



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

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**NOTICE OF 9th ANNUAL GENERAL MEETING (AGM) OF THE
MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)**

TO ALL MIPFM MEMBERS,

NOTICE IS HEREBY GIVEN that the 9th Annual General Meeting (AGM) of the Malaysian Institute of Property and Facility Managers (MIPFM) will be on:

**Date: 19 August 2020, Wednesday
Venue: Kristal Ballroom, Hilton Petaling Jaya**

PROGRAMME

9.00am – 9.30am	:	Registration
9.30am – 10.15am	:	CPD Talk on 'Criteria to be The Best Managed Property in EdgeProp Awards' by Sr Haji Adzman Shah Mohd Ariffin
10.15am – 10.30am	:	Virus Guard anti-viral and anti-bacterial performance by Nippon Paint
10.30am – 12.30pm	:	MIPFM 9 th AGM
12.30pm – 13.00pm	:	MOU signing ceremony with RICS

AGM AGENDA

- 1. Welcoming Remark from MIPFM President**
- 2. Confirmation Minutes from 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 2019/20.
- 4. Accounts**
 - To consider and approve the Treasurers' report and the Audited accounts for the year ended 2019.
- 5. Appointment of Auditor**
 - To appoint the Honorary Auditors and External Auditors for the ensuing term.
- 6. Proposed Amendment to the Constitution**
 - Amendments to Constitution Errata
 - Logo
 - The usage of MIPFM logo
 - Membership
 - Requirement to upgrade to Fellowship
 - Issuance membership Prefix
 - General Meeting
 - Notice and Convening of The of General Meeting
 - Committee
 - Four (4) Executive Officer Positions (Exco)
 - The appointment of an Editorial Board
 - Financial Provisions
 - Benevolent Fund
 - Auditors
 - Internal Auditors Role

BY ORDER OF THE COUNCIL

**Sr. Nageswaran Muniandy
Secretary General**

Dated: 4/8/2020

***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 2020 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. 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.

In order to support go green environment, Statement of Audited Accounts for the year ended 2019, Minutes of Previous AGM Meeting and Report of the Council for the year 2019/20 can be viewed and downloaded from MIPFM's website at www.mipfm.org.my

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RESPONSE FORM

**MALAYSIAN INSTITUTE OF PROPERTY AND FACILITY MANAGERS (MIPFM)
9TH ANNUAL GENERAL MEETING
19 AUGUST 2020**

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