



**THE INSTITUTION OF ENGINEERS, MALAYSIA
(KELANTAN BRANCH)**

C/O: ROLFOM CONSULT SDN BHD
LOT 5139, KOMPLEKS NIAGA INOtrus,
KAWASAN PERINDUSTRIAN PENGKALAN CHEPA II, 16100 KOTA BHARU, KELANTAN
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Our Reference : IEM.KEL.500-01/2024 (01)

Date : 01st JANUARY 2024

**TO ALL MEMBERS OF THE INSTITUTION OF ENGINEERS MALAYSIA
(KELANTAN BRANCH)**

**NOTICE OF 12TH ANNUAL GENERAL MEETING ON 09TH MARCH 2024 AT 8.30 AM AT
DEWAN MALAYSIA, KOMPLEKS BELIA DAN SUKAN NEGERI KELANTAN**

The above matter refers to.

2. Notice is hereby given that the 12th Annual General Meeting (AGM) of The Institution Of Engineers Malaysia (Kelantan Branch) shall be held on:

Date : 09th March 2024 (Saturday)
Time : 08.30 am - 12.00 pm
**Venue : Dewan Malaysia, Kompleks Belia dan Sukan Negeri
Kelantan**

Agenda :

- a. Welcoming address by the Chairman for session 2023/2024
- b. Matters Arising
- c. Confirmation of minutes of the 11th Annual General Meeting.
- d. Presentation of Honorary Secretary Report 2023/2024.
- e. Presentation of Financial Statements for the year ended 31 December 2023.
- f. Presentation of Amendments to Branch Rules
- g. Present and receive Report of the Scrutineers for the Committee for Session 2024/2025.
- h. Chairman for session 2024/2025 welcoming new council members
- i. Any Other Business

Note:

1. 2 hours CPD will be issued to attending corporate members.
2. Registration at 8.30 am.

4. Enclosed herewith the response forms and proposal form to be discussed in the 12th Annual General Meeting for IEM Kelantan Branch. **All response forms and proposal forms must be returned to Hon. Sec. of IEM Kelantan Branch, Ir. Che Sufian Bin Che Hussin** through IEM Kelantan Branch official email: iemkelantanbranch@gmail.com or WhatsApp to 013-9338677 **not later than 26th February 2024 (Monday)**.

5. We are looking forward to hear from you at your convenience. Your prompt reply is very much appreciated.

Thank you.

Regards,

A handwritten signature in black ink, appearing to read 'Che Sufian Bin Che Hussin', with a stylized flourish at the end.

(Ir. Che Sufian Bin Che Hussin)

Hon. Secretary
IEM Kelantan Branch
Session 2023/2024