



EB/10/2021
October 12, 2021

To: All Members of FMM Eastern Branch

FMM EASTERN BRANCH **27th ANNUAL GENERAL MEETING**

The FMM Eastern Branch 27th Annual General Meeting of Federation of Malaysian Manufacturers would be held on **Tuesday, November 16, 2021 at 2.30pm at FMM Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.**

Attached herewith are the following :

- Notice and Agenda
- Nomination Form
- Proxy Form
- Reply Slip
- Rules and Procedures for Nomination to the FMM Branch Committee and Appointment of Proxy
- Administrative Guide for the FMM Eastern Branch 27th Annual General Meeting - 2021

NOMINATION OF CANDIDATES – Closing date – November 2, 2021

Nomination of candidates must be made in writing. The attached Nomination Form must be properly proposed and seconded. **Nominees must countersign to indicate their consent to the nomination.**

The 2021/2022 and 2022/2023 FMM Eastern Committee shall comprise **not less than 12** elected members and **not more than 24** elected members.

For any enquiries, please do not hesitate to contact Ms Florance Gabriel / Pn Hanis of FMM Eastern Branch at tel. no.: 09-515 6857 / 6858, and e-mail: fmmeastern@fmm.org.my.

Thank you.

By Order of the Committee,

Florance Gabriel
Head of Branch
FMM Eastern Branch



**FEDERATION OF MALAYSIAN MANUFACTURERS (7907-X)
EASTERN BRANCH**

NOTICE OF THE 27th ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 27th Annual General Meeting of the Federation of Malaysian Manufacturers Eastern Branch would be held on **Tuesday, November 16, 2021** at **2.30pm** at **FMM Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.**

AGENDA

1. Address by the Branch Chairman.
2. To receive and adopt Report of the FMM Eastern Branch Committee for the financial year ended June 30, 2021.
3. To elect members of the FMM Eastern Branch Committee for 2021/2022 and 2022/2023.
4. To transact any other business of which notice has been given.

By Order of the Committee,

Florance Gabriel
Head of Branch
FMM Eastern Branch



**FEDERATION OF MALAYSIAN MANUFACTURERS (7907-X)
EASTERN BRANCH**

NOMINATION FORM

We, the undersigned, wish to propose and second the following candidate(s) for election to the Federation of Malaysian Manufacturers Eastern Branch Committee for **2021/2022 and 2022/2023** at the forthcoming **27th Annual General Meeting** to be held on **Tuesday, November 16, 2021 at 2.30pm.**

Name of Proposer (Company) : _____

Name of Company's Representative : _____
(Block Letters) (Signature)

Name of Seconder (Company): _____

Name of Company's Representative : _____
(Block Letters) (Signature)

NOMINATIONS

	<i>Name of Member Company</i>	<i>Name of Company's Representative</i>	<i>Signature of Representative Accepting Nomination</i>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

NOTE :-

*This nomination form should be returned to the FMM Eastern Branch Secretariat Office, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang latest by **November 2, 2021.***



**FEDERATION OF MALAYSIAN MANUFACTURERS (7907-X)
EASTERN BRANCH**

PROXY FORM

We
(Name of Member Company)

being a member of the Federation of Malaysian Manufacturers hereby appoint

.....
(Name of Proxy and Designation)

of
(Company & Address)

or failing him
(Name of Proxy & Designation)

of
(Company & Address)

as our proxy to vote for us on our behalf at the **27th Annual General Meeting** of the Federation of Malaysian Manufacturers Eastern Branch to be held on **Tuesday, November 16, 2021**.

Signed this day of 2021.

Signature :

Name :
(In Block Letters)

Designation :
(In Block Letters)

NOTES :-

- i. A member entitled to attend and vote at meetings of the Federation of Malaysian Manufacturers is entitled to appoint a proxy to attend and vote on his behalf.
- ii. The instrument appointing the proxy shall be in writing under the hand of the appointer who shall be the named Representative of Member as registered in the Federation's records
- iii. No proxy holder may hold more than One (1) proxy in accordance with Article 90.
- iv. A proxy holder must be a member of the Federation in accordance with Article 88.
- v. To be valid, all proxy must be deposited at the FMM Eastern Branch Office, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang not less than forty-eight (48) hours before the time set for the Annual General Meeting.
- vi. The Proxy Form must carry the original signature of the appointer i.e. the original signed copy must be submitted. Faxed or e-mailed copy of the Proxy Form in acceptable provided it is accompanied by a photocopy of the appointer's identity card (IC).



