaling Jaya and the number of participants is 96. This seminar is sponsored by Nippon Paint.
  
- **MIPFM Conference 2018: Bridging PM and FM on 25<sup>th</sup> October 2018**  
The Conference was held at Sunway Putra Hotel, Kuala Lumpur and we received 188 numbers of participants. The conference was sponsored and supported by Nippon Paint Malaysia, The Board of Valuers, Appraisers, Estate Agents and Property Managers Malaysia (BOVAEAP), The Construction Industry Development Board (CIDB) AND Persatuan Penilai, Pengurus Harta, Ejen Harta & Perunding Harta Swasta Malaysia (PEPS)
  
- **Public Forum: Strata Living in Harmony 2.0 on 18<sup>th</sup> August 2018**  
This event was free for the public and also sponsored by Nippon Pint and was held at Nippon Paint HQ in Shah Alam. We received 163 numbers of participants mostly Property Managers, JMB and MC members.

**f. Constitution**

Sr Nageswaran explained the proposal of amendment of the Constitution just to clarify the period of each term and the election of committee members.

**g. MIPPM’s Website**

We have a complete website that has been updated regularly by the Secretariat. Sr Nageswaran advise members to visit the website more often to get updated and to increase numbers visited of our page. Besides, we also uploaded notice of AGM, previous minutes of meeting, report of the term and our financial report in MIPFM website that can be downloaded by the members. This is another initiative taken by us to minimise the stationaries cost.

**h. Courtesy Visit to YBhg. Dato' Akhbar Satar, President of Transparency International-Malaysia Office**

The aim of the visit was to facilitate the invitation of Dato Sri Akhbar as the keynote speaker of MIPFM Conference 2018, entitled Bridging PM and FM'.

**i. Loyalty from CSS Decisions Sdn Bhd**

MIPFM continues to receive the commission from CSS. The commission received for year 2018 is RM 40,998.57

**j. Other events: -**

Besides the key events above, MIPFM attended many other activities in support of other affiliates as well as promoting and marketing MIPFM. MIPFM attended the Board Graduation Ceremony & Dinner and National Real Estate Awards Gala Dinner (NREA 2018). MIPFM also works closely with COB DBKL in some of their workshops in booth exhibitions and road show to promote MIPFM events and membership enrolment.

**k. Comments from the floor on the Report:**

- i. Sr Tuan Haji Ishak wanted a clarification on the membership table in the report as he saw his name on membership number PM 0545 while his membership number is PMF 0017.
  - According to Alin, membership number for PM 0545 is refers to a different person that holding a similar name.
- ii. Sr Tuan Haji Ishak said EGM should be included in the report and should have mentioned that we have conducted EGM and the resolution of the EGM. Sr Adzman added that members have have yet to get the minutes of EGM as well.
  - Sr Nageswaran said the minutes of EGM has been prepared and a press statement has been issued on the 7<sup>th</sup> of December 2018. Alin displayed the minutes of EGM and the Press statement on the screen. Besides, members may download the minutes of EGM in MIPFM website afterword.

**Conclusion/Endorsement:**

Upon clarification of queries on the Report, there were no further matters raised. The Report of Council for term 2017/2018 was accepted by members. Proposed by Sr Adzman Shah (PMF 0019) and seconded by Sr Mohd Razik (PM 0854).

**(3) Accounts**

Sr Siew Yee Hoong as a Treasurer General to present MIPFM Financial report for the year of 2018. Sr Siew said that we are at the strong financial position even in 2018 as we did not receive Board Contribution but we still make a Surplus of RM63,318.83. Sr Siew highlights that incentives are refer to the bonus and the meeting expenses are inclusive of monthly committee meeting, 7<sup>th</sup> Annual General Meeting (AGM) and the Extraordinary General Meeting (EGM) expenses. Besides, we have an Accumulated Funds of RM313,874.14 as against RM251,555.31 in 2017. Sr Siew hope we make more Surplus in 2019 to meet our operation expenses.

