

CIRCULAR No. 12 VISITING IEM SECRETARIAT OFFICE

In view of the recent increase in COVID-19 cases in Selangor and Kuala Lumpur, IEM will be implementing the following SOPs for members or the public who wish to get information. We would like to advise that members or the public may as far as possible contact the IEM Secretariat through telephone or email. Should the matter be unable to be resolved through these modes, or there is a need to submit documents to the Secretariat, kindly call or email to make an appointment. Members visiting IEM Secretariat office will be required to observe the following precautionary measures:



Have temperature taken at Security Guard station. Members with temperature 37.5° or above, would be advised to seek medical treatment.



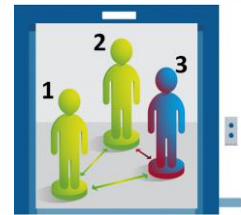
Sanitize your hands at the Security Guard station



Check-in to MySejahtera before entering the building. QR Code is at the Guard station



Wear face masks at all times when in the building.



Adhere to social distancing protocol and follow markings on the floor of the lift.

CALL & MAKE AN APPOINTMENT

IF YOU NEED TO HAVE
DISCUSSION WITH THE
SECRETARIAT

Where possible, communicate with IEM Secretariat through email or telephone.



Otherwise, leave the documents with the security guard. The Security guards will sanitise the documents before handing over to IEM Secretariat



IEM will ensure all common areas are cleaned and sanitized daily.

To contact the IEM Secretariat, kindly refer to the contact list below:

FINANCE: finance@iem.org.my / 03-79684025 (Amaliena/Fatimah) or 0376585518 (Karen)

MEMBERSHIP: PI Applications adlina@iem.org.my / 0379684008 (Adlina)
Professional Interview ratna@iem.org.my / 0379684013 (Ratna)
Other grades of membership ruhaida@iem.org.my or farezah@iem.org.my /0379684015
Certificate & Cards mshipcard@iem.org.my / 0379684023 (Bob/Norimah)

ACTIVITIES: activities@iem.org.my / 03-79684005 or 03-79684020

MEMBERS WELFARE: Car Discounts/Job Gallery welfare@iem.org.my / 03-79684003 (Natasha/Suhana)

We hope that all our members would remain safe and healthy during this challenging time. #iemstayhealthystaysafe