REPLY SLIP

FMM Eastern Branch

B-8014, 2nd Floor, Sri Kuantan Square
Jalan Telok Sisek
25000 Kuantan
Pahang Darul Makmur

Fax: 09-515 6855

E-mail: fmmeastern@fmm.org.my

**FMM EASTERN BRANCH
27TH ANNUAL GENERAL MEETING**

I,
(Name in Block Letters)

representing
(Name of Company)

will be * **able / unable** to attend the 27th Annual General Meeting of the Federation of Malaysian Manufacturers Eastern Branch on **Tuesday, November 16, 2021 at 2.30pm** at **FMM Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.**

Signature

Designation in Company

Date

** Please delete whichever is not applicable*

***This reply slip should be returned to the
FMM Eastern Branch Secretariat
via e-mail: fmmeastern@fmm.org.my
by November 2, 2021***



FEDERATION OF MALAYSIAN MANUFACTURERS (196801000309 / 7907-X)

Rules and Procedures for Nomination to the FMM Branch Committee and Appointment of Proxy

I. Criteria of Candidate for Nomination to the FMM Branch Committee

1. Every Ordinary Member desiring to have its authorised Representative of Member elected to the FMM Branch Committee shall submit the name of such Representative to the Federation at least 14 days before the date set down for the Annual General meeting.
2. The Representative of Member nominated for election to the Branch Committee must be Senior Management Level person.
3. The FMM Branch Committee shall comprise persons who are representatives of Members only. No candidate shall be eligible for election or re-election to the Branch Committee unless he shall be a Representative of Member whose membership has not been in suspension at any time during the financial year of election.
4. The definitions of Senior Management Level and authorised Representative of Member are as set out in the Federation's Articles of Association.
5. Nomination of candidates must be proposed and seconded by Ordinary Members whose membership are also not in suspension at any time during the financial year of election.
6. The Proposer and the Secunder must be the named authorised Representative of Ordinary Members whose names are registered in the records of the Federation.
7. The Proposer and Secunder for a candidate cannot be the same authorised Representative of Ordinary Member from the same company. They must be the authorised Representative of Ordinary Member from two different companies.

II. Submission of Nomination Form

1. The Nomination Form used shall be in the prescribed format as approved by the FMM Branch Committee.
2. The Nomination Form must be received by the closing date as stipulated on the Form. Any late submission will be treated as invalid and will not be accepted for consideration of the candidacy.
3. A blank Nomination Form may be photocopied for use. However, the completed Nomination Form submitted must be the original form signed by the Proposer, Secunder and the Candidate accepting the nomination. A photocopy of the original signed form will not be accepted.
4. It is the responsibility of the candidate, proposer and secunder to ensure they are registered in the records of FMM as the Authorised Representative of their respective company, and that their company's membership is not in suspension.

5. To facilitate II (4) above, the Branch secretariat shall post the name of the Authorised Representative and membership status of member companies in the Members Section of the FMM website for members to check the information before submission of the Nomination Form.

III. FMM Branch Election Committee

1. The FMM Branch Committee shall appoint amongst themselves three (3) persons to form the Branch Election Committee which will oversee the nomination and election process for the forthcoming AGM.
2. The term of office of the Branch Election Committee shall be from the time it is established before the AGM to oversee the nomination process for the election of Branch Committee members to the time a new Election Committee is set up in the following year. Hence, the Election Committee shall be dissolved after a new Election Committee is formed by the FMM Branch Committee in the following year for the next election process.
4. The terms of reference of the Branch Election Committee shall be:
 - a. To verify the validity of the Nominations received and the eligibility of the candidates for election to the FMM Branch Committee.
 - b. To ensure transparent and fair conduct of general meetings (annual and extraordinary meetings) of the Branch.
5. The Chairman of the Branch Election Committee shall be appointed by the 3 persons from amongst themselves.
6. In the event the number of committee members falls below three (3), the Branch Committee may appoint another Branch Committee member to fill the vacancy.
7. The Branch Election Committee shall meet on the closing date for the submission of the Nomination Forms at half an hour past the close of office of the Secretariat for the day to verify the validity of the Nomination Forms received and the eligibility of the candidates.
8. In the event of doubt on the senior management and authorised Representative of Member's position of the candidate, the Branch Election Committee shall decide on the eligibility of the candidate.
9. The nominated candidates shall be informed whether they are eligible or disqualified to stand for election to the Branch Committee. They shall be informed by the Secretariat no later than three days, excluding public holidays, after the meeting of the Branch Election Committee.
11. The decisions of the Branch Election Committee shall be final and no further queries will be entertained.
12. Authority and Duties of the Branch Election Committee:
 - a. The Branch Election Committee shall verify the validity of the Nomination Forms and the eligibility of the candidates for election to the Branch Committee.
 - b. The Branch Election Committee may at any time during working hours, call on the Secretariat to sight the Nomination Forms received.
 - c. The Branch Election Committee may at any time during working hours, call on the Secretariat to sight the Proxy Forms received for the general meetings.

