



To ALL Members of the  
Building Services Technical Division (BSTD), IEM

## 38<sup>TH</sup> ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 38<sup>TH</sup> Annual General Meeting of Building Services Technical Division (BSTD), IEM will be held on 03<sup>rd</sup> 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 37<sup>th</sup> Annual General Meeting held on 05<sup>th</sup> 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 & 01<sup>st</sup> January – 31<sup>st</sup> 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**