



**To all Members of the Building Services  
 Technical Division, IEM**



**28<sup>th</sup> ANNUAL GENERAL MEETING (AGM)**

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting of Building Services Technical Division, IEM will be held on 16<sup>th</sup> August 2014 (Saturday) at the C&S & TUS Lecture Room, 2<sup>nd</sup> Floor, Wisma IEM, Petaling Jaya at 11.00 a.m.

**AGENDA**

1. Opening Address by the Chairman of the Division for session 2013/2014
2. Confirmation of the Minutes of the 27th Annual General Meeting held on 17 August 2013
3. Matters Arising
4. Secretary's Report for the Session 2013/2014
5. To receive and adopt the Financial Statement for the year ending 31 December 2013
6. Election of Office Bearers for Session 2014/2015
7. Address by the Chairman for Session 2014/2015
8. Any Other Business

**BEM Approved CPD/PDP  
 Hours: 2  
 Ref No: IEM14/HQ/236/AGM**

Your presence will contribute to the success of this meeting.

Thank you.

**Ir. Wong Chu Loong**  
**Chairman**  
**Building Services Technical Division, IEM**

(Note: The AGM would be held in conjunction with a Talk starting at 9.00 a.m. at Wisma IEM, PJ)

**DONATIONS TO IEM NEW BUILDING**

**Members are urged to consider donating generously towards the IEM Building Fund.  
 All contributions deeply appreciated.**

**CPD HOURS CONFIRMATION**

Name of Member: ..... M'ship No: .....  
 Signature: ..... Date : .....