

To all Members of the
Building Services Technical Division, IEM



31ST ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 31st Annual General Meeting of Building Services Technical Division (BSTD), IEM will be held on 12th August 2017 (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 2016/2017
2. Confirmation of the Minutes of the 30th Annual General Meeting held on 13th August 2016
3. Matters Arising
4. Secretary's Report for the Session 2016/2017
5. To receive and adopt the Financial Statement for the year ending 31 December 2016
6. Election of Office Bearers for Session 2017/2018
7. Address by the Chairman for Session 2017/2018
8. Any Other Business

Your presence will contribute to the success of this meeting.

Thank you.

Ir. WONG WIN HENG
Chairman
Building Services Technical Division, IEM

BEM Approved CPD/PDP Hours: 2
REF: IEM17/HQ/278/AGM

(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 are deeply appreciated.

CPD HOURS CONFIRMATION

Member Name :

Signature :

Membership no: _____

Date : 12th AUGUST 2017