



**INSTITUT PENGURUS HARTA PROFESSIONAL MALAYSIA
MALAYSIAN INSTITUTE OF PROFESSIONAL PROPERTY MANAGERS (MIPPM) (1682-11-SEL)**

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**MINUTES OF THE 6TH ANNUAL GENERAL MEETING (AGM) OF THE MALAYSIAN INSTITUTE OF
PROFESSIONAL PROPERTY MANAGERS ON 11 JANUARY 2017**

PRESENT:

- | | |
|--|-------------------|
| 1. Sr. Sarkunan Subramaniam | President |
| 2. Sr. Adzman Shah Bin Mohd Ariffin | Deputy President |
| 3. Sr. Tn Haji Kamarulzaman Bin mat Salleh | Vice President |
| 4. Sr. Mohd Faizal Fuad | Vice President |
| 5. Pn. Yasmin Bt Husin Jamal | Secretary General |
| 6. Mrs. Jasmine Liau Huoi Chin | Treasurer General |
| 7. Sr. Faiyaz Ahmad Bin Maruf | Council Member |
| 8. Mr. Nageswaran A/L Muniandy | Council Member |
| 9. Sr. Siew Yee Hoong | Council Member |
| 10. Sr. Andrew Chan Kian Sang | Council Member |
| 11. Sr. Ahmad Ishak B. Ahmad Tajul Ariffin | Council Member |
| 12. Dr. Siti Uzairiah Bt Mohd Tobi | Council Member |

ABSENT WITH APOLOGY:

- | | |
|-------------------------------|--------------------------|
| 1. Sr. Prof Dr. Ting Kien Hwa | Vice President |
| 2. Sr. Ishak Bin Ismail | Immediate Past President |

ALSO PRESENT:

- | | |
|--|--------------------------------|
| 1. Ahmad Kamal Bin Zainal Abidin | 25. Ranjit Singh AL Nakendran |
| 2. Aminuddin Hussien | 26. Rohasmey Bin Taib |
| 3. Azizah Bte Ismail | 27. Rohayah Bt Abdul Kadir |
| 4. Azlin Binti Alang Ismail | 28. Samsul Kamar Bin Sukiman |
| 5. Azman Nagamadin | 29. Sia Bee Yan |
| 6. Cheng King How | 30. Sim Song Len |
| 7. Cheong Chee Yuen | 31. Huang Hua |
| 8. Chin Cho Liang | 32. Low Han Hoe |
| 9. Chuah Tinng Tinng | 33. Tan Hoon Tiong |
| 10. David Looi Siew Fatt | 34. Tan Wee Cheng |
| 11. Goh Hai Thun | 35. Tan Yew Toong |
| 12. Lai Leong Kwan | 36. Tang Siew Foong |
| 13. Loh Soong Park | 37. Thiruselvam AL S. Arumugam |
| 14. Loui Hoong Fei | 38. Vincent Tiong Eng Ming |
| 15. Low Hon Keong | 39. Dr. Hishamuddin |
| 16. Michael Geh Thuan Peng | |
| 17. Michael James AL Arunathan | |
| 18. Muhammad Zaidi B. Muhammad Mashuri | |
| 19. Ng Weng Yew | |
| 20. Normaiza Bt Idris | |
| 21. Noryati Binti Abdul Wahab | |
| 22. Nur Syafiqa Aiman Bt Mohamad Daud | |
| 23. Ong Chun Yew | |
| 24. Ooi Yew Hock | |

INTRODUCTION

At 02:45pm, MIPPM's President, Sr. Sarkunan Subramaniam announced the commencement of the meeting with 39 members (excluding the Committee) present fulfilling the mandatory requirement for a valid quorum under Rule 8 (1) of the Constitution.

Upon presiding the meeting, Sr. Sarkunan welcome all members to the meeting and introduce the line of committee members present.

As per the Constitution under Rule 8 (3), an AGM is to be held as soon as possible after the close of each financial year within the first 6 months of the following year. Due to the 2014 AGM that was held back in November 2015, the Committee had decided to hold the 2015/2016 AGM within the initial month after the closing of accounts for 2016. Hence, the 6th AGM is held today, 11 January 2017.