- d. At the time of the general meeting, the Branch Election Committee may check the register of members to ensure that the number of voting slips given to the members attending is correct.
- e. If there is voting by secret ballot, the Branch Election Committee together with the scrutineers appointed, shall ensure the counting process is transparent and conducted smoothly.

IV. Proxies

1. Under Article 90 of the Articles of Association, no member or person attending the Annual General Meeting is entitled to hold more than One (1) proxy. To be valid, all proxy forms should be signed by the named authorised "Representative of Member" as registered in the Federation's records.
2. A proxy holder must be an Ordinary member of the Federation whose membership is not in suspension at any time during the financial year of election. If the proxy holder is from a member's own company or group of companies, the person need not be the authorised Representative of Member. However, if the proxy holder is from another member company, the person must be the named authorised Representative of Member (Article 88 refers).
3. To be valid, all proxy forms must be deposited at the FMM Office, not less than forty-eight (48) hours before the time set for the Annual General Meeting.
4. The Proxy Form must carry the original signature of the appointer, i.e. the original signed copy must be submitted. Faxed or emailed copy of the Proxy Form is acceptable provided it is accompanied by a photocopy of the appointer's identity card (IC).
5. It is the responsibility of the appointer to ensure that he is the authorised Representative of his company whose membership has not been suspended, and that the proxy holder, if from another member company, is the authorised Representative of that company whose membership has also not been suspended.
6. It is not the duty of the Secretariat to inform the appointer or the proxy holder of the validity of the Proxy Form submitted. Invalid proxy holders shall be informed of their disqualification at the registration desk on the day of the meeting.

V. Interpretation

1. The above rules and procedures shall be read in conjunction with the Federation's Articles of Association.



FEDERATION OF MALAYSIAN MANUFACTURERS (196801000309 / 7907-X)

Administrative Guide for the 27th Annual General Meeting

Date : Tuesday, November 16, 2021
Time : 2.30pm
Venue : FMM Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square
Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur

1. As a Covid-19 precautionary measure, FMM reserves the right to limit the number of attendees to be accommodated physically at the venue.
2. In order to assist FMM in managing the logistics for the 27th AGM, members / proxies are required to pre-register with FMM.
3. Only attendees who have been fully vaccinated with low risk or a casual contact status and pre-register with FMM are allowed to attend the AGM.
4. All attendees must wear face mask, take their temperature, scan FMM's MySejahtera QR Code and sanitise their hands upon arrival at the FMM Eastern Branch entrance.
5. You will not be allowed to enter FMM Eastern Branch if :
 - a. You are not fully vaccinated.
 - b. You are fully vaccinated but with high risk status
 - c. Have a body temperature above 37.5°C or show pneumonia symptoms (fever, cough and breathlessness).
6. All attendees must maintain physical distancing and adhere to the standard operating procedures as prescribed by the Government, Ministry of Health, the Malaysian National Security Council, and other relevant authorities to curb the spread of COVID-19. Face mask must be worn at all times.

Pre-Registration to attend the 27th AGM

1. Members and proxies are required to register ahead of the 27th AGM to allow the Company to make the necessary arrangements in relation to accommodate the meeting participants.
2. Please pre-register via reply slip attached or email to florance@fmm.org.my or fmwestern@fmm.org.my with the following information:
 - i. Name of Authorised Representative
 - ii. Name of Company
 - iii. Membership Number
3. The Reply Slip is only for logistics planning for the AGM. A proxy form must be completed and returned to the FMM Eastern office if a proxy holder is to be appointed. (***Please do read and follow the rules and procedures for nomination to the FMM Branch Committee and appointment of proxy.***)

Registration on Meeting Date

Registration will start at 1.45pm on November 16, 2021.