



**PERSATUAN AIR MALAYSIA** (The Malaysian Water Association)

No. 24, Second Floor, Jalan Sri Hartamas 8, Taman Sri Hartamas, 50480 Kuala Lumpur.  
Tel : 603-6201 9521 / 6201 2250 Fax : 603-6201 5801 Website : www.mwa.org.my

**MWA/ AGM/ 003/ 20**

24 July 2020

To All Members  
The Malaysian Water Association

Dear Members,

**THE MALAYSIAN WATER ASSOCIATION  
-NOTICE OF 32<sup>nd</sup> ANNUAL GENERAL MEETING**

In accordance with Clause 7 (1)(a) of the Malaysian Water Association (MWA) Constitution, notice is hereby given that the 32<sup>nd</sup> Annual General Meeting (AGM) of the Malaysian Water Association will be held on date, time and venue as the following: -

**Date** : **5 September 2020 (Saturday)**  
**Time** : **9:30 am – 11:30 am**  
**(Registration with breakfast starts at 8:30 am)**  
**Venue** : **Kota Permai Golf & Country Club (Danau 1 & 2)**  
**No. 1 Jalan 31/100A, Kota Kemuning, Section 31**  
**40460 Shah Alam, Selangor**

The AGM is held in accordance with the directive given by the Majlis Keselamatan Negara (MKN) that permits the programme to be conducted and shall comply with the procedures by the MKN and SOPs by the Government.

The tentative Agenda for the meeting is as follows (the confirmed agenda will be circulated in the Annual Report):

1. Address by the President.
2. Confirmation of the Minutes of 31<sup>st</sup> AGM held on 29 April 2019.
3. Matters Arising.
4. Annual Report of the Council for 2019/2020
  - Report by the Hon. Secretary General on Activities
  - Report by the Hon. Treasurer General on Accounts
5. Election of Honorary Internal Auditors.
6. Any Other Business  
(Of which notice shall have been given to the Hon. Secretary General seven (7) days before the AGM is due, i.e. 25 August 2020)

All members of the Association are entitled to attend and to participate in the proceedings at the AGM, but only Ordinary and Institutional Members are entitled to vote and be recognised for the purpose of determining whether a quorum is present. The vote of Institutional Members is to be exercised through its authorised representative.

According to Clause 4 (5)(a) & (b), votes may be given either personally or by proxy. A proxy shall be appointed in writing under the hand of the appointer. A member may appoint another member as his proxy to represent him at any Annual General Meeting or adjourned Annual General Meeting and the proxy shall have all the rights and privileges of the member for whom he is representing and to vote thereat for himself and for the member for whom he is representing.

Under Clause 4 (5)(d) of the Constitution of the Association, members are not entitled to attend, speak or vote at the AGM unless monies due from them have been paid and these include the 2020 subscription fee.

Clause 7 (1)(e) states that the quorum for the AGM shall be one half of the total number of voting members or twice the number of the Council Members, whichever is the lesser. As the present Council has 21 members, this means a minimum of 42 members must be present in order to have a quorum. Your attendance at the AGM is very much appreciated.

The following is the Tentative Programme for the AGM on 5 September 2020:

8:30 am – 9:30 am	-	Registration (with breakfast)
9:30 am – 11:30 am	-	Annual General Meeting
		End

Please indicate in the Attendance Slip attached whether you will attend the AGM or not.

The Institutional Members (IM) shall complete and return the Proxy Form to the Secretariat seven (7) days before the time of holding the meeting. This applies to Ordinary Members (OM) if they are unable to attend but want to send a representative.

Thank you.

Yours faithfully



**IR. ZULKIFLEE BIN AB HAMID**  
Honorary Secretary General  
The Malaysian Water Association

Enclosures: Attendance Slip  
Proxy Form

**ATTENDANCE SLIP**

(Deadline of submission: before/by 26 August 2020)

To:

**Honorary Secretary General  
32<sup>nd</sup> MWA AGM**

The Malaysian Water Association  
No. 24 Second Floor, Jalan Sri Hartamas 8  
Taman Sri Hartamas, 50480 Kuala Lumpur

**Fax: 03 6201 5801**

**Tel: 03 6201 2250 / 9521**

**Email: [johari@mwa.org.my](mailto:johari@mwa.org.my) (Johari Khamis)**

**NOTICE OF 32<sup>nd</sup> MWA ANNUAL GENERAL MEETING**

**5 September 2020 (Saturday)**

**9:30 am – 11:30 am**

(Registration starts at 8:30 am)

**Kota Permai Golf & Country Club (Danau 1 & 2)  
No. 1 Jalan 31/100A, Kota Kemuning, Section 31  
40460 Shah Alam, Selangor**

*(please tick where applicable)*

I confirm attending the AGM.

I confirm attending the AGM and stay for lunch.

I am not able to attend the AGM.

Name : \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Membership No.: \_\_\_\_\_

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

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

**Notes:**

- The Institutional Members (IM) shall complete and return the Proxy Form to the Secretariat seven (7) days before the time of holding the meeting. This applies to Ordinary Members (OM) if they are unable to attend but want to send a representative.
- Please check your membership subscription status with the Secretariat.
- For route map & direction to the venue, please contact Kota Permai Golf & Country Club, tel: 03-5122 3700 [www.kotapermai.com.my](http://www.kotapermai.com.my)

To:  
**Honorary Secretary General**  
**32<sup>nd</sup> MWA AGM**  
The Malaysian Water Association  
No. 24 Second Floor, Jalan Sri Hartamas 8  
Taman Sri Hartamas, 50480 Kuala Lumpur

**Fax: 03 6201 5801**  
**Tel: 03 6201 2250 / 9521**  
Email: [johari@mwa.org.my](mailto:johari@mwa.org.my) (Johari Khamis)

## PROXY FORM

### THE MALAYSIAN WATER ASSOCIATION

I, ..... of

Membership No.: ..... being a member of the Malaysian Water

Association hereby appoint .....

of .....

as my proxy to vote for me and on my behalf at the Annual General Meeting of the

Association to be held on the **5 September 2020** and at any adjustment thereof. As witness

my hand this ..... day of ..... 20.....

.....  
Signature

Company's Stamp (for IM only)

#### Notes:

- Please fax this **Proxy Form** and the **Attendance Slip** to the MWA Secretariat **before/by 26 August 2020**.
- Clause 4 (5)(a) – Votes may be given either personally or by proxy. A proxy shall be appointed in writing under the hand of the appointer.
- Clause 4(b) – A member may appoint another member as his proxy to represent him at any Annual General Meeting or adjourned Annual General Meeting and the proxy shall have all the rights and privileges of the member for whom he is representing and to vote thereat for himself and for the member for whom he is representing.
- Clause 4 (5)(c) – The Proxy Form shall be addressed to the Honorary Secretary General and shall be deposited at the registered office of the Association not less than seven (7) days before the time of the meeting.
- Please ensure your membership subscription is current to entitle you to attend the AGM.