



# The Institution of Engineers, Malaysia

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor Darul Ehsan  
Tel : 03-79684001/2 Fax : 03-79577678 E-mail : sec@iem.org.my IEM Homepage: http://www.myiem.org.my

## To all members of the Women Engineers Section Notice of 2<sup>nd</sup> Annual General Meeting

In accordance with the IEM Women Engineers Section's Bylaws and Regulation (No. 37) Notice is hereby given that the 2<sup>nd</sup> Annual General Meeting and Annual Gathering will be held as follows:

**Date :** 12 September 2014 (Saturday)  
**Time :** 8.45am – 10.45am (Registration: 8.00am)  
**Venue :** ~~Shah's Village Hotel, Petaling Jaya~~  
**Change to : C&S and TUS Lecture Room, 2<sup>nd</sup> Floor,**  
**Wisma IEM, Petaling Jaya**



**BEM Approved CPD/PDP  
hours : 2  
Ref. No.:  
IEM15/HQ/278/AGM**

### AGENDA

1. Opening Address by the Chairman of the Session 2014/2015.
2. Confirmation of the Minutes of the 1<sup>st</sup> AGM held on 6 December 2014.
3. Matters Arising.
4. To receive and adopt the Secretary's Report for the Session 2014/2015.
5. To receive and adopt the Financial Statement for the year ended 31 December 2014.
6. Announcement of the New Office Bearers for Session 2015/2016.
7. Address by the Chairman for Session 2015/2016.
8. Any Other Business.

Your presence will contribute to the success of this meeting.

Thank you.

**Ir. Raftah Mahfar**  
**Chairman**  
**Women Engineers Section**



### CPD HOURS CONFIRMATION

Name of Member: .....

Membership No: .....

Signature: .....