AGENDA

(1) Previous AGM minutes

Minutes of 5th AGM was tabled and matters arising were discussed. There were no issues highlighted by the floor.

Being no further comments by members, the minutes was proposed to be passed by Sr. Rohasmey and seconded by Sr. Matthias.

(2) Report of the Council for 2015/2016

a. Membership

Total membership stands at 712 with 184 defaulters recorded. Sr. Sarkunan proposed that defaulters with more than 3 years in arrears are to be dismembered automatically in accordance with Rule 6 (4).

b. Workshop for the Registration of Real Estate Negotiators (REN)

Based on the collaboration with IM Global on the REN Course from January 2015 to December 2016, it was highlighted that MIPPM's earnings on profit sharing basis is recorded at RM32,153.72 for 2015 and RM28,897.89 for 2016.

c. CPD on Painting: Product & Technical Education

The 2-hour CPD course in collaboration with Akzo Nobel (M) Sdn Bhd was successfully held on 28 July 2016 which MIPPM had earned a sum of RM526.00 on profit sharing basis.

d. MIPPM Inaugural Conference – Towards 1st Class Property Management

The conference was a success with more than 200 participants attended the event. Sr. Faizal was the appointed Organizing Chairman of the conference and in terms of returns, MIPPM has earned RM52,612.01.

Sr. Sarkunan aspire for MIPPM to engage and conduct more seminars moving forward which will feature more strategic topic to be delivered by credible speakers to fit the need of members in enhancing their knowledge in the Property Management industry.

e. **MIPPM's Website**

MIPPM's website has been given a new look; it is now more interactive and user friendly. Members are invited to give feedback and suggestions for further improvement.

f. **Relocation of Office**

The previous Secretariat office in PJ was unsafe and was in an unfitting condition. Hence, the relocation of MIPPM's office to Sr. Sarkunan's office was appropriate to better manage the daily operation by the Secretariat.

g. **Malaysia's Best Managed Property Award**

As recently published, the Malaysia's Best Managed Property Award is a joint collaboration between Nippon Paint Malaysia, Panasonic Malaysia and The Edge.com in support of MIPPM and other partners. By contributing as partner for the award, MIPPM will be able to institutionalize its standing in the industry. It is hoped that MIPPM's members will participate in contending for the awards. There are three (3) categories of award:

1. Best Managed Residential Property
2. Best Managed Commercial Property
3. Best Managed Mixed Development

h. **Revision of Property Management Standards**

MIPPM has submitted comments on the proposed revision of Property Management Standards to The Board of Valuers, Appraiser and Estate Agent Malaysia, which has been recently published.

i. **Engagement with Ministry of Finance**

In 25th Oct 2016, MIPPM organized a visit to Ministry of Finance to settle comments issue and to explain matter further regarding the letter that was issued by BMAM to Ministry of Urban Wellbeing Housing & Local Government and was forwarded to Ministry of Finance. It went well and MOF had endorsed the amendment, it has been decided that MIPPM should spear ahead to the proposed amendment to the Valuer's Act, in order to facilitate and assist Board of Valuers to include new qualified Property Managers those who may not be qualified in estate management but have the experience. Subsequently, another meeting was organised by PEPS with MOF to finalize those issues that are pending because of the objection of Ministry of Urban Wellbeing Housing & Local Government. The comments are available for reference and could be referred as written in the report. In further to this, MIPPM has been encouraged to amend its Constitution in order to open up to facilitate membership to Property Managers who are not Estate Management graduate but acquired certain numbers of experience.

j. **MIPPM Best Article Award – International Surveying Research Journal**

MIPPM Best Article award was concluded with success and the award was presented to the winner at RISM AGM on 14 May 2016.

k. **Securities Commission – Public Consultant paper on REITS**

MIPPM have submitted comments to Securities Commission via an e-survey. Amongst other recommendations, MIPPM disagreed with the proposal to allow 49% ownership by

REIT managers in the Property Management Company. MIPPM also recommended that property managers of REIT properties should have minimum number of years of property management experience with similar type of properties. This would be one of the ways to mitigate issues on poor management of properties by inexperience/unqualified property managers.

