



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

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**MINUTES OF THE 9<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) OF MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM) ON 19<sup>TH</sup> AUGUST 2020**

**PRESENT:**

- |  |                       |
|--|-----------------------|
| 1. Sr Haji Adzman Shah Bin Mohd Ariffin (PFM 0019) | MIPFM President       |
| 2. Sr Haji Kamarulzaman bin Mat Salleh (PMF 0020)  | Deputy President      |
| 3. Sr Nageswaran A/L Muniandy (PMF 0014)           | Secretary General     |
| 4. Sr Siew Yee Hoong (PMF 0001)                    | Treasurer General     |
| 5. Sr Hj Ishak Bin Ismail (PMF 0017)               | Committee Member (PP) |
| 6. Sr Mohd Faizal bin Fuad (PMF 0009)              | Committee Member (PP) |
| 7. Prof Sr Dr. Ting Kien Hwa (PMF 0021)            | Committee Member      |
| 8. Sr Faiyaz Ahmad Bin Maruf (PMF 0004)            | Committee Member      |
| 9. Sr Matthias Loui Hoong Fei (PMF 0013)           | Committee Member      |
| 10. Mohd Razik Bin Mohamed Shakif (PM 0854)        | Committee Member      |

**ALSO PRESENT:**

NO	MEMBERSHIP NO.	NAME
1	PMF 0022	Tan Sri Dato' (Dr) Sr Abdul Rahim Abdul Rahman
2	PM 1059	Ahmad Aiman Naqib Bin Ahmad Shaufie
3	PM 0569	Ahmad Ishak bin Ahmad Tajul Ariffin
4	PM 1060	Ahmad Syafiq Bin Asha'arey
5	PM 1066	Ahmad Syazwan Bin Mohamad
6	PM 0435	Chan Kian Sang @ Chan Boon Loy
7	PM 0126	Chin Cho Liang
8	PM 0820	Dato' Chong Pah Aung
9	PM 0840	Datuk Paul Khong Poh Yew
10	PM 0130	Deb Brata Das Gupta
11	PM 0908	Goh Ai Hway
12	PM 0191	Gun Wei Seng
13	PM 0768	Gunaseelan A/L Salvem
14	PM 0592	Huang Hua (Victor)
15	PM 0864	Jaganathan A/L Doraisamy
16	PM 0998	Jai Gaanesh S/O Muniandy @ Jeyaraman
17	PM 0898	Lee Swee Kien
18	PM 1068	Liew Chee Yong
19	PM 0914	Lim Chee Chun
20	PM 0884	Lim Tek Guan
21	PM 0152	Loh Beng Hooi
22	PMF 0016	Low Han Hoe
23	PM 0753	M.Letchumanan A/L M.Manickavasagam
24	PM 1067	Mohammad Nur Ilham Bin Nasri

25	PM 0974	Mohd Junaidi Bin Juhari
26	PM 0590	Muhamad Saef Furqan Bin Rosni
27	PM 0798	Muralitharan A/L Arunakari
28	PM 0995	Nevishkumar A/L Kumaran
29	PM 0806	Preeveen Ram A/L Ramasamy
30	PM 0975	Rajendran A/L Poongavanam
31	PM 0363	Rama Moorthy A/L Appanah
32	PM 1007	Rathis Kumar A/L Radhakrishnan
33	PM 0742	Rozaini Bin Nizar
34	PM 0185	Samsul Kamar Bin Sukiman
35	PM 0870	Sathiaselvan A/L K. Dorai Raju
36	PM 0893	Satish Kumar Naidu A/L Sitaram
37	PMF 0018	Sr Looi Siew Fatt
38	PM 0872	Sr Mohd Khairul Anuar Bin Azhan
39	PM 0071	Tan Chong Kheng
40	PM 0816	Tan Soo Hock
41	PM 0665	Tiong Eng Ming
42	PM 0007	Tunku Dato' Adj Prof Sr Dr Fauzi bin Tunku Dato' Abdul Malek Al Haj
43	PM 1052	V. S. Ganesan V. Sagadevan
44	PM 0867	Wong Chau Siang
45	PM 0760	Lim Kern Ngee

## **AGENDA**

### **1. Welcome Remark by MIPFM President**

MIPFM President, Sr Haji Adzman welcomed the floor and called the meeting to order at 10.30 am.