**Enquiry/Comment from the floor:**

- i. Sr Adzman inquiry on the numbers of staff that MIPFM has at this moment.
  - Sr Siew answered that at this moment we only have 2 staff as our Admin Assistance just resigned last month.
- ii. Sr Tuan Haji Ishak requested on the note 4, 5, 6, 7 and 8 in the Financial report.
  - Secretariat displayed full version of Audited account statement year ended 31<sup>st</sup> December 2018 on the screen.
- iii. Datuk Sr Siders queried on Board's contribution to MIPFM on year 2017.

- Sr Siew said it was received on 2017 and that was one-time payment for workshop negotiators.
- iv. Sr Adzman queried on the Receivables note.
  - Sr Nageswaran replied that Receivables is the amount that we have not yet receive.
- v. Sr Tuan Haji Ishak queried on the cash status as is has been shrink up.
  - Sr Nageswaran answered that the cash of RM200,000 has been transferred to Fix Deposit. Sr Siew adds that we have received interest of RM4,798.65 from the Fix Deposit.
- vi. Sr Tuan Haji Ishak queried on Ablebiz and Yeap Cheng Chuan payables purpose.
  - Sr Nageswaran answered that payment are for the accounting and auditor report.
- vii. Datuk Sr Siders suggested to distribute full set of Audited account during AGM in future.
  - The suggestion is accepted and Secretariat will take note on this matter.
- viii. Sr Tuan Haji Ishak queried on the Board contribution requested by MIPFM to support MIPFM program/ events.
  - Sr Nageswaran answered the letter that MIPFM wrote to Board is to support MIPFM conference and it is under MIPFM Conference income and it is noted in MIPFM annual report in section 6 (B) on page 5. Sr Nageswaran add on the Board 2017 contribution already in last year minutes on page 9.
- ix. Mr Tan Soo Hock required clarification on Upkeep of office equipment.
  - Sr Siew explained the cost was for the office renovation. Sr Adzman advise it should not be under upkeep. Hence, he adds it should be under office renovation or expenditure. Sr Siew said that we can reclassification the term.
- x. Sr Tuan Haji Ishak queried on CSS' contribution as how many MIPFM members have subscribe to CSS.
  - Sr Siew Said we will give that later as we just renewed the MoU with CSS.

**Conclusion/Endorsement:**

The Statement of Accounts for the year 2018 was accepted and proposed to be close by Sr Firdaus Musa (PMF 0012) and seconded by Mr Tan Chun Haw (PM 0591).

**(4) Appointment of Auditor**

**1. Internal Auditors**

- i. Sr Francis Loh was proposed (PMF 0005) by Sr Adzman Shah (PMF 0019) and seconded by Sr Tuan Haji Ishak (PMF 0019).
- ii. Mr Tan Soo Hock (PM 0816) volunteer himself to be an internal auditor. Proposed by Sr David Looi Siew Fatt (PMF 0018) and seconded by Mr Rama Moorthy (PM 0363).

**2. External Auditors**

The upcoming committee may choose the external auditors for Financial report ended 31<sup>st</sup> December 2019.

**(5) Amendments to the Constitution**

Sr Nageswaran explained that the amendments of the Constitution is just to clarify the term that was proposed and accepted in the last AGM. The terminology of "term" itself which is one (1) term equal to two (2) years. He adds that committee can hold the same office but subject to the re-election at the AGM. Therefore, we proposed to delete paragraph 7 under section 9 "All except the President intending to hold office for the second consecutive term will need to seek reelection at the annual general meeting. Such intention to hold office for the second consecutive term by the President should be circulated together with the Notice of the General Meeting. The General Meeting with a motion

proposed and seconded may vote in simple majority not to accept a President's intention to hold office for a second consecutive term".

