

## CIRCULAR No. 4

### IEM SECRETARIAT OFFICE RESUMES OPERATION

With the approval of many industry and service sectors to resume operations as announced by the Prime Minister on 10 May 2020, IEM Secretariat office will also resume its operation albeit on gradual and staggered mode.

Secretariat in all the respective departments will have staff returning to work beginning 13 May 2020 to pick up on all matters which were stalled during the period of the MCO since 18 March 2020. The IEM Secretariat office will be open from **9.00am to 4.00pm on weekdays until the end of the MCO period.**

In keeping with the SOP from the National Security Council, members are advised to contact the IEM Secretariat to set an appointment before coming over to the office, should there be a need to submit documents or on any other matters that requires assistance of the Secretariat. Members visiting IEM Secretariat office will be required to observe the following precautionary measures



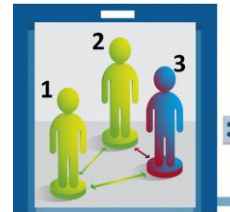
Have temperature taken at Security Guard station. Members with temperature 37.5° or above, would be advised to seek medical treatment.



Sanitize your hands at the Security Guard station



Wear face masks at all times when in the building.



Adhere to social distancing protocol and follow markings on the floor of the lift.

### CALL & MAKE AN APPOINTMENT

IF YOU NEED TO HAVE DISCUSSION WITH THE SECRETARIAT



Otherwise, leave the documents with the security guard.



IEM will ensure all common areas are cleaned and sanitized twice a day

Although IEM Secretariat office will resume operations, all meetings and events/activities of the Institution will nevertheless be conducted virtually as per the restriction issued by the Registrar of Societies.

Commencing 18 April 2020, IEM had conducted a total of 4 webinars and another 10 are upcoming until 18 May 2020. To comply with the restriction from ROS and the need for social distancing, IEM will be moving as many of our evening talks as possible online so as to benefit members from outside Klang Valley as well. We will also be subscribing to an online platform to enable increased number of participants for our webinars. Registration for the webinars can be made online.

Do keep a look out for our email blast or visit the IEM website at [www.myiem.org.my](http://www.myiem.org.my) or join our Telegram Channel to receive faster updates. In addition to our main telephone line at 03-79684001/4002 and email: [sec@iem.org.my](mailto:sec@iem.org.my), members may also contact the respective sections directly as follows:

Finance: [finance@iem.org.my](mailto:finance@iem.org.my) / 03-79684025 or 0376585518  
Membership: [membership@iem.org.my](mailto:membership@iem.org.my) / 03-79684015 or 03-79684007  
Activities: [activities@iem.org.my](mailto:activities@iem.org.my) / 03-79684005 or 03-79684020  
Members Welfare: [welfare@iem.org.my](mailto:welfare@iem.org.my) / 03-79684003



We hope that all our members would remain safe and healthy during this challenging time. #iemstayhealthystaysafe