

MINUTES OF THE 31st ANNUAL GENERAL MEETING OF THE INSTITUTE OF MATERIALS, MALAYSIA (IMM) HELD ON 19TH MARCH 2021 AT 3.00 P.M. VIA ON-LINE (USING ZOOM)

The meeting was called to order by the President Dato' Dr. Ir. Ts. Haji Mohamad Abdul Karim Abdullah (HF-7442) who thanked and welcomed IMM members to the 31st Annual General Meeting of the Institute of Materials, Malaysia. A total of 88 members and 3 observers were recorded in attendance as per the list attached in **Appendix A**.

1. ADOPTION OF THE AGENDA

The meeting agenda was adopted without any changes.

2. PRESIDENT'S ADDRESS

2.1 The President started his address by stating that one year has passed since taking over the leadership of IMM and proceeded to present the reality of the situation that we are all facing as members, citizens of Malaysia and residents of the planet.

2.2 The external factors mentioned include the current political scenario and it was also hoped that the superpowers will lead the world to a more successful situation from the aspects of economy, political stability, and cordial relationships.

Dato' Karim mentioned that in reality the situation is far from ideal and the implications are yet to be seen down to the organisational level. Dato' Karim added that IMM has to do its very best to mitigate and position itself to remain relevant under the present circumstances.

2.3 The second situation was that we as members of IMM are facing as Malaysians is the domestic political situation. The President took the opportunity to thank IMM's expatriate members for their continued support, nevertheless. The current Emergency situation does not provide the total freedom to move aggressively to promote and garner the necessary support and contribution to strengthen and serve as a relevant NGO.

2.4 The members also need to understand the reality of the internal situation at IMM. The new leadership took over about a year with tense issues being debated hotly at the last AGM. The leadership was trying to unite the leaders of IMM during this rocky period. The goals and objectives had to be upheld and IMM has moved on but there are still matters and issues that are critical and need to be addressed and have been included in the Agenda of this AGM.

2.5 One of the situations that hindered the progress of IMM is the source of sponsorship and funding to support the activities of the various committees. The sponsors are also struggling in the day-to-day survival to sustain company overheads. The President however, assured the Secretariat staff that they will be paid as per the contractual

obligations and recorded his thanks to the Secretariat for the commitment and work towards the cause of IMM to achieve its goals and objectives.

- 2.6 As for the achievements in 2020, good milestones were reached to enable IMM to move forward. Heart to heart engagement was held with the CEO of CIDB and its group chief executives. The outcome of the discussion was positive and the support pledged to render to IMM was also remarkable.

The acceptance of CIDB's Chief Executive to be a key speaker at the recently concluded IMM Week indicated a good step forward on the impending collaboration between IMM and CIDB. There would be number of follow-ups to seek their recognition for some of the technology and engineering solutions that have been successfully rolled out within IMM. Amongst others, is the coating fingerprinting and the related procedures. Dato' Karim pointed out that this would be a win-win situation for both parties, with CIDB as the regulator and IMM as a non-profit organisation to contribute to materials science, technology and engineering.

Certification programs of IMM were also part of the discussions with CIDB and this network built-up was so important to IMM moving forward since historically it has a heavy dependence on Petronas. Further, the oil and gas sector is facing a lot of challenges. The IMM Management is therefore also looking at other options to continue to be relevant as an NGO and non-profit organisation and play its role effectively for the benefit of the community at large.

- 2.7 As for the relationship built with MBOT, the President commended all parties who have worked hard to establish this important synergy.
- 2.8 The President also recorded his appreciation to Young Professionals Committee led by Mr. Fairuz for successfully organising the fully on-line IMM Week conference and exhibition. This provided proof that the community could be reached out with the latest technology and information in spite of the current constraints.
- 2.9 With the Covid vaccinations ongoing locally and globally, there will be more prospects and opportunities in 2021 to excel and move to serve and contribute to the community. Last but not least the President sought the support of all members and called to put aside the differences and leverage on the strengths of all parties, be united and contribute to the development and growth of our beloved country and ended his address by appropriately stating that organisational unity will help IMM move, execute and achieve the goals for which IMM was established.

3. REVIEW OF MINUTES OF THE 30th ANNUAL GENERAL MEETING

3.1 Approval of Minutes of the 30th AGM

- 3.1.1 The President proceeded to table the minutes of the 30th AGM meeting held virtually via the Zoom platform on 13th July 2020.

3.1.2 Mr. Suhaimi Shahruam (O-9487) commented that he was not sure if item 8.5.7 in the minutes relating to the sharing of the slides on the motions presented was accurately recorded.

The President suggested that he bring up the matter under “Matters Arising”

3.1.3 The minutes were then proposed to be accepted by Ir. Ts. Noor Hisham Yahaya (O-9393) and seconded by Ts. Dr. Chew Khoo Hee (F-4355).

3.2 Matters Arising from Minutes of the 30th AGM

3.2.1 Item 3.2.1 Statement of Accounts For 2018

Dr. Zulkarnain Kedah (F-7911) the previous Hon. Treasurer had subsequently provided the clarification sought on matters raised by Dr. Tay Chia Chay (F-6742) and Mr. Mark Hew Yoon Onn (O-7558) on the statement of accounts 2017 and 2018.

3.2.2 Item 3.2.3 Proposed Constitution Amendments and Presentation in September 2019

The Hon. Secretary had volunteered to take over the responsibility on the amendments to the Constitution. Several editorial amendments needed would be presented for approval by the members at this AGM.

