



THE INSTITUTION OF ENGINEERS, MALAYSIA
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To all Members of the
 Chemical Engineering Technical Division, IEM
31st AGM



Notice is hereby given that the **31st Annual General Meeting** of Chemical Engineering Technical Division, IEM will be held on **7th October 2017 (Saturday)** at **Auditorium Tan Sri Chin Fung Kee, 3rd Floor, Wisma IEM, Petaling Jaya at 11.00 a.m.**

BEM Approved CPD/PDP: 2 hours
REF: IEM17/HQ/338/AGM

AGENDA

1. Opening Address by the Chairman for Session 2016/2017.
2. Confirmation of the Minutes of the 30th Annual General Meeting held on 1 October 2016.
3. Matters Arising.
4. To receive and adopt the 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 the New 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. Dr Lee Tin Sin
Chairman
Chemical Engineering Technical Division, IEM

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

CPD HOURS CONFIRMATION

Name of Member:

Membership No:

Signature:

Date: **7th OCTOBER 2017**