**Enquiry/Comment from the floor:**

- i. Datuk Siders required a further clarification on one (1) term equal to two (2) years.
  - Sr Nageswaran said yes, that we are proposed to have one (1) term which equal to two (2) years as we are identifying the "term".
- ii. Datuk Siders queried does it mean committee will seat for two (2) years.
  - Sr David Looi replied it will be subjected to the re-election during the AGM. Sr Nageswaran said that we are refining the 'subject to re-election at the AGM'. He added that committee may hold the same office but subject to re-election at the AGM.
- iii. Sr Tuan Haji Ishak express his concerned on the words 'Subject to re-election at every annual general meeting'.
  - Sr Faizal said we should paraphrase the words and change it to reelection in every two (2) years / every term. Sr Faizal also summarised that we proposed for one (1) term of two (2) years and the election of the committee will be once in two (2) years and we are capped to two (2) term which equal to four (4) years.
- iv. Sr Adzman Shah suggested Secretariat to type the amendment of the constitution instantly in front of the audience.

**Conclusion/Endorsement:**

The Amendments to the Constitution were accepted by the members with unanimous vote agrees.

**(6) Any Others Business**

Sr Nageswaran said we have not received any motion prior to the AGM and he open the question to the audience.

- i. Sr Adzman Shah queried on MIPFM plan for Diploma Program in Property Management with Imperia Collage.
  - Sr Faizal Fuad said after the meeting with Imperia Collage and the Board we decided not to continue as the Board will not recognize below than Degree Program while Imperia Collage can only run a Diploma Program. Therefore, we do not have any further discussion as we need to wait for Board guideline of the new syllabus of Property Management.

**(7) Election of Committee Members / Office Bearers**

Sr Faizal Fuad dissolve the current committee and called the AGM Chairman to conduct the election. Sr Adzman Shah suggested Sr Tuan Haji Ishak to Chair the AGM.

**President**

Sr. Adzman Shah was nominated as MIPFM President by Datuk Siders and seconded by Sr Faiyaz.

**Deputy President**

Sr Tuan Haji Kamarulzaman was nominated as Deputy President by Sr Faizal Fuad and seconded by Sr. Faiyaz.

**Secretary General**

Sr. Nageswaran was nominated as Secretary General by Sr Siew and seconded by Sr Faiyaz.

**Treasurer General**

Sr. Siew Yee Hoong was nominated as Treasurer General by Mr Tan Chu Haw and seconded by Sr Adzman Shah without having to go through the election and it was proposed to closed by Mr Mohd Razik and was seconded by Sr Faiyaz.

### **Ordinary Committee Members**

The following candidates were proposed and nominated and further declared as Ordinary Committee Members:

1. Prof Sr Dr Ting Kien was nominated by Datuk Siders and seconded by Mr Rama Moorthy
2. Sr Tuan Haji Ishak was nominated by Sr Adzman Shah and seconded by Mr Rozaini.
3. Sr Faizal Fuad was nominated by Sr Faiyaz and seconded by Sr Samrin Mohamed Salem
4. Sr Matthias was nominated by Mr Goh Leng Seng and seconded by Sr Vincent Tiong
5. Sr. Faiyaz was nominated by Sr David Looi Siew Fatt and seconded by Sr Siew Yee Hoong
6. Mohd Razik Mohamed Shakif was nominated by Sr Tuan Haji Kamarulzaman and seconded by Mr Rama Moorthy

It was proposed to closed by Prof Sr Dr Ting Kien and was seconded by Sr Faiyaz.

The retiring committee members were thanked for their exemplary work and commitment during the tenure and new committee members were welcomed on board.

With no other matters raised, the meeting was concluded and adjourned at 1.25pm.

**Prepared by:**



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**SR NAGESWARAN A/L MUNIANDY**  
Secretary General 2019/2021

**Endorsed by:**



.....  
**SR ADZMAN SHAH MOHD ARIFFIN**  
President 2019/2021