3.2.3 Item 3.2.4 Application of IMM Miri Chapter to be IMM Miri Branch

While ROS did not approve setting up of a Branch, the IMM account for Miri Chapter has been activated and changes to signatories have been submitted to the bank.

3.2.4 Item 4.20.1 Use of IMM Logo in Events

Following the request by Mr. Sofiyan Yahya (F-6040) at the previous AGM, The Hon. Secretary had reminded all Council members and Chair of Committees to ensure the IMM logo is prominently displayed at all IMM events.

3.2.5 Item 4.20.3 Activities Related to Project Alpha

The Council agreed that updates on Project Alpha will not be included in the IMM Annual Report 2020 as the project was discontinued.

3.2.6 Item 5.5.1 Adoption of the Statement of Accounts for 2019

Following the decision to conduct a forensic audit, Salihin Consulting Group Sdn Bhd was subsequently engaged to conduct the forensic audit on both the IMM and IMMR. accounts.

3.2.7 Item 7.10.5 Deliberation on Motions Voted

The motions were deliberated at the 1st Council Meeting (Term 2020 – 2022) on 7th August 2020. The Hon. Secretary mentioned that she will report under agenda item “Any Other Matters” the follow-up actions on each of the motions tabled

3.2.8 **Item 8.5.7 Discussion on the Voting for Motions Presented**

In response to the issue raised earlier by Mr. Suhaimi Shahruam (see Item 3.1.2), the Hon. Secretary mentioned that the minutes drafted are based on the discussion during the AGM and in case the member feels otherwise he can cross-check with the recording of the proceedings in the IMM office.

Mr. Suhaimi said that he would like to verify on items 8.5.7 and 11.1.

3.2.9 **Item 9 Appointment of External Auditors for 2020**

The Council had considered two potential companies as external auditors and agreed unanimously to appoint Azman Ahmad & Co.

3.2.10 **Item 10 Appointment of Internal Auditors for 2020**

Mr. Muhamad Azhan Anuar (O-8238) from Universiti Teknologi MARA was officially appointed as the internal auditor for 2020.

3.2.11 **Item 11.3 (i) Membership Drive and MBOT certification**

On the request by Ir. Hisham Yahaya (O-9393) at the 30th AGM on the need for membership recruitment and to work closely with MBOT for certification of IMM members, the Hon. Secretary mentioned that the matter was given due attention. The IMM-MBOT committee had assisted in certifying 22 members as Ts.

3.2.12 **Item 11.3 (ii) Industrial Scheme Framework**

Ir. Ts. Noor Hisham Yahaya, Co-opted Council Member and as Chairman of the Industry, Professional Body and Government Agency Liaison Committee has been tasked to lead the identification of potential programs under the HRDF initiative as prescribed in the Industrial Scheme Framework document.

4. REPORT OF THE COUNCIL FOR 2020

The Hon. Secretary, Prof. Ts. ChM. Dr. Melissa Chan Chin Han, presented the Report of the Council for 2020. The Report highlighted the events for the year from January to December 2020. While the details of the activities for the year 2020 were available in the full Annual Report 2020 (available on IMM website), the following were presented as highlights via slides.

4.1 Office-Bearers for the Term July 2020 – March 2022 and Composition of the IMM Council and Various Committees

The Hon. Secretary presented the list of principal office-bearers of IMM and the 30 Council members (comprising the 5 office-bearers, 10 elected council members and 15 co-opted members) as well as the chairpersons of the various Technical Committees, Working Committees, Regional Chapters and Task Force groups for the term July 2020 to March 2022. The committees were well represented from the industry and universities.

The Northern Regional Chapter was re-activated under Ts. Wan Mohd Arif, Chair of the Northern Chapter and he had played a significant role on the recruitment of quite a number of IMM members.

Two Task Force groups with important roles were also formed/activated during the year under review viz. the Task Force on Upskilling Sarawak Engineers and Technicians under Mr. Laga Jenggi and Task Force on Upgrading Coating Certification Schemes led by Mr. Mark Hew Yoon Onn whose team had accomplished several upgrading tasks.

4.2 Membership Report

The full membership database report and the breakdown of expired membership by year were presented. It was mentioned that the IMM had 6687 members on its register and of these, 3059 were active members while 3628 had expired membership. The increase of membership in 2020 was 401.

4.3 Accreditation to MS. ISO 17024

The compliance audit was carried out on 20th and 21st July 2020 by the Department of Standards Malaysia (DSM) for accreditation to MS. ISO/IEC 17024. The inspection (witnessing) audit was recently carried out, in January 2021 and it was hoped that we would successfully obtain the accreditation soon.

4.4 Training Examination and Certification

A total of 42 IMM certification examinations were conducted in 2020. Most of these examinations were carried out in conjunction with the related training programmes conducted by Materials, Training and Education Sdn. Bhd. (MTE) and IMM Resources - Central Training Unit (IMMR-CTU)

4.5 Coating Fingerprinting

The Coating Fingerprinting Committee (formerly known as Task Force on Coating Fingerprinting) published three IMM Standards in 2020 as follows:

IMM FP01, Coating Fingerprinting Overall Procedures for Paints Using FTIR and Other Related Methods

(2) IMM FP02, Paint Raw Material Overall Procedures Using FTIR and Other Related Methods

(3) IMM FP03, Dried Coating Fingerprinting Overall Procedures Using FTIR and Other Related Methods

IMM FP01 is in the process of migration to Malaysian Standard and the Draft MS. is ready for the standard to be finalised. The preparation of the above coating fingerprinting standards was the catalyst for the formation of the Standards Development Committee under the current term.

Besides the above, IMM Certified Coating Fingerprint Trainer and IMM Certified Coating Fingerprint Quality Controller Level 2 certification schemes were launched in 2020. The innovation of FTIR fingerprinting of paints won a number of awards at various events.

4.6 Materials Mind

Two issues were published during the year and these were the January and October issues.

4.7 Materials Lecture Competition (MLC) Committee

The first prize winner of MLC 2020 held on 27th August 2020 at Universiti Putra Malaysia (UPM) was Ms. Tan Kai Xin from Universiti Malaysia Perlis (UMP) and she represented Malaysia at the Young Persons' World Lecture Competition (YPWLC) 2020 held in October 2020. The second prize winner was Ms. Nur Sofina Mohamad Johari from Universiti Malaya while the third prize was awarded to Mr. Mohamed Fakhru Ridhwan Samsudin from Universiti Teknologi Petronas. The competitions were all held on virtual platforms.

4.8 Formation of New IMM Committees

A number of important committees were formed during this Council term and these were as listed below.

4.8.1 Continuous Professional Development Committee

The scope of this committee covered development of CPD requirements for IMM certified personnel to comply for re-certification as well as guidelines for courses to obtain CPD points. Members were encouraged to obtain more information from the website and if clarification was required to contact the Secretariat.

4.8.2 Certification Panel

The panel was formed as one of the sub-committees under the Examination and Certification Panel (ECP) for approval/review of all matters relating to certification. It was noted there were 5 Council members in the current ECP as compared to only 1 Council member in the previous years.

4.8.3 Examination Panel

The panel was the second sub-committee formed under the Examination and Certification Panel (ECP), this being for approval/review of all matters relating to examination.

4.8.4 Impartiality Committee

The committee was established to ensure that all activities related to certification are carried out impartially and objectively, in conformity with the relevant requirements of MS ISO 17024.

4.8.5 Industry, Professional Body and Government Agency Liaison Committee

The committee was re-activated to establish networking and engagement with the industries, professional bodies and government agencies.

4.8.6 Standards Development Committee

The committee is responsible for the development of in-house IMM Standards, if such standards are not available as ISO, ASTM or MS but needed for the reference of the industry. For example, IMM FP03 on dried Coating Fingerprinting is in demand by the industry for dried coating failure analysis as there was no such established standard.

4.9 Collaboration

4.9.1 MoU between IMM and Serba Dinamik IT Solution Sdn Bhd

IMM and Serba Dinamik IT Solution Sdn Bhd formalized a collaboration to develop and maintain a database system known as the “Advanced Database System” for the purposes of on-line registration and maintenance of IMM membership, training and certification information and other related activities of IMM.

4.9.2 MoU between IMM and TARUC

Tunku Abdul Rahman University College has signed a Memorandum of Understanding (MoU) with IMM for the establishment of TARUC-IMM Student Chapter, under the Faculty of Applied Sciences and Faculty of Engineering and Technology.

4.10 Malaysian Board of Technologist – Technology Expert Panel

IMM-MBOT Assessment Panel conducted Professional Technologist (Ts) and Certified Technician (Tc) assessments on 27th – 29th September 2020 for 23 candidates in the materials technology field.

4.11 Introduction of IMM’s Continuing Professional Development (CPD) Scheme for Certified Personnel.

With effect from 1st January 2022, all IMM Certified Personnel will be required to submit their yearly Continuing Professional Development (CPD) report to qualify for renewal of their certification upon expiry. As such, IMM certified personnel must commence collecting CPD Points during the year 2021 to at least meet the required one-year CPD Points by the end of the year.

4.12 IMM Resources Sdn. Bhd. (IMMR)

The following were appointed as the new Directors of IMMR (w.e.f. 15th October 2020):

- Ts. Dr. Mohamed Ackiel Mohamed
- Prof. Ts. ChM. Dr. Melissa Chan Chin Han
- Ir. Max Ong Chong Hup

The office of IMMR and its operations have been relocated to the IMM Secretariat at Kelana Centre Point. As a consequence, the workload of the Secretariat staff has increased due to the additional coordination work with the training bodies.

4.13 Matters Arising from the Annual Report 2020

Prof. Ts. Dr. Mohamad Kamal Harun (F-0117) enquired if the MoU between IMM and TARUC has been signed. The Hon. Secretary responded that the MoU has been signed and the Student Chapter has been activated.

4.14 Adoption of the Annual Report of The Council for 2020

As there were no further comments, the report was proposed to be accepted by Ts. Dr. Mohamed Ackiel Mohamed (F-8237) and seconded by Ir. Mohd Syukri Mohd Khalid (O-9716).

5. ANNUAL STATEMENT OF ACCOUNTS FOR 2020

The Honorary Treasurer, Ts. Dr. Mohamed Ackiel Mohamed presented both the IMM and IMMR. financial reports for the year ending December 2020.

5.1 IMM Audited Accounts

A summary of the 2020 accounts presented was as shown below:

Income	RM695,276
Expenditure	RM722,672
(Deficit)	RM27,396
Cash and Bank Balances	RM51,361
Debtors Related to Membership	-
Debtors – from IMMR. and MTE (related to Membership, Examination, ADSS and Royalty Fees)	IMMR.: RM100,212
	MTE: RM45,780
Creditors	RM61,506

- 5.1.1 The Hon. Treasurer explained that regardless of the pandemic situation in 2020, the accumulated income was RM695,276. This income was not only derived from membership and certification examinations, but also significantly from sponsorship. The expenditure slightly exceeded the income leading to a deficit of RM27,396.

As of December 2020, the cash and bank balance amounted to RM51,361 but then to-date it was RM36,758 and that IMM's accounts were not at a healthy level yet and called for assistance in terms of sponsorship or any other means.

On the debtors, the amount from MTE has since been collected on 23rd February 2021.

- 5.1.2 While tabling details of the income for the year, the Hon. Treasurer mentioned that the primary sources of income were membership fees totalling RM266,510, examination fees of RM107,9320 and sponsorship and advertisements amounting to RM211,216. As a major part of the sponsorship came from Serba Dinamik Group Berhad, the Hon. Treasurer expressed his gratitude and appreciation on behalf of IMM to the IMM President for the generosity.

The Hon. Treasurer also recorded his appreciation to the Government for the subsidy under the "Penjana" program, amounting to RM30,000.

- 5.1.3 On expenditure, in referring to the breakdown of the cost of services, the Hon. Treasurer mentioned that expenditure was reduced from RM250,105 in 2019 to RM62,581 in 2020. Amongst the contributing factors were due to reduction in activities, virtual AGM and the

discontinuation of the SSPC program and also the Secretariat team partly working from home.

On the Administrative expenses, he added that the biggest sum was due to salaries and allowances but stated that it was justified and recorded his appreciation to the Secretariat team.

As for the bad debts, the amount of RM 3,980 has been written off with approval from the IMM Council.

- 5.1.4 On non-current assets, it was mentioned that the investment with IMM Resources was most probably not recoverable. In terms of other assets such as ‘trades and other receivables’, some of the amount due from related companies have been recovered.

In terms. of equity, the amount of RM285,547 on paper does not represent the actual equity of IMM while for liabilities, the situation is such that the amount especially related to IMMR. is non-recoverable.

5.2 Matters Arising from IMM Audited Accounts

As there were no matters arising from the IMM audited accounts, the Hon. Treasurer then proceeded with the IMMR audited accounts.

5.3 IMMR. Audited Accounts

A summary of the 2020 accounts was presented by the Hon. Treasurer as shown below:

Income	RM 635,251 *Includes Other Income RM 16,101
Expenditure	Cost of Sales: RM 567,518 Administrative Expenses: RM 360,766 Total: RM 928,284
(Loss)	RM 293,033
Cash and Bank Balances	RM 12,853
Trade Debtors	RM 12,600
Creditors	RM 345,020

- 5.3.1 The Hon. Treasurer reported that there was not much activity in 2020 compared to 2019. Halfway through the year the directorship had changed and the Council decided that IMMR would not be active due to the financial situation as there were insufficient funds to sustain the office and staff and that it was sufficient for the IMM Secretariat staff to manage the functions of IMMR.

- 5.3.2 The income was RM635,251 and the total expenditure was RM928,284 resulting in a loss of RM293,033. The cash and bank balance of RM12,853 was used to pay off the remaining salary of the staff whose employment was discontinued.
- 5.3.3 The trade debtors amounted to RM12,600 and was owed by Seacademy Sdn Bhd. while creditors formed the biggest ‘headache’ as IMMR. owed RM345,020 to various individuals and training companies. Cross-checks were made to ensure the claims by the creditors were indeed correct/genuine although there were some minor disputes.
- 5.3.4 During the presentation of the above figures, the Hon. Treasurer explained that the method of accounting was segmented according to projects as requested by the previous Management. In addition to “Selling and Administrative Expenses”, there were also expenses relating to the Central Training Unit with most of it being related to salaries, allowances and travelling. Other segments included ISO, MJI, Protective Coating, Project AAP and Project Alpha and Project ATB to justify the exact spending and income based on each segment.

5.4 Matters Arising from IMMR Audited Accounts

Prof. Ts. Dr. Mohamad Kamal B Harun (F-0117) enquired on how does IMM plan to pay off the debts amounting to more than RM300,000.

The President responded that logically IMM would need to actively seek relevant corporate sponsorship, activate in a big way the existing courses which are still in demand and combine both sources of income to the amount owed to creditors. The third source of funding is to seek some bridging loan from supporting parties and the loan can be paid off slowly through income generated by IMM.

Prof. Kamal was concerned of the time frame to avoid any risk of liability being placed on IMM.

The President mentioned that IMM is thankful to the creditors for their sincere understanding of the situation and assured that this is a matter of urgency in the hands of the Management Committee.

Action: Hon. Treasurer

5.5 Adoption of the Statement of Accounts for 2019

With no further questions and comments from the floor, the Financial Report of IMM and IMMR for the 2020 Financial Year was proposed to be accepted by Dr. Chew Khoo Hee (F-4355) and it was seconded by Prof. Dr. Melissa Chan Chin Han (F-4118).

6. PRESENTATION OF IMM AND IMMR. FORENSIC AUDIT REPORT

- 6.1 The Hon. Treasurer recapped that the decision was taken during the last AGM for the forensic audit of IMM and IMMR accounts covering the period 2016-2019. He presented the final findings of the audit carried out by the forensic auditors (Salihin Consulting Group Sdn. Bhd.), as tabulated in **Appendix B**.

- 6.2 The Hon. Treasurer concluded his presentation by mentioning that the main issue is that for some of the transactions/payments/expenditure, the documentation trail was not found/given and requested the members to decide on whether further action or investigation need to be taken. The President then opened the floor for further discussion and deliberation by members.
- 6.4 Ir. Ts. Noor Hisham Yahaya (O-9393) expressed his concern on the IMMR costs in terms of the audited accounts as there was a substantial amount of secretarial fees being paid and arising from this, there was no sufficient records from the audit trail and questioned if some of the expenses really occurred and if there is any avenue for recovery on the current IMMR owing.
- 6.5 Dr. Dasline Sinta (M-8517) commented that there could be more documents that are accessible and maybe a further request by legal letter for information, transactions, transmittals, contract copies or vouchers could be done to seek answers for “no response” report and that now is the time to move forward to repair our credibility and reputation in the public and major stakeholders. If the documentation is available, what is owed to the training providers and trainers should be honoured in due course and to rebuild the credibility and trust with stakeholders like Petronas.
- 6.6 Mr. Suhaimi Shahruam (O-9487) sought clarification on the statement “no response was provided by IMMR” and mentioned that supporting documents from 2018 were available and that all the files were given to the IMM Secretariat. The Hon. Treasurer responded that the supporting documentation requested were not made available nor were there any related files available in the computers handed over. The Hon. Secretary further added that there is a list of handed over records and records not found are not part of the documents handed over by IMMR staff to the Secretariat office. Mr. Suhaimi mentioned that filing was not done by him but would need to see the audit report to check and provide the relevant information.
- 6.7 With no further input or views, the President stated that the Management Committee (MC) will act according to its powers as entrusted by the members to carry out its roles and responsibilities in accordance to the constitution of IMM and also to act against unprofessional conduct according to the legal provisions of the country.
- 6.8 Ir. Ts. Noor Hisham Yahaya (O-9393) proposed that mandate be given by members for the MC to act accordingly even though the MC has the powers to act in accordance with the constitution. Ir. Hisham’s proposal was seconded by Mr. Muhammad Fariz Fauzi Bukhari (O-9183).

7. PROPOSED AMENDMENT TO IMM CONSTITUTION

- 7.1 The Hon. Secretary tabled a few editorial amendments to correct various clause numbers cited wrongly in the following Clauses of the current IMM Constitution:

- i) Clause 3.1e - “... in accordance to IMM Constitution **Section XI**” to be amended to “...in accordance to IMM Constitution **Section XIV**”
 - ii) Clause 14.1 – “... in accordance to IMM Constitution **Section VIII**” to be amended to “...in accordance to IMM Constitution **Section XV**”
- Clause 14.6 - “... as allowed for in the IMM Constitution clause number 3.1(e), **6.4.1, & 6.7.3**” to be amended to “...as allowed for in the IMM Constitution clause number 3.1(e), **6.3.1, & 6.6.3**”

7.2 Amendments to two other clauses were also proposed to remove ambiguity and provide clarity on the participation of non-citizens:

- i) Clause 5.1.5
“Only Malaysian Citizens, and Blue Identity Card Holders can become Ordinary Members, Associate Members (A.M.I.M.M.), Professional Members (M.I.M.M.) and Fellow Members (F.I.M.M.) with voting rights. Foreigners can join similar grades but shall have no voting right.”
to be amended to
“All grades of membership are open to both Malaysian citizens and foreigners. However, foreigners shall not have voting rights.”

- ii) Clause 6.2.1
“The posts of ordinary council members shall be held by Malaysian citizens. Not more than fifty percent of the ordinary council members can be non-Malaysian citizens subject to approval by the Registrar of Societies.”
to be amended to
“At least fifty percent of Council members shall be Malaysian citizens. Non-Malaysian citizens elected as Council members are subject to approval by the Registry of Societies.”

7.3 Dr. Dasline Sinta (M-8517) proposed to accept the proposed amendments and was seconded by Dr. Chew Khoo Hee (F-4355).

Action: Hon. Secretary

8 TABLING OF APPOINTMENT OF AUDITOR(S) FOR 2021

8.1 Appointment of Internal Auditor

The Honorary Treasurer proposed Ms. Hairunnisa Ramli (O-8429), member of the Coating Fingerprinting Committee, as the internal auditor. The proposal was seconded for acceptance by Dr. Eric Lim Teck Hock (F-8210). Ms. Hairunnisa who was in attendance accepted the appointment.

8.2 Appointment of External Auditor

The Hon. Treasurer mentioned that the appointment of the External Auditor will be tabled during the next Council meeting.

Action: Hon. Treasurer

9. ANY OTHER MATTERS

9.1. Updates relating to motions from IMM 30th AGM

The Hon. Secretary provided updates relating to the 10 motions tabled at the 30th AGM.

9.1.1 *Motion No.1 - All future monetary expenses by IMMR. to have prior approval from IMM Management Committee*

The operations of IMMR. have been taken over by IMM and all monetary matters will be dealt with accordingly through proper procedures.

9.1.2 *Motion No.2 - Immediate Past President not to take on trustee role in IMMR. setup.*

A policy on the selection and appointment and roles and responsibilities of board of trustees has been formulated and approved by Council.

The Board of Trustees have been appointed as follows:

- Dato' Dr. Ir. Ts. Haji Mohd Abdul Karim Abdullah (Chairman)
- Ts. Dr. Chew Khoon Hee (Member)

9.1.3 *Motion No.3 - To propose a forensic audit of IMM's and subsidiaries' accounts*

The forensic audit of IMM's and IMMR.'s accounts has been completed.

9.1.4 *Motion No.4 - IMM to issue IMM-SSPC certificates to all participants within 7 days*

IMM had engaged SSPC (through its Malaysian Chapter) and all outstanding certificates have been issued by SSPC.

9.1.5 *Motion No.5 - Any future affiliation to external organisations shall be established by IMM Council, not its subsidiaries or Regional Chapters*

All affiliations would have to be tabled as a proposal for prior approval by the Management Committee and Council before any engagement with external organisations.

9.1.6 *Motion No.6 - Any approval of new certification syllabus shall be screened & approved by IMM Council prior to introducing to industry*

The proposal for new and upgrading of certification syllabus have to be approved by the Council first and thereafter the syllabus has to be approved by the Examination and Certification Panel.

Note: The syllabus will be reviewed and finalised by the Technical Committee before the approval process.

9.1.7 *Motion No.7 - IMM to extend its agreement with SSPC for a period of not more than one (1) year*

The agreement with SSPC has been terminated.

9.1.8 *Motion No. 8 - IMM to utilize its experience with SSPC to come up with local programme/syllabus of equivalent standard to SSPC for Blaster Painter Courses to be reviewed & vetted by IMM Education & Certification committee*

The Protective Coating Technician (Blaster and Painter) PCT L1L2 certification course syllabus has been upgraded and the programme has been re-introduced to replace the IMM-SSPC C7 C12 certification.

9.1.9 ***Motion No.9 - IMM to engage current Training Centres & Trainers to execute the new local programme once it is ready***

All the Authorised Training Bodies (ATBs) have been engaged to discuss new terms of agreement and MOAs have been finalised.

The upgraded programs have been rolled out for them to conduct the training with IMM registered trainers.

9.1.10 ***Motion No.10 - IMM to open discussion with PETRONAS to replace the IMM-SSPC Certification in the PTS to with IMM local program once it is ready***

IMM has prepared the brochure and information note pack for the blaster and painter certification and will be engaging PETRONAS soon.

Action: Hon. Secretary

9.2 The updates provided on the motions were noted and the President then requested members to raise other matters if any. As there were none, the President proceeded to close the meeting.

10. CLOSING

10.1 The President, Dato' Dr. Ir. Ts. Haji Mohd Abdul Karim Abdullah (HF-7442) thanked all members for the trust placed on the office-bearers to continue in 2021 and will do their level best to take IMM to the next level of growth, aligned to the established goals of IMM.

10.2 The meeting ended at 5.00 p.m. with wishes from the President for everyone to stay safe and who also looked forward to meeting members either in person or virtually.

Drafted by:

Reviewed and Approved by:

N. Hithaya Jeevan

General Manager

Date: 23 April 2021

Prof. Ts. ChM. Dr. Melissa

Chan Chin Han

Hon. Secretary

Date:

Dato' Dr. Ir. Ts. Haji Mohd

Abdul Karim Abdullah

President

Date:

APPENDIX A**ATTENDANCE LIST OF THE 31st IMM ANNUAL GENERAL MEETING****19th MARCH 2021**

No.	Full Name	Membership No.
1.	Ab Kadir Asmad	O-1599
2.	Afandi Abd Hamid	M-7088
3.	Ahmad Daniel Ahmad Najmuddin	O-9996
4.	Aishah Umairah Abdul Halim	O-9991
5.	Dr. Amalina Muhammad Afifi	O-3775
6.	Dr. Amirah Amalina Ahmad Tarmizi	O-9855
7.	Dr. Azzura Ismail	O-7307
8.	Busroh Matasin	O-1607
9.	Chan Wai Sing	O-0404
10.	Ts. Dr. Chew Khoon Hee	F-4355
11.	Danny Tan Kim Chew	F-7120
12.	Dr. Dasline Sinta	M-8517
13.	Ir. Dr. Edwin Jong Nyon Tchan	F-0490
14.	Engku Aziezan Engku Azmi	O-5514
15.	Ernest Lau Hong Kit	O-0476
16.	Famiza Abdul Latif	O-5381
17.	Farah Farhana Zainal	M-4599
18.	Goh Ying Xin	O-9761
19.	Hairunnisa Ramli	O-8429
20.	Hamimah Abd Rahman	M-2684
21.	Dato Dr. Ir. Johari Basri	F-9695
22.	Karen Cheng Siew Hoon	O-9277
23.	Liew Chiam Wen	O-9929
24.	Lim Teck Hock	F-8210
25.	Ts. Dr. Mahmood Anwar	F-6277
26.	Maimunah Ismail	F-0078
27.	Mark Hew Yoon Onn	O-7558
28.	Ir. Max Ong Chong Hup	F-0088
29.	Megat Saiful Megat Yahya	O-5445
30.	Prof. Ts. ChM. Dr. Melissa Chan Chin Han	F-04118
31.	Prof. Ts. Dr. Mohamad Kamal B Harun	F-0117
32.	Ts. Dr. Mohamed Ackiel Mohamed	F-8237
33.	Mohammad Firdaus Yaacob	O-5507
34.	Mohd Fairuz Mohd Salleh	O-7281
35.	Mohd Faizul Mohammad @ Nawang	O-5447
36.	Mohd Fikri Jabar	O-5513
37.	Mohd Raziff B Embi	F-0002
38.	Mohd Khazani Mohd Noor	O-5515

No.	Full Name	Membership No.
39.	Dato' Dr. Ir. Ts. Haji Mohd. Abdul Karim Abdullah	HF-07442
40.	Ir. Mohd Syukri Mohd Khalid	O-9716
41.	Muhaimin Natasin	O-1598
42.	Muhammad Adib Yahaya	O-9998
43.	Muhammad Alis Omar	O-5508
44.	Muhammad Fariz Fauzi Bukhari	O-9183
45.	Muhammad Nor Haikiki Yaacob	O-5510
46.	Nik Kairo Asmani Mohd Kamil @ Wahab	O-5517
47.	Nik Khairil Azman Nik Abdullah	C-7279
48.	Ir. Ts. Noor Hisham Yahaya	O-9393
49.	NorAkmal Fadil	M-7043
50.	Norsyafiq Nordin	O-4845
51.	Nor Syazlin Abd Rashid	O-9320
52.	Nur Salihah Mat Yusup	O-9999
53.	Nur Zahirah Mohd Adam	O-9992
54.	Nurul Fatahah Asyqin Zainal	O-7123
55.	Ir. Ong Hock Guan	O-0792
56.	Ong Thai Kiat	O-3482
57.	Rahiman Abdul Majid	O-5509
58.	Raja Farizal Raja Omar	O-5518
59.	ChM. Dr. Shahrul Nizam Ahmad	M-9718
60.	Siti Nornajwa Hashimi	O-9993
61.	Suhaidi Mohamad Nawawi	O-0886
62.	Suhaila Idayu Abdul Halim	O-9125
63.	Suhaimi Shahruam	O-9487
64.	Syed Abu Bakar Syed Ahmad Ferdaus	O-9995
65.	Ir. Ts. Dr. Tan Kim Seah	AO-9888
66.	Ts. Dr. Tay Chia Chay	F-6742
67.	Dr. Tuty Asma Abu Bakar	M-7275
68.	Dr. Yong Soon Kong	O-7092
69.	Asst. Prof. Ts. Dr. Yu Lih Jiun	M-8971
70.	Ts. Wan Mohd Arif Wan Ibrahim	F-8244
71.	Wan Syamsul Mohd Noor	O-5446
72.	Zaihan Mohd Idzhar	O-9990
73.	Zamri Hussin	O-1591
74.	Aliya Syuhada Ariffin	S-9580
75.	Anis Nur Amanina Azmi	S-9582
76.	Aqil Najmi Bahrin	S-9584
77.	Fatin Nur Azmina Mohd Fauzi	S-10125
78.	Muhammad Afiq Firdaus Muhyiddin	S-9587
79.	Muhammad Muizzuddin Sa'ezan	S-9585
80.	Nor Farah Farhana Nor Azam	S-10126

No.	Full Name	Membership No.
81.	Nor'Aqilah Hashim	S-10123
82.	Nur Aqilah Mohd Zunaidi	S-8692
83.	Nurfazrin Eriza Md Fadzil	S-10122
84.	Nurul Asyikin Mohd Rozi	S-9583
85.	Nurul Izzah Zamri	S-9579
86.	Nurul Syawani Zamri	S-9586
87.	Sabariah Abd. Rahman	S-10120
88.	Siti Azizah Hayati Mustapha	S-10127
89.	Yuva Dharshini Muraleekaran	Observer
90.	Calista Ng Hue Thung	Observer
91.	Liew Son Qian	Observer

IMM AND IMMR FORENSC AUDIT FINDINGS

PRESENTED AT THE 31ST IMM ANNUAL GENERAL MEETING ON 19TH MARCH 2021

NO.	SEGMENT	DELIBERATION	RESPONSE
1	IMM	<p>IMM has recorded accumulated revenue of RM2,478,850 for the financial years 2016 up to financial period ended 30 June 2020.</p> <p>We have randomly selected 5 samples for each segment for each year to assess trail of revenue transactions, for totality of 102 samples.</p> <p>Based on executed sampling exercise on the above, <u>no supporting documentations</u> available for revenue recognition for 30 samples, at amount of RM262k, which represent 11% of the total revenue.</p>	<p>We believe the 62 samples are from Year 2016, 2017 & 2018. For 2019 onwards, we can ensure the documentations were justified with adequate documentations during our verification process.</p> <p><u>SALIHIN's Remark:</u></p> <p>We confirm that the exceptions were related for financial years 2016, 2017 and 2018, and no exception was noted for financial year 2019 and for the financial period ended 30 June 2020. However, the supporting documentations for the noted exceptions for financial years 2016, 2017 and 2018 are still pending.</p>

2	IMM	<p>We have performed comparison of recognized revenue with the deposits reflected in the bank statements for the financial years 2016 up to financial period ended 30 June 2020.</p> <p>Based on the above, at totality, <u>the revenue was under-declared at amount of RM3,132</u>, which represent less than 1% of total revenue.</p> <p>As a summary, total revenue recorded in AFS / MFS for the financial years under review was amounted to RM2,480,506 in comparable to the revenue reflected in the bank statements and trade receivables at amount of RM2,477,374.</p>	<p>Based on preliminary observation, the overall exposure is RM3,132. The nature of the bank transactions may vary, which may include settlement of debtors for the past years, debtors due for payment for the current year, offsets, loans repayment, past year adjustment , etc. Hence, there will be a variance that cannot be directly reconciled with the revenue account only.</p> <p><u>SALIHIN's Remark:</u></p> <p>We accept the responses and we deem the exception as immaterial.</p>												
3	IMM	<p>We have performed comparison of recognized expenses in the Audited / Management Financial Statements ("AFS/MFS") with the withdrawals reflected in the bank statements for the financial years 2016 up to financial period ended 30 June 2020.</p> <p>Based on the above, <u>the expenses were over-declared at amount of RM15,137</u>, which represent less than 1% total expenses, as follows:</p> <table border="1" data-bbox="459 1305 1551 1386"> <thead> <tr> <th data-bbox="459 1305 806 1386">DESCRIPTION</th> <th data-bbox="806 1305 936 1386">FY2016</th> <th data-bbox="936 1305 1083 1386">FY2017</th> <th data-bbox="1083 1305 1220 1386">FY2018</th> <th data-bbox="1220 1305 1356 1386">FY2019</th> <th data-bbox="1356 1305 1551 1386">FPE30/06/20</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DESCRIPTION	FY2016	FY2017	FY2018	FY2019	FPE30/06/20							<p>We cannot complete the reconciliation for IMM transactions from 2016 - 2020 today. From the overall finding of IMM Revenue and IMMR Revenue and Expenses, the total under declared of</p>
DESCRIPTION	FY2016	FY2017	FY2018	FY2019	FPE30/06/20										

