



**INSTITUT PENGURUS HARTA DAN FASILITI MALAYSIA  
MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)  
(PPM-033-10-30032011)**

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**NOTICE OF 10<sup>th</sup> ANNUAL GENERAL MEETING (AGM) OF THE  
MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)**

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**TO ALL MIPFM MEMBERS,**

**NOTICE IS HEREBY GIVEN** that the **10<sup>th</sup>** Annual General Meeting (AGM) of the Malaysian Institute of Property and Facility Managers (MIPFM) will be on:

**Date : 30 September 2021, Thursday**  
**Time : 8.45 am – 12.00 pm**  
**Platform : Online AGM via Zoom**

**PROGRAMME**

<b>08.45 am – 09.00 am</b>	: Registration
<b>09.00 am – 11.00 am</b>	: MIPFM 10 <sup>th</sup> Annual General Meeting (AGM) Commences
<b>11.00 am – 11.45 am</b>	: Election of the Committee for 2021/2023
<b>12.00pm</b>	: Meeting Ended

**The AGM agenda shall be as below: -**

- 1. Welcoming Remark from MIPFM President**
- 2. Confirmation of Minutes of the Previous AGM**
  - To confirm and adopt the minutes of the previous AGM
- 3. Annual Report**
  - To confirm and adopt the Report of the Council for the year 2020/21
- 4. Audited Accounts Report**
  - To consider and approve the Audited Accounts for the year ended 2020
- 5. Appointment of Auditor**
  - To appoint the Honorary Auditors and External Auditors for the ensuing term
- 6. Proposed Amendments to the Constitution**
  - Motion 1 : To determine a Prefix for "Property Manager" for Members of MIPFM
  - Motion 2 : To upgrade Associate Member to Ordinary Member after 3 years
  - Motion 3 : To Appoint an Honorary Legal Advisor
- 7. Election of Committee**
  - To hold election of Executive Officers and Ordinary Committee members as per Article 9 (1) of the constitution
- 8. Any Other Business**
  - To transact any other business of which not less than seven (7) clear days' notice have been deposited in writing with the Secretary.

**\*Kindly note that:**

1. The voting members shall be only the Ordinary members and Fellows of The Institute.
2. Only members who are not in arrears up to 2021 are entitled to vote.
3. At least twice the total number of committee members must be present at the annual general meeting (AGM) for its proceedings to be valid and to constitute a quorum.
4. If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Institute or make any decision affecting the whole membership including those involving immovable property.
5. Attached with this notice is the AGM program for your reference

*In order to support go green environment, Statement of Audited Accounts for the year ended 2020, Minutes of Previous AGM Meeting and Report of the Council for the year 2020/2021 can be viewed and downloaded from MIPFM's website at [www.mipfm.org.my](http://www.mipfm.org.my)*



**BY ORDER OF THE COUNCIL**

Sr Nageswaran Muniandy

Secretary General

Dated: 15.9.2021

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**RESPONSE FORM**

**MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)  
10<sup>TH</sup> ANNUAL GENERAL MEETING  
30 SEPTEMBER 2021 (THURSDAY), 8.45 AM**

Please tick (✓) in the appropriate boxes.

I **WILL** BE ATTENDING THE AGM

I **WILL NOT** BE ATTENDING THE AGM,  
PLEASE ACCEPT MY APOLOGIES

Name: \_\_\_\_\_ MIPFM Membership No.: \_\_\_\_\_

Organisation/ Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

Kindly return this slip via email to [secretariat@mipfm.org.my](mailto:secretariat@mipfm.org.my) or scan the QR Code below to register online.



## **PROPOSED AMENDMENTS TO THE CONSTITUTION**

- **Motion 1: To determine a Prefix for “Property Manager” for Members of MIPFM**

Proposed by Prof Sr Dr. Ting Kien Hwa

In line with other professional bodies that already have prefix e.g. Sr, Ar, Ir, etc for its members, I would like to suggest to have a prefix for Members of MIPFM.

Members of MIPFM refer to Ordinary Members and Fellow Members of MIPFM who are eligible to use the prefix. Members who use the prefix need to be Registered Property Managers with the Board of Valuers, Appraisers, Estate Agents and Property Managers Malaysia.

The following two prefixes are proposed for deliberation, selection and approval during the AGM:

(a) PMr

(b) PMgr

Resolution: The Constitution be amended and to adopt either of the proposed prefixes.

- **Motion 2: To upgrade Associate Member to Ordinary Member after 3 years**

This proposal is to upgrade an Associate member to an Ordinary member after 3 years of being a member of MIPFM.

An Associate member who is not in arrears will be automatically upgraded to an Ordinary member after 3 years of being a member of MIPFM and will be given a new membership number, MIPFM membership certificate, and will be entitled to use the initial MMIPFM.

- **Motion 3: To Appoint an Honorary Legal Advisor**

Proposed to appoint an Honorary Legal Advisor for MIPFM. Act to advise MIPFM in legal matters, that requiring a legal opinion from a lawyer and any necessary actions thereafter.

The Committee elected at the Annual General Meeting (AGM) shall appoint their Honorary Legal Advisor base on the Committee of the term discretion.