Sr Haji Adzman briefly explained that MIPFM actively conducted activities throughout the year 2019. Besides, he announced MIPFM will conduct seminar series for the year 2020 and launch a certified course by the first quarter of 2021.

Additionally, he adds that MIPFM was involved with Kementerian Perumahan dan Kerajaan Tempatan (KPKT) and the Ministry of International Trade and Industry (MITI) to ensure property management services are recognised as an essential service and prepared guidance circular on the latest government issued SOPs during the Movement Control Order (MCO). Besides, MIPFM has issued guidelines to be used by members and the public related to the strata building management. He adds MIPFM also conducted an interactive forum via Facebook live during and after the MCO. Moreover, Sr Haji Adzman informed that MIPFM has published the 3<sup>rd</sup> edition of The Property Manager e-Journal and the next edition will be released soon. Sr Haji Adzman took the opportunity to express his gratitude to Sr Dr. Ting Kien Hwa, the Editor in Chief for his hard work in producing MIPFM e-Journal. He adds that the e-journal is very informative and useful to the members. Besides, MIPFM also took part in The EdgeProp Malaysia's Best Managed Property Awards 2020 as one of the Panel Judges.

### **2. Confirmation Minutes from the Previous AGM**

Sr Nageswaran explained that the previous minutes of AGM have been circulated together with the Notice of AGM and Audited report. It is also available on the MIPFM website. Sr Nageswaran announced that we have met the quorum with 55 attendees and the meeting to proceed.

Minutes of the 8<sup>th</sup> AGM were tabled and discussed.

Being no further comments by members, Sr David Looi (PMF 0018) proposed to accept and adopt the minutes and seconded by Mr. Rama Moorthy (PM 0363).

### **3. Report of the Council for 2019/2020**

Sr Nageswaran presented the MIPFM report for the term of 2019/2020. The following items were briefed:

#### **3.1 Office Bearers for 2019/2021**

The previous AGM was held on 2<sup>nd</sup> May 2019. Ten (10) committees were elected and the list was displayed on the screen. Eight (8) nos. of meetings were held for the term. All meetings had a quorum with the majority of committees being present.

#### **3.2 Allocation of Portfolio**

Seven (7) portfolio has been assigned to each Committee such as Membership & Recruitment, CPD & Training Program, Conference & Annual Dinner, Newsletter & Publication, Press / Media, Collaboration & Partnership and SOP & Professional Certification Program.

#### **3.3 Financial Statement**

Sr Nageswaran briefly explained on MIPFM financial statement. MIPFM has accumulated Funds of RM363,105.32 at year-end 31<sup>st</sup> December 2019 and our Current Asset stands at RM394,322.83. Our total income was RM366,432.53 and total expenditure including tax was RM317,201.35. We have recorded a Surplus of RM49,231.18 for the year ended 31<sup>st</sup> December 2019 with a Fixed Deposit account amount of RM262,968.35.

### 3.4 Membership

MIPFM has 835 active members as of 9<sup>th</sup> July 2020 including 22 Fellow members, 754 Ordinary members and 59 Associate members.

About 70 members are in default for three (3) consecutive years (2018, 2019 and 2020) of membership subscriptions and another 372 members have not paid their membership prior to 2020. Sr Nageswaran urged members who attended these AGM to remind their friends or colleagues that also a member of MIPFM to pay their membership subscription.

