

14 March 2023

To all members of
The Institution of Engineers, Malaysia

**NOTICE OF 64th ANNUAL GENERAL MEETING (HYBRID)
SATURDAY, 15 APRIL 2023 at 9.00 am**

In accordance with Section 7.5 of the Bylaws, notice is hereby given that the 64th Annual General Meeting of The Institution of Engineers, Malaysia shall be held on **Saturday, 15 April 2023 at 9.00 am at Wisma IEM / Zoom.**

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

1. Welcome Address by the President for Session 2022/2023.
2. Confirmation of Minutes of the 63rd Annual General Meeting held on 16 April 2022.
3. Matters Arising.
4. Annual Report / Financial Statements for Session 2022/2023.
5. Proposed Amendments to the IEM Constitution.
6. Discussion on written issues from members of which written notice is submitted to reach IEM Secretariat by 8 April 2023. *(Please note that no matters under this item shall be discussed, unless prior written notice is received by 8 April 2023. This is in accordance to the IEM Constitution & Bylaws).*
7. Presentation of Results of Election for Council Session 2023/2024.
8. Presidential Address 2023/2024.

In order to cater for the hybrid 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 on the AGM Day at **WISMA IEM** 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

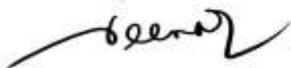
As the AGM will be conducted via hybrid mode, members who wish to attend via physical or online are required to **pre-register**. A link to join the meeting online will be emailed to the registered member (virtual mode) prior to the AGM date. Members can click on the link to join the meeting on the given date and time of the AGM.

c) Submission of Questions/Queries

Members are requested to submit question(s)/queries **at least seven (7) days** before the AGM. Response, if deemed necessary, will be provided during the AGM.

Thank you for your kind attention.

Yours sincerely,



Ir. Prof. Dr Zuhaina binti Zakaria
Hon. Secretary

THE INSTITUTION OF ENGINEERS, MALAYSIA (Established in 1959)

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