



THE MALAYSIAN INSTITUTE OF ARBITRATORS

Unit 508, Lobby 2, 5th Floor, Block A, Damansara Intan, Jalan SS20/27,
47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel (603) 77265311 Fax (603) 77265322 Email: info@miarb.com

Our Ref: MIArb/AGM/2012-2013

Date: 23 May 2012

TO: ALL Members,

- 1) **AGM 2011/2012**
- 2) **Election to Council**

We enclose herewith:-

- 1) Notice of AGM 2011/2012
- 2) Nomination papers for election of the respective Office Bearers (namely the Vice President, Honorary Secretary, Honorary Treasurer) and 4 ordinary Council members for 2012/2014 pursuant to Clause 15.5 to 15.7 of the Rules of the Institute.

Please note that the completed **Nomination Form** must be received by the Secretariat **by 6.00 pm on 7 June 2012 (Thursday)**. Members are reminded that they have to settle their 2012 subscription to be eligible to vote or stand as a candidate in the elections or as a Proposer and Seconder for the Candidate.

Members are encouraged to stand for office to enable the Institute to operate effectively as the effectiveness and standing of the Institute will depend on the active support of the general membership. Members should make every effort to be present to ensure a quorum for the AGM.

In order to facilitate catering for refreshments, we would appreciate if you could confirm your attendance by **8 June 2012 (Friday)** by **FAXING** the attached Reply Slip. Refreshments will be served from 5.30 pm onwards. We look forward to your attendance and support at the AGM on 14 June 2012.

Thank you.

Yours sincerely,

Kevin Prakash
Honorary Secretary

REPLY SLIP

To: The Honorary Secretary, MIArb

Fax : 603-77265322

I, _____ M/ship No. _____

confirm that I will be attending the Annual General Meeting on 14 June 2012 (Thursday) at 6.00 p.m. at the MIArb Office, Unit No. 508, Lobby 2, 5th Floor, Block A, Damansara Intan, Jalan SS20/27, 47400 Petaling Jaya, Selangor.

Signature :

Date:.....



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NOTICE OF ANNUAL GENERAL MEETING 2012

Our Ref: MIArb/AGM/2012-2013

Date: 23 May 2012

TO: ALL Members,

NOTICE IS HEREBY GIVEN THAT THE 20TH ANNUAL GENERAL MEETING of the Institute will be held as follows:

Date : 14 June 2012 (Thursday)

Time : 6.00 p.m.

Venue : MIArb Office, Unit No. 508, Lobby 2, 5th Floor, Block A, Damansara Intan, Jalan SS20/27, 47400 Petaling Jaya, Selangor

AGENDA

1. President's Message.
2. To confirm Minutes of the 19th Annual General Meeting for the year 2010/2011.
3. To receive the Council's report on the working of the Institute during the year 2011/2012.
4. To receive the Treasurer's report and the audited accounts of the Institute for the year ending 31st December 2011.
5. To elect Council members and to appoint auditors for the year 2012/2014.
 - 5.1 Election of Office Bearers and Council Members for the year 2012/2014 pursuant to Clause 15.5 to 15.7 of the Rules of the Institute in respect of the following positions:-
 - a) Vice President
 - b) Hon. Secretary
 - c) Hon. Treasurer
 - d) Four (4) Ordinary Council Members
 - 5.2 To appoint two (2) Hon. Auditors for the year 2012/2013.
6. To deal with such other matters as may be presented.


Kevin Prakash
Honorary Secretary