

10 March 2022

To all members of  
The Institution of Engineers, Malaysia

**NOTICE OF 63<sup>rd</sup> ANNUAL GENERAL MEETING (VIRTUAL MEETING)  
SATURDAY, 16 APRIL 2022 at 9.00 am**

In accordance with Section 7.5 of the Bylaws, notice is hereby given that the 63<sup>rd</sup> Annual General Meeting of The Institution of Engineers, Malaysia shall be held on **Saturday, 16 April 2022 at 9.00 am**.

In order to adhere to the SOPs and the physical distancing requirements and also in consideration of the safety and health of our members, we would like to hereby announce that the 63<sup>rd</sup> Annual General Meeting will be conducted via virtual platform similar to the Annual General Meeting of 2021.

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

1. Welcome Address by the President for Session 2021/2022.
2. Confirmation of Minutes of the 62<sup>nd</sup> Annual General Meeting held on 17 April 2021.
3. Matters Arising.
4. Annual Report / Financial Statements for Session 2021/2022.
5. Discussion on written issues from members of which written notice is submitted to reach IEM Secretariat by 9 April 2022. *Please note that no matters under this item shall be discussed, unless prior written notice is received by 9 April 2022. This is in accordance to the IEM Constitution & Bylaws.*
6. Presentation of Results of Election for Council Session 2022/2023.
7. Presidential Address 2022/2023.

In order to cater for the virtual AGM, kindly be informed that the following SOPs are hereby instituted:

a) Annual Report

A soft copy of Annual Report will be sent to all members via email blast prior to the AGM. Members who wish to have a hard copy may collect from IEM HQ on a first come first served basis as only a small number would be printed so as to be cost efficient and minimize wastage;

b) Pre-Registration

As the AGM will be conducted via an online platform, members are required to **pre-register** to attend the AGM. A link to join the virtual meeting will 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, if deemed necessary, 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 **Security Code will be sent by SMS to your mobile phone for you to access the portal to cast your vote**. **Kindly update your latest contact details in the IEM web-portal.**

Thank you for your kind attention.

Yours sincerely,



**Ir. Assoc. Prof. Dr David Chuah Joon Huang**  
**Hon. Secretary**