I. MIPPM Professional Certificate for Building Managers

MIPPM is exploring potential of tying up with a University or Learning Institution to provide Professional Certificate for Building Managers. The main objective of this initiative is to give accreditation to those who are currently practising property management but does not have the paper qualification or Degree in property or estate management.

m. Legal Action on the Strata Management Act 2013

Based on the engagement with Y.B Datuk Johari Abdul Ghani, the Minister of Finance II, who has agreed to table the motion to Parliament on the proposed amendment to the VAEA Act where other than valuers can be registered as property managers, MIPPM together with PEPS and RISM have decided to KIV the proposed suit.

n. Loyalty from CSS Decisions Sdn Bhd

MIPPM has received the loyalty payment amounting to RM17,872.24 for 2016.

o. Events for Term 2015/2016

Calendar events for 2015/2016 as per the report were tabled and accepted.

p. Comments from the floor on the Report:

- i. Sr. Eric inquired on the REN courses that were conducted by IM Global. Sr. Sarkunan explained that it has been agreed by the Committee that the courses are to be conducted on a profit sharing basis of 60:40. As feedback, MIPPM should look into conducting the REN courses in-house to avoid any conflict of interest that may arise from the arrangement with a member of the Institute. MIPPM will look on the issue further.
- ii. Sr. Matthias inquired about the required numbers of years in practicing property management for Property Managers be recognised by BOVEA and could practice Property Management, and it was clarified that by law there is no specific numbers of years and has yet to be set. However, the amendments of Valuer's Act allowing those who may have any Degree and practicing and experienced years in Property Management.
- iii. Sr. Eric is in support with the idea of the Best Managed Property Award that was initially mooted by Sr. Sarkunan. This would raise MIPPM to the next level and concrete our presence in the industry.
- iv. It was proposed for MIPPM to conduct an in-depth study on the pre-requisites and syllabus covered through engagement with the education institution to produce a wholesome program for the Professional Certification for Building Managers.

q. Conclusion/Endorsement

Upon clarification of queries on the Report, there were no further matters raised. The Report of Council for term 2015/2016 was accepted by members and seconded by Sr. Vincent.

(3) Accounts

MIPPM's Treasurer General, Dr. Siti Uzairiah presented the Audited Account for the year of 2015. She highlighted that the Audited Account for 2016 is still in progress of reconciliation and to be audited by the appointed auditors. The Management Account for 2016 is only up to November 2016. Details of expenditures were presented accordingly.

Enquiry/Comment from the floor:

- i. There were some discrepancies to the figures in 2014 and 2015 audited accounts. Sr. Sarkunan highlighted that there were issues for 2014 and 2015 accounts that are untraceable. However, moving forward the Committee will ensure that the records are to be kept properly and in order.
- ii. MIPPM to write officially to RISM seeking clarification on a payment of RM1,250.00 made to them in 2015.
- iii. It was highlighted that Membership Fee had dropped from 2014 to 2015. The Auditor explained that it was recorded by receipts and cash basis; there is no reliable records to make reference for the membership payments made for the terms.
- iv. To respond on earlier issue, the Auditor had highlighted that some REN Courses expenses are more than the profit made and MIPPM should monitor and take note on the issue.
- v. It was proposed for the 2017 AGM to be held after March so that both Audited Accounts for 2016 and 2017 can be presented during the meeting.

Conclusion/Endorsement

The Statement of Accounts for the year 2015 was accepted and proposed close by Sr. Vincent and seconded by Dr. Hishammudin.

(4) Amendments to the Constitution

Sr. Sarkunan presented the proposed amendments to the current Constitution. Kindly refer to the attached draft showing track changes on the proposed amendments.