### 3.5 Report on Activities

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

MIPFM continued the collaboration with IM Global Property Consultants Sdn Bhd and IPC Realty (PTJ) Sdn Bhd in organising a series of workshops for the Registration Real Estate Negotiators for 2019/2020. Based on 40% profit sharing, MIPFM had received an income of RM 12,547.96 for the year 2019.

#### ii. **CPD Seminars**

The seminar series was fully sponsored by Nippon Paint Malaysia

- Full day CPD Seminar on Effective Sustainable Property Management  
The seminar was held in Crystal Crown Hotel, Petaling Jaya and the number of participants is 66.
- Half Day CPD Seminar on Predictive and Preventive Maintenance (PPM) & MIPFM Hari Raya  
The seminar was held in Putra World Trade Centre (PWTC) and the number of participants is 81.
- Full Day CPD Seminar Series on Property Management Best Practice Series in Penang  
The seminar was held in The Gurney Resort, Penang and the number of participants is 49.
- Full Day CPD Seminar Series on Property Management Best Practice Series in Johor Bahru  
The seminar was held in The Puteri Pacific Convention Centre and the number of participants is 100.
- Full Day CPD Seminar Series on Property Management Best Practice Series in Kota Kinabalu  
The seminar was held in Ming Garden Hotel & Residence Kota Kinabalu and the number of participants is 54.

#### iii. **MIPFM Conference 2019**

MIPFM Conference 2019 was held on 21st November 2019 at Putra World Trade Centre (PWTC), Kuala Lumpur and we have received 188 numbers of participants. The conference was officiated by Sr Haji Mohd Khairudin bin Abd Halim, Director General of Valuation and Property Services Department (JPPH) and President of the Board of Valuers, Appraisers, Estate Agents and Property Managers Malaysia (BOVEAP). We have invited overseas and local speakers to give talks at the Conference. The conference was sponsored and supported by Nippon Paint Malaysia, CSS Decisions Sdn Bhd, Rexaco Engineering Sdn Bhd, IPC Group Property Management Sdn Bhd, ExaStrata Solutions Sdn Bhd, IM Global Property Consultants Sdn Bhd, Knight Frank Malaysia and HSR Group Property Management.

#### iv. **Live talks on MIPFM Facebook page**

Sr Nageswaran explained in the year 2020 MIPFM was active through online talks due to the pandemic. MIPFM has proudly hosted live stream talks on the MIPFM Facebook page on 'Property Management Practices During MCO' and 'Property Technology During and After MCO'. The talk has received positive responses with close to 300 viewers who enjoyed the knowledge-sharing session.

### **3.6 The Property Manager (E-Journal)**

An important milestone for MIPFM in the year 2019 is the publication of The Property Manager E-Journal. The Property Manager was launched at MIPFM Conference 2019 by MIPFM President, Sr Haji Adzman Shah bin Mohd Ariffin together with Professor Sr Ts Dr. Ting Kien Hwa, Editor-in-Chief. To date, the journal has gone into the third edition (Vol. 3). Members will enjoy the privilege to receive a copy of the MIPFM e-journal. He hopes members will take the opportunity to read the e-journal as it is very informative and relevant updates related to property management issues and other practical techniques. He adds that we welcome all contributors to share knowledge in The Property Manager.

### **3.7 MIPFM'S Report Activity During Movement Control Order (MCO)**

During Movement Control Order (MCO) period due Covid-19 pandemic, MIPFM was active in engaging and providing assistance to members and also the public. MIPFM has been working closely with KPKT, MITI and the authorities in an effort to provide the best solution and for property management service to be recognized as an essential service. MIPFM has actively contributed to the SOPs and guidelines during the MCO.

### **3.8 Royalty from CSS Decision Sdn Bhd**

MIPFM continues to receive royalty payments from CSS Decisions Sdn Bhd (formerly known as CSS Solutions Sdn Bhd) owing to the MOU signed in 2012 in which MIPFM will receive a 5% royalty payment for each of its members subscribing to CSS Decisions's software. The total amount received for 2019 was RM 22,271.94. Sr Nageswaran said the MOU is not only an income to MIPFM, but the CSS application would also be useful to the members.

