



**16TH
ANNUAL
GENERAL
MEETING**

18 MARCH 2023

**ANNUAL
REPORT
2023**



**MAKING A REAL DIFFERENCE
WORLD FM DAY
10 MAY 2023**



PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)
Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

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16TH ANNUAL GENERAL MEETING 2023

Date : 18 Mar 2023
Meeting Mode : Hybrid
Venue : Dewan Seminar 1UTMSPACE
Residensi UTM Kuala Lumpur
Level 2 Podium
8 Jalan Maktab, Kampung
Datuk Keramat, Kuala
Lumpur
Time : 10.00 am – 01.00 noon

AGENDA:-

09.30 – 10.00 am	Registration at venue
10.00 – 10.15 am	Welcoming Remarks by Chairperson Doa Recital by Tn Hj Zainuddin Zainal Welcoming Speech by MAFM President Presentation of MAFM Industry Roadmap
10.15 – 10.45 am	<u>Annual General Meeting</u> ● Confirmation of the 15th AGM Minutes and Matters Arising ● Secretary's Report: Membership Status & Activities for Year 2022 ● Treasurer's Report: Presentation of Accounts & Financial Statement 2022
10.45 – 12.00 noon	<u>Election of Office Bearers 2023 – 2025</u> ● Dissolution of Committee Members Session 2021 – 2023 ● Election of Presiding Chairman for Election ● Election of Office Bearers Session 2023 – 2025 ● Speech by President MAFM 2023 - 2025
12.00 – 12.15 noon	Presentation of Resolution
12.15 – 12.30 noon	Other Matters
12.30 noon	Adjournment of AGM
12.30 – 01.30 noon	Lunch



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SECTION 1 :

BRIEF NOTES ABOUT MAFM



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SECTION 1 - BRIEF NOTES ABOUT MAFM

BRIEF HISTORY

Persatuan Pengurusan Fasiliti Malaysia or Malaysian Association of Facility Management (MAFM) was initially formed in 2005 with the objective to bridge the networking between academicians and the industry players on sharing of knowledge and practical experience in Facility Management (FM) practices.

There were only 37 registered members who participated in the inaugural Annual General Meeting held in Kuala Lumpur and Professor Dr. Hajjah Maziah Binti Ismail from Universiti Teknologi Tun Hussein Onn was elected as the first MAFM President. MAFM activities during the initial period focused on FM research related activities. The Association became dormant for almost 3 years due to lack of fund and support from the industry players.

Pursuant to a nationwide call for improvement on the quality of FM services in the National Asset and Facility Management Conference 2009 (NAFAM 2009), a group of FM industry players took the initiative to organise an extraordinary general meeting on 28th August 2009 with the objective to revive the Association.

The new beginning of MAFM in 2009 had seen drastic changes made by the elected President, Yang Berbahagia Tan Sri (Dr.) Ir. Jamilus bin Hussein and the new committee members representing various professional and academic backgrounds. The revised Constitution of the Association promotes inclusiveness of various stakeholders to become members and gives new direction in terms of FM definition in the Malaysian context. Under the stewardship of the current President, Dato' Sri Zohari bin Hj Akob, MAFM is making further progress in its engagement with the key stakeholders with the objective of ensuring MAFM provides pivotal inputs with regards to policy matters that shapes the facilities management industry.

MAFM defines facility management as follows:

“The total management that integrates all services to support the core business of an organisation”



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OUR VISION

To be an international centre of reference for Facility Management excellence.

OUR MISSION

To raise awareness, promote standards and cultivate professionalism for Facility Management industry.

MAFM OBJECTIVES

- Strengthen FM industry in Malaysia
- Promote development of knowledge and best practices
- Foster economic growth through professionalism.

BENEFITS OF JOINING MAFM

Individual or Corporate joining MAFM shall enjoy the following benefits:

- Members are able to enhance their knowledge and share experience among the community through interactive events such as seminars, conferences, dialogues, forums, research surveys and field-study visits.
- Members are able to access latest information on FM via online forums and journal publications.
- Members are able to participate in any third-party events or functions endorsed by MAFM at discounted rate.



