

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 Building Services Technical Division (BSTD), IEM



38TH ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 38^{TH} Annual General Meeting of Building Services Technical Division (BSTD), IEM will be held on 03^{rd} August 2023 (Saturday) at the Malakoff Auditorium, Ground Floor, Wisma IEM, Petaling Jaya at 11.00 a.m.

AGENDA

- 1. Opening Address by the Chairman of Session 2023/2024.
- 2. Confirmation of Minutes of the 37th Annual General Meeting held on 05th August 2023.
- 3. Matters Arising.
- 4. To receive and adopt the Secretary's Report for the Session 2023/2024.
- 5. To receive and adopt the Financial Statement for the Session ending 31 December 2023 & 01st January 31st July 2024.
- 6. Relief of the Committee Member for Session 2023 / 2024
- 7. Election of the New Office Bearers for the Session 2024/2025.
- 8. Address by the New Chairman of Session 2024 / 2025.
- 9. Any Other Business (AOB) (If Any).

Your presence will contribute to the success of this meeting.

Thank you.

Ir. Cha Hoong Kum Chairman Building Services Technical Division, IEM

> BEM Approved CPD/PDP Hours: 2.0 REF: IEM24/HQ/264/AGM