### **3.9 MIPFM Representatives at the Board of Valuers, Appraisers, Estate Agents and Property Managers (LPPEH)**

MIPFM has two (2) representatives appointed at the Board of Valuers, Appraisers, Estate Agents and Property Managers (LPPEH) which is Sr Faizal bin Fuad as a Board Member and Sr Siew Yee Hoong as a Property Management Committee Member.

## **4. Accounts**

Sr Siew Yee Hoong as a Treasurer General to present MIPFM Financial report for the year of 2019. Sr Siew announces the surplus for the year 2019 was RM49,231.18. He clarified that tax provision is higher due to the underprovided in the year 2018. He informed MIPFM has cash and bank balances of RM125,846.76, receivables of RM5,507.72 and a fixed deposit of RM262,968.35 give a total Current Assets of RM394,322.83. While the Current Liability was RM35,564.63 gives the Net current assets for the year 2019 was RM363,105.32. Sr Siew briefly read the income and expenditure of the year 2019.

#### **Enquiry/Comments from the floor:**

- i. Mr Thomas Tan (PM0816) as the appointed Internal Auditor for 2019 opined that the overall account is healthy and expressed few observations as follows.
  - The income recognition on membership subscription from the Auditor Report was only on receipts basis that reflected collection. It does not include defaulters. He added that these might be a norm or by external auditor advised.
  - There is a decline in the income from CSS royalty which likely due to market competition. Therefore, Mr Thomas suggested the committee to consider collaborating with other companies in the market.
  - Clarification on the incentives amount of RM14,700 and entertainment amount of RM5,600

Sr Siew clarified that the incentives are referred to as the staff bonus for the year 2019. He adds that the entertainment was to support the other fellow associations. The payments are made for RISM and PEPS dinner.

Being no further comments by members, Mr Thomas Tan Soo Hock (PM0816) proposed to accept and adopt the accounts for the year 2019 and seconded by Lee Swee Kien (PM 0898).

## **5. Appointment of Auditors**

### **i. Internal Auditor 1**

Sr Low Han Hoe (PMF0016) was proposed by Sr Haji Adzman Shah (PMF0019) and seconded by Datuk Paul Khong (PM0840)

### **ii. Internal Auditor 2**

Tunku Dato' Adj Prof Sr Dr Fauzi (PM0007) was proposed by Sr Haji Adzman Shah (PMF0019) and seconded by Sr Low Han Hoe (PMF0016)

### **iii. External auditor**

Sr Haji Adzman Shah (PMF0019) proposed to remain with Yeap Cheng Chuan & Co. and was seconded by Sr Haji Ishak Ismail (PMF0017)

Sr Nageswaran encouraged more participation from members to support the MIPFM seminar as the result to gain more income.

## **6. Proposed amendments to the constitution**

Sr Haji Adzman Shah proposed nine (9) motions to the floor as below: -

### ➤ **MOTION 1: AMENDMENTS TO CONSTITUTION ERRATA**

Justification: To amend constitution errata under clause number 5 (Membership) at point number 10 and 14 on page 3

Being no further comments by members, Mr Nevishkumar (PM0995) proposed to accept and adopt the motion and was seconded by Mr M.Letchumanan (PM 0753).

### ➤ **MOTION 2: USAGE OF MIPFM LOGO**

Justification: To add rules and guidelines on the usage of the MIPFM logo at clause number 3 (Logo) on page 1 as below points:-

- (1) Members who are not in default of the membership fees are allowed to use the MIPFM logo on their business cards. The maximum measurement on the logo should not exceed 10mm(H) x 15mm(W).
- (2) Members who are in default of the membership fees exceed three years subscription shall remove the MIPFM logo from all their business stationeries.

