

THE INSTITUTION OF ENGINEERS, MALAYSIA

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To all Members of the Manufacturing Engineering Technical Division, IEM BEM Approved CPD/PDP HOURS: 2 IEM11//HQ/154/AGM

20th AGM

Notice is hereby given that the 20th Annual General Meeting of the Manufacturing Engineering Technical Division, IEM will be held on **16 July 2011 (Saturday)** at **11.00 a.m**, at the Tan Sri Prof. Chin Fung Kee Auditorium, 3rd Floor, Wisma IEM, Petaling Jaya, Selangor.

AGENDA

- 1. Opening Address by the Chairman of Session 2010 / 2011.
- 2. Confirmation of Minutes of the 19th Annual General Meeting held on 7 August 2010.
- 3. Matters Arising.
- 4. Secretary's Report for the Session 2010 / 2011.
- 5. To receive and adopt the Financial Statement for the year ending 30 June 2011.
- 6. Election of the Office Bearers for the Session 2011 / 2012.
- 7. Address by the Chairman for Session 2011 / 2012.
- 8. Any Other Business

Your presence will contribute to the success of this meeting.

Thank you.

Ir. S. Jagathisen

Chairman

Manufacturing Engineering Technical Division

Announcement to note:

- 1. AGM is **STRICTLY** for IEM members only (walk in)
- 2. Limited seats available on a "first come first served" basis. (maximum 110 participants)
- 3. No telephone and/or fax reservation will be entertained.
- 4. Latecomers will not be allowed entrance, if the lecture hall is full.
- 5. Please bring along this flyer and membership card for confirmation of attendance (CPD purpose).

For IEM members, membership cards MUST be presented for identification purpose. Members who fail to show their membership card will be charged a fee of RM20.00.

DONATIONS TO IEM BUILDING

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

CPD HOURS CONFIRMATION				
Name of Member:	M'ship No:			
Signature:	Date :16 July 2011			