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MEMBERSHIP CATEGORY

There are six (6) categories of memberships available in MAFM to attract different level of participations from various background knowledge and experience. The memberships are as follows:

- a. Ordinary Member – membership for FM practitioners with practical experience in delivering FM scope of works in the industry.
- b. Corporate Member – membership for organisations or businesses related to FM practices.
- c. Associate Member – membership for individuals without practical experience in delivering FM scope of work but contributes indirectly to the development of the FM industry. Expatriates from the FM industry can apply to be an Associate Member
- d. Fellow – membership for ordinary member who has contributed significantly to the development of the Association and FM industry.
- e. Honorary Fellow – an honorary award for individuals who have contributed significantly to the development of the Association and FM industry.
- f. Student Member – membership for individuals who are students pursuing studies related to the field of Facility Management



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MAFM COMMITTEE MEMBERS SESSION 2021 - 2023

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT
Committee Member



PRESIDENT
Dato' Sri Zohari bin Hj Akob
Aktif Unggul Sdn. Bhd.



DEPUTY PRESIDENT
Tn. Hj. Mohammad Shahrizal bin
Mohammad Idris
GFM Sdn Bhd



VICE PRESIDENT 1
Ts. Mohd Mazhar bin Mohd Marzuki
Avancer FM Services Sdn Bhd



VICE PRESIDENT 2
Amir Farid bin Omar
Pro FM Sdn Bhd



SECRETARY
Tamilwanan A/L Palaniappan
MAFM



TREASURER
Mohd Farihan Mohamad Rani
Trans Facilities Management



ASSISTANT SECRETARY
Ts. Dr. Saharani bin Jaafar
SRS Knowledge Fusion Sdn Bhd



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SUB-COMMITTEE



Dr. Mat Naim bin
Abdullah@Mohd Asmoni
Universiti Teknologi Malaysia



Dr. Rozaimi bin An
ABM Wilayah Tengah



Mahput bin Sairan
Sime Darby Property



Tun Masri bin Hj Abu Bakar
JLL Malaysia



Dr. Mohamad Rizal bin Baharum
Universiti Malaya



Ts Sr Masnizan bin Che Mat
Orbital Space (M) Sdn Bhd



Ahmad Fuad bin Che Mi
Enviroverks (M) Sdn Bhd



Sr Dr. Sarajul Fikri Mohamed
Universiti Teknologi Malaysia



Sharifah Rosfashida binti Syed Abd. Latif
Open University Malaysia



Zainuddin bin Zainal
Chulia Facilities Management Sdn Bhd

PERLEMBAGAAN BAGI PERTUBUHAN



PERSATUAN PENGURUSAN FASILITI MALAYSIA (MALAYSIAN
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PERLEMBAGAAN BAGI PERTUBUHAN INDUK

**PERSATUAN PENGURUSAN FASILITI MALAYSIA
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KANDUNGAN

FASAL 1	..	NAMA
FASAL 2	..	TEMPAT URUSAN
FASAL 3	..	TUJUAN / MATLAMAT
FASAL 4	..	KEAHLIAN
FASAL 5	..	PEMBERHENTIAN DAN PEMECATAN AHLI
FASAL 6	..	SUMBER KEWANGAN
FASAL 7	..	MESYUARAT AGUNG
FASAL 8	..	JAWATANKUASA
FASAL 9	..	KEWAJIPAN-KEWAJIPAN PEGAWAI
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FASAL 12	..	PENTADBIR HARTA / PEMEGANG AMANAH
FASAL 13	..	TAFSIRAN PERLEMBAGAAN PERTUBUHAN
FASAL 14	..	PENASIHAT / PENAUNG
FASAL 15	..	LARANGAN
FASAL 16	..	PINDAAN PERLEMBAGAAN
FASAL 17	..	PEMBUBARAN
FASAL 18	..	BENDERA, LAMBANG DAN LENCANA



PERLEMBAGAAN BAGI PERTUBUHAN INDUK

**PERSATUAN PENGURUSAN FASILITI MALAYSIA
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FASAL 1 NAMA

- (1) Pertubuhan ini dikenali dengan nama

**PERSATUAN PENGURUSAN FASILITI MALAYSIA
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Selepas ini disebut "**Pertubuhan**".

