

To all Members of the
Building Services Technical Division, IEM



32ND ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 32ND Annual General Meeting of Building Services Technical Division (BSTD), IEM will be held on 11th August 2018 (Saturday) at the Auditorium Tan Sri Prof. Ching Fung Kee, 3rd Floor, Wisma IEM, Petaling Jaya at 11.00 a.m.

AGENDA

1. Opening Address by the Chairman of the Division for session 2017/2018
2. Confirmation of the Minutes of the 31st Annual General Meeting held on 11th August 2017
3. Matters Arising
4. Secretary's Report for the Session 2017/2018
5. To receive and adopt the Financial Statement for the year ending 31 December 2017
6. Election of Office Bearers for Session 2018/2019
7. Address by the Chairman for Session 2018/2019
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: IEM18/HQ/262/AGM

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

DONATIONS TO IEM 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 : 11th AUGUST 2018