



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

Suite 1, Level 1, Bangunan Juruukur,  
64-66, Jalan 52/4, 46200, Petaling Jaya, Selangor  
Tel: 03-79601261 / 019-6008022  
Email: [secretariat@mipfm.org.my](mailto:secretariat@mipfm.org.my)

**TO ALL MIPFM MEMBERS,**


**NOTICE OF 11TH ANNUAL GENERAL MEETING (AGM) OF THE  
MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)**

**NOTICE IS HEREBY GIVEN** that the 11<sup>th</sup> Annual General Meeting (AGM) of the Malaysian Institute of Property and Facility Managers (MIPFM) will be held on **28<sup>th</sup> September 2022 (Wednesday), at 10.00 am (registration starts at 9.30 am) at Pullman Studio, Level 1, Pullman Hotel Bangsar.**

**AGENDA: -**

1. Welcome note by the President
2. To receive the the minutes of 10th AGM
3. To receive the Annual Report for term 2021/2022
4. To receive the Audited Financial Statements for year ended 2021
5. To appoint internal and external auditors
6. Proposed Amendment to the Constitution
  - To approve the use of the Prefix "PMgr" for "Property Manager" for qualified members of MIPFM who are also Registered Property Managers of BOVAEP.
7. Any Other Business
  - To discuss any other motions or matters of which a notice in writing shall be deposited in writing to the Secretary General not less than seven (7) working days from the date of this meeting.

**BY ORDER OF THE COMMITTEE**

  
Sr Nageswaran Muniandy  
Secretary General 2021/2023  
Dated: 12/9/2022

**\*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 2022 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.

*In order to support go green environment, the Statement of Audited Accounts for the year ended 2021, Minutes of the Previous AGM, and Annual Report of the Council for the year 2021/2022 can be viewed and downloaded from MIPFM's website at [www.mipfm.org.my](http://www.mipfm.org.my)*



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**RESPONSE FORM**

**MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)  
11<sup>TH</sup> ANNUAL GENERAL MEETING**

Please tick (v) 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.: \_\_\_\_\_

Company: \_\_\_\_\_

Company/ Residential Address: \_\_\_\_\_

\_\_\_\_\_

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

**Please be informed the seating arrangement will be based on prior confirmation of your attendance. Kindly return this slip via email to [secretariat@mipfm.org.my](mailto:secretariat@mipfm.org.my) or via WhatsApp at 0196008022.**