- (2) Takrif Nama :
(3) Taraf Pertubuhan : **Kebangsaan**

FASAL 2 TEMPAT URUSAN

- (1) Alamat berdaftar dan tempat urusan pertubuhan ialah

**1-23-5, MENARA BANGKOK BANK,
LAMAN SENTRAL BERJAYA,
JALAN AMPANG
50450 KUALA LUMPUR**

dan alamat untuk surat-menyurat adalah

**1-23-5, MENARA BANGKOK BANK,
LAMAN SENTRAL BERJAYA,
JALAN AMPANG
50450 KUALA LUMPUR**

atau di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke semasa oleh Jawatankuasa;

- (2) Tempat urusan berdaftar dan alamat surat menyurat Pertubuhan tidak boleh diubah tanpa kebenaran Pendaftar Pertubuhan terlebih dahulu.

FASAL 3 TUJUAN / MATLAMAT

- (1) Memperkasakan Pengurusan Fasiliti di Malaysia.



- (2) Menggalakkan perkembangan ilmu dan amalan-amalan terbaik (best practices) dalam bidang Pengurusan Fasiliti di Malaysia.
- (3) Membantu kearah memantapkan perkembangan ekonomi Negara.
- (4) Menjalankan perniagaan yang bersesuaian bagi menjana aliran pendapatan yang stabil untuk melindungi keselamatan kedudukan kewangan Persatuan.

FASAL 4 KEAHLIAN

- (1) Secara amnya, jenis-jenis keahlian dalam Persatuan ini adalah seperti berikut:
 - (a) Ahli Biasa
Keahlian Biasa ialah keahlian untuk individu yang mengamalkan Pengurusan Fasiliti.
 - (b) Ahli Korporat
Keahlian Korporat ialah keahlian untuk organisasi atau syarikat perniagaan.
 - (c) Ahli Bersekutu
Keahlian Bersekutu ialah keahlian untuk individu yang tidak mengamalkan Pengurusan Fasiliti, tetapi memberikan sumbangan sekurang-kurangnya secara tidak langsung tetapi bermakna kepada industri Pengurusan Fasiliti.

Permohonan keahlian dari warganegara asing boleh dipertimbangkan dengan syarat pemohon telah bermastautin selama satu (1) tahun di Malaysia.
 - (d) Felo
Felo ialah keahlian yang diberikan kepada individu yang telah memberikan sumbangan yang difikirkan bermakna kepada perkembangan Persatuan secara khasnya dan industri Pengurusan Fasiliti secara amnya.
 - (e) Felo Kehormat
Felo Kehormat ialah suatu keahlian berbentuk penghormatan yang diberikan kepada man-mana individu yang difikirkan berpotensi untuk memberikan sumbangan yang bermakna kepada perkembangan Persatuan secara khasnya dan industri Pengurusan Fasiliti secara amnya.
 - (f) Ahli Pelajar
Keahlian Pelajar ialah keahlian untuk individu berstatus pelajar yang sedang mengikuti pengajian di Institusi Pengajian Tinggi.

- (2) Syarat-syarat permohonan untuk setiap keahlian adalah seperti berikut:

- (a) Ahli Biasa
 - i. Berumur tidak kurang dari 21 tahun pada tarikh permohonan keahlian dibuat;



- ii. Memiliki kelayakan akademik (sekurang-kurangnya di peringkat diploma) yang difikirkan sesuai atau berkaitan dengan bidang Pengurusan Fasiliti oleh Jawatankuasa;
 - iii. Mempunyai pengalaman praktikal dalam bidang Pengurusan Fasiliti yang difikirkan relevan oleh Jawatankuasa; dan
 - iv. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Biasa.
 - v. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.
- (b) Ahli Korporat
- i. Organisasi atau syarikat yang sah di sisi undang-undang Malaysia;
 - ii. Berlatar-belakangkan bidang Pengurusan Fasiliti atau bidang-bidang lain yang difikirkan berkaitan dengan bidang Pengurusan Fasiliti oleh Jawatankuasa;
 - iii. Menamakan dua (2) wakil yang terdiri dari individu yang menepati kelayakan permohonan untuk Ahli Biasa; dan
 - iv. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Korporat.
 - v. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.
- (c) Ahli Bersekutu
- i. Berumur tidak kurang dari 21 tahun pada tarikh permohonan keahlian dibuat;
 - ii. Tidak memiliki syarat-syarat permohonan untuk Keahlian Biasa tetapi telah memberikan sumbangan (secara langsung atau tidak langsung) yang difikirkan oleh Jawatankuasa sebagai bermakna kepada bidang Pengurusan Fasiliti; dan
 - iii. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Bersekutu.
 - iv. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.



