**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:

|  |  |  |
| --- | --- | --- |
| **Format** | : | **Virtual Live Event (Note: Registration details of event will be given after member’s confirmation of attendance)** |
| Date | : | **13th July 2020 (Monday)** |
| 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. Motions to be put to the AGM
8. Election of 10 Council Members for 2020-2022 term.
9. Tabling the appointment of external auditors for 2020 by the Honorary Treasurer of IMM
10. Appointment of two internal auditors for 2020
11. Any other matters

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

By order of the Council, Date: 4th May 2020

Prof. Ts. ChM. Dr. Melissa Chan Chin Han

Honorary Secretary, IMM

**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: MOBILE NO: EMAIL:

###### Please indicate confirmation *via* email to secretariat@iomm.org.my before 12:00 pm, 6th July 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, 6th July 2020.**