### **Enquiry/Comments from the floor:**

- i. Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022) inquired how long a person can still be a member of MIPFM without paying the subscription fees.
  - Sr Haji Adzman Shah said a letter of demand will be sent to the debtors and a maximum of 3 years before termination of membership. He adds once this motion is approved, we will issue a notice of termination to the defaulters.
- ii. Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022) commented that MIPFM logo is big and will take a lot space on business stationeries. Thus, Tan Sri Dato' Dr. Sr Abdul Rahim suggested if the committee would consider changing/resizing the logo.
  - Sr Haji Adzman said we were about to launch a tagline competition early this year before the pandemic. Perhaps we can have a tagline & new logo competition. He adds that this year AGM was delayed due to the pandemic and the next AGM will be in held May 2021. Therefore, we have about six (6) months to consider the suggestion.

Being no further comments by members, Mr Rozaini (PM0742) proposed to accept and adopt the motion and was seconded by Sr Looi Siew Fatt (PMF0018).

➤ **MOTION 3: REQUIREMENT TO UPGRADE TO FELLOWSHIP**

Justification: To add the requirement to upgrade to the membership class of Fellow under clause number 5 (Membership) at point number 11 on page 3 as below point:-

- (11) To upgrade to the membership class of Fellow, an Ordinary member must be a member of MIPFM for a minimum of five (5) years and receive two (2) nominations from the Committee and endorsement by one (1) Fellow member.

Being no further comments by members, Mr V. S. Ganesan (PM1052) proposed to accept and adopt the motion and seconded by Tunku Dato' Adj Prof Sr Dr Fauzi (PM0007).

➤ **MOTION 4: ISSUANCE MEMBERSHIP PREFIX**

Justification: To issue proper prefix for membership reference number under clause number 5 (Membership) at point number 13 on page 3. The previous prefix conflicted with the PM numbers issued by The Board of Valuers, Appraisers, Estate Agents and Property Managers (LPPEH). Below point will be added:-

- (13) Applicants who are approved and accepted as members will be issued with the following prefix number:-
- i PFM No. M (xxxx)
  - ii PFM No. A (xxxx)
  - iii PFM No. F (xxxx)

Being no further comments by members, Mr Rozaini (PM0742) proposed to accept and adopt the motion and was seconded by Sr Andrew Chan (PM0435).

➤ **MOTION 5: NOTICE AND CONVENING OF THE OF GENERAL MEETING**

Justification: To add service of notices and the convening of the General Meeting under clause number 8 (General Meeting) at point number 6 on page 5 as below point:-

- (6) Service of notices shall be either by hand, by post and/or digital medium. Thus, the General Meeting can be either by physical and/or visual.

Being no further comments by members, Lee Swee Kien (PM0898) proposed to accept and adopt the motion and seconded by Mr Sathiaseelan (PM0870).

➤ **MOTION 6: FOUR (4) EXECUTIVE OFFICER POSITIONS (EXCO)**

Justification: To add criteria to hold Executive Officer (EXCO) positions under clause number 9 (Committee) at point number 1 on page 6.

**Enquiry/Comments from the floor:**

- i. Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022) said he agreed for senior members to be top committee, especially on President and Deputy President position. However, Tan Sri's opinion that Secretary-General and Treasurer General can be an active members.
  - Sr Haji Adzman said this initiative is to ensure the EXCO already with MIPFM for more than five (5) years, has been recognised by BOVEAP and understands on how the association works.
- ii. Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022) adds an ordinary member must be nominated to get a Fellow even though that particular member can function as Secretary-General.

- iii. Dato' Chong Pah Aung (PM0820) agreed with Tan Sri suggestion on President and Deputy President can be hold by Fellow members. While can offer opportunities to the younger generation to experience becoming Secretary-General and Treasurer General.
  - Sr Haji Adzman suggested to vote whether to proceed or to reviewed and bring back to the next AGM
  - 33 members voted not to proceed and 22 members on the status quo. Therefore, the motion is to be reviewed by the committee.