(d) Felo

- i. Berumur tidak kurang dari 40 tahun;
- ii. Memiliki kelayakan seperti Keahlian Biasa;
- iii. Jawatankuasa boleh mencadang dan melantik mana-mana individu sebagai Felo;
- iv. Mempunyai pengalaman praktikal dalam bidang Pengurusan Fasiliti yang difikirkan relevan oleh Jawatankuasa; dan
- v. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.

(e) Felo Kehormat

- i. Jawatankuasa boleh mencadang dan melantik mana-mana individu sebagai Felo Kehormat.
- ii. Bilangan Felo Kehormat tidak boleh melebihi seramai lima (5) orang pada sesuatu masa.

(f) Ahli Pelajar

- i. Berumur tidak kurang dari 18 tahun pada tarikh permohonan keahlian dibuat;
- ii. Berstatus pelajar dan sedang mengikuti pengajian dalam bidang Pengurusan Fasiliti atau bidang-bidang lain yang difikirkan berkaitan dengan bidang Pengurusan Fasiliti oleh Jawatankuasa; dan
- iii. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Pelajar.
- iv. Seorang pelajar Universiti atau Kolej Universiti tidak boleh diterima menjadi ahli Persatuan ini kecuali ia telah dibenarkan terlebih dahulu oleh Naib Canselor Universiti yang berkenaan.

(3) Keistimewaan dan kelayakan Ahli di dalam Persatuan adalah seperti berikut:

(a) Ahli Biasa, wakil-wakil Ahli Korporat dan Felo adalah:

- i. Layak untuk mengundi, dicalonkan atau diundi sebagai Ahli Jawatankuasa; dan



- ii. Boleh hadir dan/atau mengambil bahagian dalam aktiviti-aktiviti Persatuan yang dijalankan untuk Ahli.
- (b) Felo Kehormat, Ahli Bersekutu dan Ahli Pelajar adalah:
 - i. Tidak layak untuk mengundi, dicalonkan atau diundi sebagai Ahli Jawatankuasa; dan
 - ii. Boleh hadir dan/atau mengambil bahagian dalam aktiviti-aktiviti Persatuan yang dijalankan untuk Ahli.
- (4) Tiap-tiap permohonan menjadi ahli hendaklah dikemukakan terus kepada Setiausaha serta dikehendaki mengemukakan permohonan itu dengan secepat mungkin kepada Jawatankuasa untuk diluluskan. Jawatankuasa boleh mengikut budibicaranya melulus atau menolak sebarang permohonan tanpa memberikan sebab-sebabnya.

FASAL 5 PEMBERHENTIAN DAN PEMECATAN AHLI

- (1) Sekiranya terdapat Ahli yang didapati gagal mematuhi undang-undang Persatuan; atau bertindak dengan cara yang akan mencemarkan nama baik Persatuan; atau bertindak dengan cara yang akan member kesan yang buruk kepada Persatuan, Jawatankuasa boleh memutuskan tindakan dan/atau hukuman yang difikirkan sesuai ke atas Ahli yang berkenaan, termasuklah menggantungkan atau melucutkan keahlian Ahli tersebut, setelah notis peringatan diberikan kepada Ahli tersebut. Pemecatan atau penggantungan itu hendaklah dilaksanakan, melainkan mesyuarat agung menunda atau membatalkan keputusan itu atas rayuan ahli tersebut.
- (2) Ahli yang dikenakan tindakan seperti Fasal 5(1) di atas hendaklah diberitahu secara bertulis akan sebab-sebab bagi tindakan berkenaan. Ahli tersebut juga hendaklah diberi peluang untuk memberi penjelasan atau membuat rayuan kepada Jawatankuasa.
- (3) Ahli yang ingin berhenti daripada menjadi ahli Persatuan hendaklah memberi notis bertulis sekurang-kurangnya empat belas (14) hari lebih awal kepada Setiausaha dan menjelaskan segala hutangnya.

