



# The Institution of Engineers, Malaysia

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To All Members Of The  
**MECHANICAL ENGINEERING  
TECHNICAL DIVISION, IEM**



## 31<sup>st</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the **31<sup>st</sup> Annual General Meeting** of the Mechanical Engineering Technical Division, IEM will be held on **15 October 2016 (Saturday)** at **11.00 a.m.**, at the **Tan Sri Prof. Chin Fung Kee Auditorium, 3<sup>rd</sup> Floor, Wisma IEM, Petaling Jaya.**

### AGENDA

1. Opening Address by the Chairman of Session 2015/2016.
2. Confirmation of Minutes of the 30<sup>th</sup> Annual General Meeting held on 17 October 2015.
3. Matters Arising.
4. To receive and adopt the Secretary's Report for the Session 2015/2016.
5. To receive and adopt the Financial Statement for the year ended 31 December 2015.
6. Election of the New Office Bearers for the Session 2016/2017.
7. Address by the Chairman for Session 2016/2017.
8. Any Other Business.

Your presence will contribute to the success of this meeting.

Thank you.

**Ir. Dr. Kannan M. Munisamy**  
Chairman  
Mechanical Engineering Technical Division

**BEM Approved**  
**CPD Hour: 2**  
**Ref. No.: IEM16/HQ/329/AGM**

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

### DONATIONS TO IEM NEW BUILDING (WISMA IEM)

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

#### PERSONAL DATA PROTECTION ACT

I have read and understand the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice".

### CPD HOURS CONFIRMATION

Name of Member: .....

M'ship No: .....

Signature: .....

Date: .....