



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

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**NOTICE OF 8th ANNUAL GENERAL MEETING (AGM) OF THE
MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)**

TO ALL MIPFM MEMBERS,

NOTICE IS HEREBY GIVEN that the **8th** Annual General Meeting (AGM) of the Malaysian Institute of Property and Facility Managers will be on:

Date : 2nd May 2019, Thursday
Venue : Crown Hall 3, Level 4,
Crystal Crown Hotel, Petaling Jaya,
PJs 52, 46200, Selangor

PROGRAM

8.30am – 9.30am	Registration
9.30am – 10.30am	CPD Talk on Best Practices from COB Perspective by Sr. Tuan Haji Kamarulzaman
10.30am – 10.45am	Tea Break
10.45am – 11.00am	Nippon Paint Session
11.00am – 1.00pm	MIPFM AGM

AGENDA

- 1. Previous AGM minutes**
 - To receive and if approved, to adopt minutes of the previous AGM.
- 2. Report**
 - To receive and if approved, to adopt the Report of the Council for the year 2018/19.
- 3. Accounts**
 - To receive the Treasurer's Report and if approved, to adopt the Statement of Audited Accounts for the financial year 2018.
- 4. Appointment of Auditor**
 - To appoint the Honorary Auditors and External Auditors for the ensuing term.
- 5. Amendment to the Constitution**
 - To table propose amendments to the constitution.
- 6. Any Other Business**
 - To transact any other business of which not less than seven clear days' notice have been deposited in writing with the Secretary

7. **Election of Committee**

- To hold election of Executive Officers and Ordinary Committee members as per Article 9 (6) of the constitution.

BY ORDER OF THE COUNCIL

Sr. Nageswaran Muniandy
Secretary General

Dated: 18th April 2019

**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 2019 are entitled to vote.*
3. *At least one-half of the voting membership of the Institute or the voting members present represent twice the total number of committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum. Members are therefore requested to make every effort to attend. **Kindly fill in the attached Response Form.***
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. *Election will be by a simple majority vote by show of hand of the members at the general meeting.*

In order to support go green environment, Statement of Audited Accounts for the year 2018, Minutes of Previous AGM Meeting and Report of the Council for the year 2018/19 can be viewed and downloaded from MIPFM's website at www.mipfm.org.my



RESPONSE FORM

MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)

8th ANNUAL GENERAL MEETING

2nd May 2019

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: _____

Organisation/ Residential Address:

Tel: _____ Email: _____

Kindly return this slip via email to secretariat@mipfm.org.my