FASAL 6 SUMBER KEWANGAN

- (1) Bayaran masuk dan yuran yang perlu dijelaskan adalah seperti berikut:

Ahli Biasa

Bayaran Masuk:	RM	100.00 (Ringgit Malaysia Seratus Sahaja)
Yuran Tahunan:	RM	50.00 (Ringgit Malaysia Lima Puluh Sahaja)

Ahli Korporat

Bayaran Masuk:	RM	500.00 (Ringgit Malaysia Lima Ratus Sahaja)
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Yuran Tahunan: RM 250.00 (Ringgit Malaysia Dua Ratus Lima Puluh Sahaja)

Ahli Bersekutu

Bayaran Masuk: RM 100.00 (Ringgit Malaysia Seratus Sahaja)

Yuran Tahunan: RM 50.00 (Ringgit Malaysia Lima Puluh Sahaja)

Felo

Bayaran Masuk: RM 100.00 (Ringgit Malaysia Seratus Sahaja)

Yuran Tahunan: RM 50.00 (Ringgit Malaysia Lima Puluh Sahaja)

Felo Kehormat

Bayaran Masuk: Tiada

Yuran Tahunan: Tiada

Ahli Pelajar

Bayaran Masuk: RM 30.00 (Ringgit Malaysia Tiga Puluh Sahaja)

Yuran Tahunan: RM 20.00 (Ringgit Malaysia Dua Puluh Sahaja)

- (2) Bayaran masuk hendaklah dijelaskan bersama-sama dengan permohonan keahlian dan bayaran tersebut akan dikembalikan sekiranya permohonan keahlian ditolak.
- (3) Yuran tahunan tidak perlu dijelaskan bagi tahun pertama permohonan dibuat.
- (4) Yuran tahunan hendaklah dijelaskan kepada Bendahari sebelum atau pada 31hb Mac bagi tiap-tiap tahun kalendar bermula tahun kedua keahlian.
- (5) Ahli yang membiarkan hutang yurannya sebanyak lebih daripada satu (1) tahun akan menerima surat peringatan yang ditandatangani oleh Setiausaha atau wakilnya dan hilanglah hak-hak keistimewaannya sebagai ahli sehingga hutangnya telah dijelaskan.
- (6) Ahli yang membiarkan hutangnya sebanyak lebih daripada jumlah yuran bagi dua tahun dengan sendirinya terhenti daripada menjadi ahli Persatuan dan Jawatankuasa boleh memerintahkan supaya tindakan yang sah diambil terhadapnya dengan syarat mereka berpuashati yang ahli itu telah menerima kenyataan berkenaan hutangnya terlebih dahulu.
- (7) Jawatankuasa mempunyai kuasa menetapkan yuran masuk semula bagi sesiapa yang telah membiarkan keahliannya terlucut disebabkan hutang.
- (8) Yuran khas atau kutipan wang daripada ahli-ahli untuk perkara yang tertentu boleh dipungut melalui keputusan Mesyuarat Agung. Sekiranya ada ahli yang mungkir membayar wang yuran tersebut dalam tempoh yang ditetapkan maka hutang tersebut akan dianggap sama seperti hutang yuran tahunan.

FASAL 7 MESYUARAT AGUNG

- (1) Pengelolaan Persatuan ini terserah kepada Mesyuarat Agung ahli-ahli. Sekurang-kurangnya satu perdua (1/2) daripada jumlah ahli yang berhak mengundi atau dua kali



ganda jumlah ahli Jawatankuasa, mengikut mana yang kurang, hendaklah hadir di dalam Mesyuarat Agung bagi mengesahkan perjalanan mesyuarat dan mencukupkan korum untuk mesyuarat.