➤ **MOTION 7: THE APPOINTMENT OF AN EDITORIAL BOARD**

Justification: To add the appointment of Editorial Board under clause number 9 (Committee) at point number 19 on page 7 as below point: -

- (19) The Committee shall appoint an Editorial Board for one (1) term of two (2) years and subject to the appointment at the end of each term.

Being no further comments by members, Sr Looi Siew Fatt (PMF0018) proposed to accept and adopt the motion and seconded by Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022).

➤ **MOTION 8: BENEVOLENT FUND**

Justification: To add 'Benevolent Fund' to the spouse or surviving children of the member under clause number 11 (Financial Provisions) at point number 7 on page 8. This is an initiative to look into members' welfare. Below point will be added:-

- (7) Benevolent fund of RM 500.00 as a death benefit to the designated beneficiary(ies) of deceased members.

**Enquiry/Comments from the floor:**

- i. Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022) appreciated the idea but certain families will not accept any donation and would prefer to go to the charity.
  - Sr Haji Adzman said it is a good gesture to have benevolent fund and most of the company have adopted to this.
- ii. Tan Sri Dato' Dr. Sr Abdul Rahim (PMF0022) suggested if we to proceed with this motion, MIPFM must contact their family whether they are willing to accept or the money will go to the charity.
  - Sr Haji Adzman agreed to take Tan Sri's suggestion.
- iii. Mr Thomas Tan Soo Hock (PM0816) highlights on the grammatical error by removing 'a'.

Being no further comments by members, Rathis Kumar (PM1007) proposed to accept and adopt the motion and seconded by Mr Rozaini (PM0742).

➤ **MOTION 9: INTERNAL AUDITORS ROLE**

Justification: To outline the role and duty of internal auditors under clause number 12 (Auditors) at point number 2 on page 8 by modified below point:-

- (2) The internal auditor shall be required to audit the management account of the Institute for the year before the accounts are properly audited by the appointed external auditor. They may also be required by the President to audit the accounts and the internal procedures of The Institute at any time within their tenure of office and to make a report to the Committee.

Being no further comments by members, Mr Thomas Tan Soo Hock (PM0816) proposed to accept and adopt the accounts for the year 2019 and seconded by M.Letchumanan (PM0753).

**7. PROPOSED MIPFM ACTIVITIES FOR 2020**

Sr Haji Kamarulzaman briefed MIPFM will be organising Seminar Series for the year 2020 on 'Proactive Property Manager'. He adds due to the pandemic, our event has dragged and is quite limited. Therefore, MIPFM plans five (5) seminar series for the year 2020 which will be on 17 September 2020 in Crystal Crown Hotel, Petaling Jaya, 29 September 2020 in Erya by Suria Cherating, 8 October 2020 in Berjaya Hotel Penang, 22 October 2020 in Le Grandeur Johor and 12 November 2020 in Kota Kinabalu. 'Proactive Property Manager' seminar series will cover four (4) topics which are COB's Procurement, Financial & Credit Control, Administrative Management and Occupational, Safety & Health Compliance

**8. LAUNCHING OF MIPFM CERTIFICATION COURSE**

Prof Sr Dr. Ting Kien Hwa as the course leader introduces MIPFM Certification Course to the members. Prof said this course aims to help Property Management Companies to train their staff on the basic function of various facilities in Property Management. Prof announced that there will be six (6) courses such as Certificate of Tenancy Management, Certificate of Facility and Operation, Certificate of Accounting in property Management, Certified Property Admin (CPA), Certified Building Exec (CBE), Certified Building Manager (CBM). The course is expected to be conducted by the first quarter of 2021. Prof hopes this specialised course will upgrade the knowledge and skills in the operation of the Property Management activities.

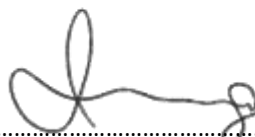
With no other matters raised, the meeting was concluded and adjourned at 11.35 am.

**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