



CHEMICAL ENGINEERING TECHNICAL DIVISION

38TH CETD VIRTUAL ANNUAL GENERAL MEETING

BEM APPROVED CPD/PDP HOURS: 2.0 | REF. NO.: IEM24/HQ/XXX/AGM

**05th OCTOBER 2024
SATURDAY
11.00AM – 1.00PM**



**Pre – Registration is required in IEM Portal
for this Event.**

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ANNUAL GENERAL MEETING (AGM) PROCESS

1. QUESTIONS BY PARTICIPANTS DURING AGMs

Via Two (2) Methods

- a) **BY RAISE OF HANDS** and to wait for permission from the Chairman/Secretary or
- b) **BY TYPE INTO THE CHAT BOX.** The Chairman / Secretary will see/read the Chat Box.

Members who would like to ask questions, the Chairman shall request the members to announce his / hers

- a) Full Name
- b) Membership No.

2. ELECTIONS of the 7 POSTs (SECRETARY / TREASURER + 6 GENERAL MEMBERS) at the Annual General Meeting/s (AGM)

Secretary/Treasurer – Corporate Members
General Members – 3 Corporate Members (minimum)

3. NOMINATIONS

- a) Nominations shall be made by Members of the Annual General Meeting/s (AGM) ONLY.
- b) Only the registered Members shall be the Nominee of any position/s.
- c) To ease the process of any nomination, it is advised that the Proposer is to seek consent from the person they would like to nominate first, and the person must be a registered Member attending the meeting.
- d) The Proposer and the Seconder are requested to announce his/her (i) Full name & (ii) Membership No.

NOMINATION shall take place

Via One (1) Method

- i) **BY RAISE OF HANDS** and to wait for permission from the Chairman/Secretary before Nominate.

Extract - Under AGM Rules

Item 6 – Annual General Meeting

6.3 *Nomination and Election of Members to serve the various posts in the Division (except the posts of the Chairman and Deputy Chairman mentioned under items 3.2 and 3.3) shall be held at the Annual General Meeting of the Division, and in the form of "show of hands".*

4. VOTINGS

Via One (1) Method

i) BY CHOOSE FROM THE POLLING BOX.

- a) The counting shall be checked by the Activities Secretariat with the monitoring by the Election Officer.
- b) **Members are REQUESTED TO CLICK the NAME OF CANDIDATE or the NUMBER OF CANDIDATE ANNOUNCED AT THE MEETING ONLY.**
- c) This is for easy control and proof of voting.



To All Members of the Chemical Engineering Technical Division (CETD)

**80 PARTICIPANTS ONLY
(Pre – Registered)
Closing Date of Registration: 27 September 2024 at
10.00 a.m. (Friday)**

Notice is hereby given that the 38th Annual General Meeting (AGM) of the Chemical Engineering Technical Division (CETD), IEM will be held on 5th October 2024 (Saturday) at 11.00 a.m. via VIRTUAL (Zoom Platform).

AGENDA

- 1. Opening Address by the Chairman of Session 2023/2024.**
- 2. Confirmation of Minutes of the 37th Annual General Meeting held on 07 October 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.**
- 6. Election of the New Office Bearers for the Session 2024/2025.**
- 7. Any Other Business (AOB).**
- 8. Address by the Chairman of Session 2024/2025.**

Your presence will contribute to the success of this meeting.

Thank you.

**Ir. Mohamad Anwar Ahmad
Chairman
Chemical Engineering Technical Division, IEM
Session 2023/2024**

