



THE INSTITUTION OF ENGINEERS, MALAYSIA

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To all Members of the Building Services
Technical Division, IEM

30th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 30th Annual General Meeting of Building Services Technical Division, IEM will be held on 13th August 2016 (Saturday) at the Auditorium CFK, 3rd Floor, Wisma IEM, Petaling Jaya at 11.00 a.m.

AGENDA

1. Opening Address by the Chairman of the Division for session 2015/2016
2. Confirmation of the Minutes of the 29th Annual General Meeting held on 15th August 2015
3. Matters Arising
4. Secretary's Report for the Session 2015/2016
5. To receive and adopt the Financial Statement for the year ending 31 December 2015
6. Election of Office Bearers for Session 2016/2017
7. Address by the Chairman for Session 2016/2017
8. Any Other Business

BEM Approved CPD/PDP Hours: 2
Ref No: IEM16/HQ/258/AGM

Your presence will contribute to the success of this meeting.

Thank you.

Ir. Wong Chu Loong
Chairman
Building Services Technical Division, IEM

(Note: The AGM would be held in conjunction with a Talk starting at 9.00 a.m. at Wisma IEM, PJ)

DONATIONS TO IEM NEW BUILDING
Members are urged to consider donating generously towards the IEM Building Fund.
All contributions deeply appreciated.

CPD HOURS CONFIRMATION

Name of Member: M'ship No:

Signature: Date: