



# INSTITUTE OF MATERIALS, MALAYSIA

(ROS-4186/87)

TO ALL IMM MEMBERS,

## NOTICE OF 28<sup>th</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting of the IMM will be held as follows:

Venue : Impiana KLCC Hotel, Kuala Lumpur  
Date : 16<sup>th</sup> March 2018 (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 27<sup>th</sup> Annual General Meeting (\*)
4. To receive and adopt the 2017 report of the council presented by the Honorary Secretary of IMM (\*)
5. To receive and adopt the 2017 statement of accounts presented by the Honorary Treasurer of IMM (\*)
6. Proposed amendment to IMM Constitution (\*)
7. Election of 10 Council Members for 2016-2020 term.
8. Tabling the appointment of external auditors for 2018 by the Honorary Treasurer of IMM
9. Appointment of two internal auditors for 2018
10. Any other matters

(\*) can be accessed electronically on IMM website ([www.iomm.org.my](http://www.iomm.org.my)) after 9<sup>th</sup> Feb 2018.

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

Date: 2<sup>nd</sup> January 2018

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### 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 print and reply by fax at 03-4257 6292 **OR** indicate confirmation *via* email to [secretariat@iomm.org.my](mailto:secretariat@iomm.org.my) before **12:00 pm, 13<sup>th</sup> March 2018**.

*\*Delete whichever not applicable.*

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### 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 28<sup>th</sup> Annual General Meeting of the IMM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Proxy Voting Form should be returned to the IMM office (fax or email) before **12:00 pm, 13<sup>th</sup> March 2018**.