Key amendments:

1. General

- a. To change the word "The Association" to "The Institute"
- b. To change the word "Objects" to "Objectives"
- c. To change the word "Council" to "Committee"
- d. To add in the word "He or she" in any statement addressing a person

- e. To add the word “Royal” at the beginning of Institution of Surveyor, Malaysia
- f. To define The Board of Valuers, Appraisers and Estate Agents Malaysia as the Governing Body

2. Rule 5: Membership

- a. Rule 5 (1) – amendments to include non-Malaysia citizens who possessed a permanent resident status.
- b. Rule 5 (1 iii) – to include an additional prerequisite on the membership which allow the applicants who has more than five (5) continuous years working experience in a managerial role in the property management and is his principal work/calling.

There was a debate on the number of working experience years of the applicant. The matter was resolved through outright voting by the members:

3 years	:	13 votes
5 years	:	15 votes
10 years	:	0 vote

- c. Rule 5 (2) – Additional requirement for applicants under Rule 5 (1 iii), whereby a record of experience is be submitted as evidence.
- d. Rule 5 (4) – Additional provision on allowing the Committee to call on applicant for a professional interview if deemed necessary.
- e. Rule 5 (6) – proposed to be omitted.

3. Rule 6: Entrance Fees, Subscriptions and other dues.

The Committee had proposed to impose an Entrance Fee of RM50 and to increase the Yearly Subscription Fee from RM50 to RM100.

The majority had voted against the increment and proposed to maintain the current fee structure of RM50 for the Yearly Subscription Fee with no Entrance Fee for application of new members.

4. Rule 7: Resignation & Termination.

Additional statement on bankruptcy declaration and status of the Committee under Rule 7 (3).

5. Rule 8: General Meeting.

- a. Rule 8 (3) – To add in the definition of the “Term” which states “The period between annual general meetings shall be called a term”.
- b. Rule 8 (3d) – to add-in the word “Honorary and External Auditors”.
- c. Rule 8 (4) – to amend the sentence to include “...a notice of General Meeting together with...”
- d. Rule 8 (9) – proposed to be omitted.

6. Rule 9: Committee.

- a. To revised the number of Executive Officers from seven (7) to four (4):
 - A President
 - A Deputy President
 - A Secretary General
 - A Treasurer General
- b. To add-in provision on the number of Ordinary Members; not more than six (6) and not less than four (4).
- c. Additional provision as proposed under Rules 9 (1), (2) and (9):
 - (1) The Committee shall take office immediately after the annual general meeting.
 - (2) No member of the Committee can hold the same office for more than two (2) consecutive terms.
 - (9) All except the President intending to hold office for the second consecutive term will need to seek re-election 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.
- d. Rule 9 (10) – to change the word “three months” to “two months”.

7. Rule 11: Financial Provisions.

- a. Rule 11 (3) – To revised the previous statement to the following:

“All cheques or withdrawal notices on The Institute's account shall be signed jointly by the Treasurer General and the Secretary General or the President. At all times there shall be two (2) signatories to the cheque or withdrawal notice”.
- b. Rule 11 (4) – To revised the previous statement to the following:

“No expenditure exceeding RM 5,000/- (Ringgit Malaysia Five Thousand Only) at any one time shall be incurred without the prior sanction of the Committee, and no expenditure exceeding RM 50,000/- (Ringgit Malaysia Fifty Thousand Only) in any one calendar month shall be incurred without the prior sanction of a general meeting”.

8. Rule 12: Auditors.

- a. Rule 12 (1) – To defined the appointment of the Honorary Auditors and term of services:

“Two persons, who shall not be office-bearers of The Institute, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for the term and shall not be reappointed more than two (2) consecutive terms”.
- b. Rule 12 (2) – to further defined the role of the Honorary Auditors:

“The Auditors shall be required to audit the accounts of The Institute for the year, and to ensure the accounts are properly audited by the appointed external auditor who shall prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of The Institute at any time within their tenure of office, and to make a report to the Committee”.

9. Rule 13: Auditors.

To add-in "...The Institute for the purpose of vesting..." in the statement of Rule 13 (1).

