

25 June 2020

To all members of
The Institution of Engineers, Malaysia

**NOTICE OF 61st ANNUAL GENERAL MEETING (VIRTUAL MEETING)
SATURDAY, 25 JULY 2020 at 9.00 am**

Further to the AGM flyer dated 1 March 2020 and the subsequent announcements by the Registrar of Society (ROS) and National Security Council (NSC) on restrictions during the periods of Movement Control Order (MCO) until 31 Aug 2020, we would like to hereby announce that the 61st Annual General Meeting will be conducted via virtual platform. The virtual AGM is conducted in consideration of the safety and health of our members.

The AGENDA for the virtual Annual General Meeting is as follows:-

1. Welcome Address by the President for Session 2019/2020.
2. Presentation of Honorary Secretary Report Session 2019/2020.
3. Presentation of Financial Statements for the year ended 31 December 2019.
4. Proposed Amendments to the IEM Constitution.
5. Presentation of Results of Election for Council Session 2020/2021.
6. Presidential Address 2020/2021.

IEM members are informed that to cater for the virtual AGM, IEM had subscribed to an online platform. In view of the constraints, kindly be informed that the following SOPs are hereby instituted:

a) Annual Report

A soft copy of Annual Report is attached herewith for your reference. Members who wish to have a hard copy may collect from IEM HQ on a first come first served basis as we are printing only a small number so as to be cost efficient and minimize wastage.

b) Pre-Registration

As the AGM will be conducted via an online platform, we require members to **pre-register** to attend the AGM. A link to join the virtual meeting will then be emailed to the registered member prior to the AGM date. Members can click on the link to join the meeting on the given date and time of the AGM.

c) Submission of Questions/Queries

Due to the limitation and constraints of the virtual platform, we may not be able to handle questions being posed on the spot during the AGM. Members are therefore requested to submit question(s)/queries **at least seven (7) days** before the AGM. Response will be provided during the AGM.

d) Valid Contact Details for e-Voting

In view of the number of attendees at the AGM and the constraints of the online platform, any voting during the AGM will be conducted via IEM's e-voting module. As such, members are advised to ensure that your **mobile number in the IEM database is valid** and **to perform first time log-in** prior to the AGM. During the e-voting, a **Pass Code will be sent by SMS to your mobilephone for you to access the portal to cast your vote.** **Please update your latest contact details in the IEM webportal.**

Note: Please be informed that any amendments to the IEM Constitution would need to be approved by Corporate Members of IEM via balloting. The proposed amendments would be sent for balloting to all Corporate Members upon acceptance of the wordings at the AGM. Upon receiving majority votes in favour of the amendments, then only IEM can proceed to send the amendments to ROS for their approval before it can be incorporated.

Thank you for your kind attention.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Mohd Khir bin Muhammad'.

Ir. Mohd Khir bin Muhammad FIEM, PEng
Hon. Secretary