



INSTITUTE OF MATERIALS, MALAYSIA

(PPM-004-10-11061987)

TO ALL IMM MEMBERS,

NOTICE OF 30th ANNUAL GENERAL MEETING

Notice is hereby given that the 30th Annual General Meeting of the IMM will be held as follows:

Venue : Junior Ballroom, Intercontinental Kuala Lumpur
Date : 20th March 2020 (Friday)
Time : 5.30 pm – 7.30 pm

AGENDA

1. Adoption of the agenda
2. President's address
3. To approve the minutes of the 29th Annual General Meeting (*)
4. To receive and adopt the 2019 report of the council presented by the Honorary Secretary of IMM (*)
5. To receive and adopt the 2019 statement of accounts presented by the Honorary Treasurer of IMM (*)
6. Handing over of Presidency
7. Election of 10 Council Members for 2020-2022 term
8. Tabling the appointment of external auditors for 2020 by the Honorary Treasurer of IMM
9. Appointment of two internal auditors for 2020
10. Any other matters

(*) can be accessed electronically on IMM website (www.iomm.org.my) after 7th Feb 2020.

By order of the Council,
Prof. Ts. ChM. Dr. Melissa Chan Chin Han
Honorary Secretary, IMM

Date: 2nd January 2020

REPLY SLIP

I hereby confirm that I will **be able / not be able*** to attend the AGM above.

SIGNATURE: _____
NAME: _____
ORGANIZATION NAME: _____
MEMBERSHIP NO.: _____
DATE: _____

Please indicate confirmation *via* email to secretariat@iomm.org.my before **12:00 pm, 17th March 2020**.

**Delete whichever not applicable.*

ANNUAL GENERAL MEETING PROXY VOTING FORM

I _____(please print name in full) and IMM Membership no. _____wish to record my apologies for absence and hereby appoint _____(please print name in full) and IMM Membership no. _____(or, failing him/her, the Chairman of the Meeting) to act as my proxy at the 30th Annual General Meeting of the IMM.

Signature: _____ Date: _____

This Proxy Voting Form should be returned to the IMM office via email (secretariat@iomm.org.my) before 12:00 pm, 17th March 2020.