10. Rule 14: Interpretation.

To replace the word "countermanded" with "revoked".

Conclusion/Endorsement

The amendments to the Constitution were accepted by the floor with the exception of one (1) member who wishes to abstain. The matter was propose to be closed by Sr. Firdaus and seconded by Dr. Hishammudin.

(5) Election of Committee Members / Office Bearers

The current Committee stepped down to allow for the new election of office bearers. The election was done via nomination of names and seconded by a member from the floor. It is noted that the election of Committee is still in accordance to the current Constitution.

President

Sr. Sarkunan has stated his intention to run as President for one more term. He was nominated by Sr. Faiyaz and seconded by Sr. Francis Loh.

Deputy President

Sr. Adzman was nominated as Deputy President by Sr. Faizal and was seconded by Sr. Siew Yee Hoong and Sr. Nageswaran.

Vice Presidents (three (3) positions)

1. Tn Haji Kamarulzaman was nominated by Sr. Adzman as the 1st Vice President and was seconded by Sr. Nageswaran.
2. Sr. Faizal Fuad was nominated as the 2nd Vice President by Sr. Adzman and was seconded by Sr. Victor Huang.
3. Prof. Dr. Ting was nominated as 3rd Vice President by Sr. Sarkunan and seconded by Sr. Nageswaran.

Secretary General

Pn. Yasmin Husin Jamal was nominated as Secretary General by Sr. Nageswaran and seconded by Sr. Adzman. The nomination was proposed close by Sr. Siew Yee Hoong.

Treasurer General

Dr. Siti Uzairah was nominated as Treasurer General by Sr. Adzman, however the position was objected by Dr. Siti herself due to her current commitment as same office bearer with another Association.

Mrs. Jasmine Liau Huoi Chin was then nominated and elected as Treasurer General by Sr. Faizal and was seconded by Sr. Nageswaran, and the nomination proposed close by Sr. Adzman.

Ordinary Committee Members

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

1. Sr. Faiyaz was nominated by Sr. Adzman and seconded by Sr. Nageswaran
2. Sr. Nageswaran was nominated by Sr. Adzman and seconded by Sr. Andrew
3. Sr. Siew Yee Hoong was nominated by Sr. Nageswaran and seconded by Sr. Andrew
4. Sr. Andrew was proposed by Sr. Siew Yee Hoong and seconded by Sr. Francis Loh
5. Sr. Ahmad Ishak was nominated by Sr. Nageswaran and seconded Sr. Faiyaz
6. Dr. Siti Uzairiah was proposed by Sr. Adzman and seconded by Mrs. Jasmine

The nomination of the Ordinary Committee was proposed close by Sr. Adzman and seconded by Sr. Faiyaz.

(6) Appointment of Auditors

Honorary Auditors

Sr. Cheng King How and Sr. Francis Loh were appointed as Honorary Auditors.

External Auditors

It was agreed that Messrs. Yeap Cheng Chuan & Co. is to be appointed as the External Auditors.

(7) Other Matter Arising

It was advised for MIPPM to have a representative in The International Real Estate Federation (FIABCI). The new Committee is to take note on the proposal and to further deliberate at the 1st Committee Meeting.

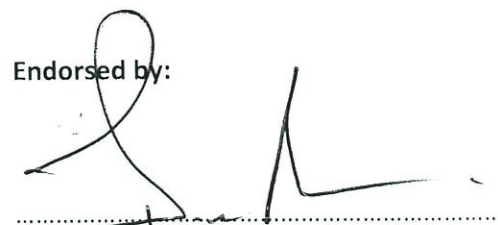
To close the Annual General Meeting 2017, the newly elected President, Sr. Sarkunan welcome the new line of Committee members and thanked members of the floor for attending the meeting.

With no other matters raised, the meeting was concluded and adjourned at 4.50pm.

Prepared by:


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YASMIN BINTI HUSIN JAMAL
Secretary General

Endorsed by:


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SR. SARKUNAN A/L G. SUBRAMANIAM
President