

Our ref : IEM/SB/1/07/Pt. 1 (19)

Ref. No.: IEM19/SWAK/292/T (AGM & Technical Talk – 4 CPD)

Date : 29th June 2019

Dear all members of The Institution of Engineers, Malaysia (Sarawak Branch)

NOTICE OF 51TH ANNUAL GENERAL MEETING

Saturday, 3rd August 2019, 9.00 a.m.

**at Lecture Theatre (Building L), Swinburne University of Technology Sarawak Campus,
Jalan Simpang Tiga, 93350 Kuching**

In accordance with Section 7.5 of the Bylaws, notice is hereby given that 51th Annual General Meeting of The Institution of Engineers, Malaysia (Sarawak Branch) shall be held at **Lecture Theatre (Building L), Swinburne University of Technology Sarawak Campus on Saturday, 3rd August 2019 at 9.00 am.**

1 **Registration** *commencing 8.30 a.m.*

2 **The Agenda for the Annual General Meeting is as follows:**

- a. Welcoming Address by Chairman for Session 2018/2019
- b. Confirmation of Minutes of the 50th Annual General Meeting held on 30th June 2018
- c. Matters Arising
- d. Annual Report and Financial Report for session 2018/2019
- e. Briefing on IntEC Development
- f. Amendments to the branch rules in line with IEM Constitution
- g. Announcement of Results of Election for branch committee session 2019/2020
- h. Change of Office Bearers
- i. Election of Honorary Internal Auditors
- j. Appointment of External Auditors
- k. Appointment of Tax Auditor
- l. Any Other Business
- m. Chairman Address

Yours sincerely,



Ir. Sim Hui Kheng, Stephanie FIEM, PEng
Honorary Secretary (Session 2018/2019)

NOTES:

1. The branch rules and IEM Constitution is available on <http://www.iemsarawak.org/> for view and download.
2. Light refreshment will be provided after the adjournment of AGM and prior to commencement of Technical Talk.
3. To assist in our planning and arrangement to ensure there are sufficient seats and refreshment, members are encouraged to return the reply slip to the secretariat not later than 29th July, 2019. (Monday)