			RM					expenses of RM360K is invalid as per the final report.
		Total Expenses as per AFS / MFS	394,244	347,822	527,015	878,931	304,098	<u>SALIHIN's Remark:</u>
		Withdrawal in Bank Statements	194,831	613,972	612,473	807,649	238,322	We accept the responses and we deem the exception as immaterial.
		Over Declared / (Under Declared)	199,413	(266,150)	(85,458)	71,282	65,776	
		TOTAL OVER DECLARED	RM15,137					
4	IMM	<p>IMM has recorded accumulated expenses of RM2,452,110 for the financial years 2016 up to financial period ended 30 June 2020. We have selected 556 samples in related to all expense transactions as reflected in the bank statements.</p> <p>Based on the above, <u>no payment vouchers and supporting documentations available for 5 selected samples at quantum of RM24,506</u>, which represent less than 1% total expenses.</p>						<p>19/6/17 RM12,781.95 - Payment made to Prof Melissa. Returned cheque. Please refer to bank statement.</p> <p>22/5/18 RM30,550 - This is closing account activity from HLB to CIMB. What type of supporting document is required? Please refer to bank statement for both HLB and CIMB.</p> <p>28/5/2018 RM80,934.88 - Payment to SSPC for Annual licence and training fee. Excel schedule attached.</p>

			<p>Response: Total exposure is now RM24.5K.</p> <p><u>SALIHIN's Remark:</u></p> <p>We accept the responses and we deem the exception as immaterial.</p>
5	IMM	<p>We have selected 551 samples in related to expenses incurred for the financial years 2016 up to financial period ended 30 June 2020. Based on the above, <u>no approval was noted on 62 samples at quantum of RM294,510, which represent 12% of total expenses.</u></p>	<p>We believe the 62 samples are from Year 2016, 2017 & 2018. For 2019 onwards, we can ensure the documentations were justified with adequate documentations during our verification process.</p> <p><u>SALIHIN's Remark:</u></p> <p>The categorisation of exception samples according to the financial years is as follows:</p> <ul style="list-style-type: none"> • FY2016: 4 • FY2017: 21 • FY2018: 23 • FY2019: 14

6	IMMR	<p>As per the AFS for FY2017, IMMR has recorded total expenses of RM117,778 comprises of Direct Expenses – RM110,522 and Operational Expenses – RM7,256. In addition, as per the available bank statements, IMMR has only recorded expenses at amount of RM2,000, which signify that the <u>recorded expenses in AFS were on cash basis.</u></p> <p>Upon request, IMMR has stated that <u>payment vouchers are not available.</u></p>	No response was provided by IMMR.
7	IMMR	<p>For the financial year ended 31 December 2019, IMMR has recorded Loss After Tax of RM248k, Negative Assets of RM438, Negative Current Assets of RM27k and Negative Retained Earning of RM100k.</p> <p>Based on the above, <u>IMMR has material uncertainty to continue as a Going Concern Entity.</u></p>	No response was provided by IMMR
8	IMMR	<p>IMMR has recorded accumulated revenue of RM1,798,347 for the financial years 2016 up to financial period ended 30 June 2020.</p> <p>We have randomly selected 5 samples for each segment for each year to assess trail of revenue transactions, for totality of 20 samples.</p> <p>Based on executed sampling exercise on the above, <u>no supporting documentations</u> available for revenue recognition for 10 samples, at amount of RM561k, which represent 31% of the total revenue.</p>	No response was provided by IMMR.
9	IMMR	<p>We have performed comparison of recognized expenses in the Audited / Management Financial Statements (“AFS/MFS”) with the withdrawals reflected in the bank statements for the financial years 2016 up to financial period ended 30 June 2020</p> <p>Based on the above, <u>the expenses were over-declared at amount of RM3,232,</u> which represent less than 1% of the total expenses.</p> <p>As a summary, total expenses recorded in AFS / MFS for the financial years under review was amounted to RM2,393,521 in comparable to the expenses reflected in the bank statements and trade receivables at amount of RM2,396,753.</p>	Based on preliminary observation, the overall exposure is RM3,233. The nature of the bank transactions may vary which may include settlement of creditors for the past years, creditors due for payment for the current

			<p>year, offsets, loans repayment, refunds, etc. Hence, there will be a variance that cannot be directly reconciled with the expenses account only.</p> <p><u>SALIHIN's Remark:</u></p> <p>We accept the responses and we deem the exception as immaterial.</p>
10	IMMR	<p>IMMR has recorded accumulated expenses of RM2,393,521 for the financial years 2016 up to financial period ended 30 June 2020. We have selected 338 samples in related to all expense transactions, as reflected in the bank statements.</p> <p>Based on the above, <u>no payment vouchers and supporting documentations available for 12 selected samples at quantum of RM109,153</u>, which represent less than 5% total expenses.</p>	No response was provided by IMMR.
11	IMMR	<p>We have selected 326 samples in related to expenses incurred for the financial years 2016 up to financial period ended 30 June 2020.</p> <p>Based on the above, <u>no approval was noted on 14 samples at quantum of RM209,381</u>, which represent 9% of total expenses.</p>	No response was provided by IMMR.