- (2) Jika korum tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat, maka mesyuarat itu hendaklah ditangguhkan kepada suatu tarikh (tidak lebih daripada 30 hari) yang ditetapkan oleh Jawatankuasa; dan jika korum tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat yang ditangguhkan itu maka berkuasalah ahli-ahli yang hadir menjalankan mesyuarat tetapi tidaklah berkuasa meminda undang-undang Persatuan dan membuat keputusan-keputusan yang melibatkan semua ahli.
- (3) Mesyuarat Agung Tahunan bagi Persatuan hendaklah diadakan dengan secepat mungkin setelah berakhirnya tahun kewangan tetapi tidak lewat daripada 31hb Mac pada tarikh, masa dan tempat yang ditetapkan oleh Jawatankuasa. Kerja-kerja Mesyuarat Agung Tahunan ialah:
 - (a) menerima laporan Jawatankuasa berkenaan perjalanan Persatuan di dalam tahun lalu;
 - (b) menerima laporan Bendahari dan penyata kewangan yang telah diaudit bagi tahun yang lalu;
 - (c) memilih ahli Jawatankuasa dan Juruaudit untuk dua (2) tahun sekali; dan
 - (d) menguruskan perkara-perkara lain yang dibentangkan di dalam mesyuarat itu
- (4) Setiausaha hendaklah menghantar kepada tiap-tiap ahli sekurang-kurangnya empat belas (14) hari sebelum Mesyuarat Agung Tahunan diadakan suatu pengumuman yang menerangkan tarikh, waktu dan tempat mesyuarat serta satu agenda mesyuarat termasuk salinan peringatan mesyuarat dan laporan serta penyata kira-kira Persatuan bagi tahun lalu yang telah diaudit. Salinan surat-surat ini juga hendaklah dibekalkan untuk dibaca oleh ahli-ahli di alamat tempat urusan berdaftar Persatuan.
- (5) Mesyuarat Agung Khas bagi Persatuan ini boleh diadakan:
 - (a) bila difikirkan mustahak oleh Jawatankuasa; atau
 - (b) atas permintaan beramai-ramai dengan bertulis oleh tidak kurang daripada satu perlima (1/5) daripada jumlah ahli yang berhak mengundi dengan menerangkan tujuan dan sebab mengadakannya. Permintaan itu hendaklah dihantar kepada Setiausaha Persatuan
- (6) Mesyuarat Agung Khas yang diminta oleh ahli-ahli hendaklah diadakan pada suatu tarikh di dalam tempoh satu bulan dari tarikh penerimaan permintaan mesyuarat itu.
- (7) Pengumuman dan agenda untuk Mesyuarat Agung Khas itu hendaklah diedarkan oleh Setiausaha kepada semua ahli sekurang-kurangnya empat belas (14) hari sebelum tarikh yang telah ditetapkan untuk bermesyuarat.



- (8) Fasal 7(1) dan 7(2) di dalam undang-undang ini berkenaan korum dan penangguhan Mesyuarat Agung Tahunan boleh digunakan untuk Mesyuarat Agung Khas, tetapi dengan syarat jika korum tidak mencukupi selepas setengah jam dari waktu yang telah ditetapkan bagi Mesyuarat Agung Khas atas permintaan ahli-ahli itu maka mesyuarat tersebut hendaklah dibatalkan dan dalam masa enam (6) bulan dari tarikh ini, Mesyuarat Agung Khas atas permintaan ahli-ahli dengan tujuan yang sama tidaklah boleh diadakan.
- (9) Setiausaha hendaklah menghantar kepada tiap-tiap ahli satu salinan deraf peringatan tiap-tiap Mesyuarat Agung Tahunan dan Mesyuarat Agung Khas dengan seberapa segera yang boleh setelah selesainya mesyuarat itu.

FASAL 8 JAWATANKUASA

- (1) Satu Jawatankuasa seperti berikut yang dinamakan Pegawai Persatuan hendaklah dipilih dua (2) tahun sekali di dalam Mesyuarat Agung Tahunan:

Seorang Presiden
Seorang Timbalan Presiden
Dua (2) orang Naib Presiden
Seorang Setiausaha
Seorang Penolong Setiausaha
Seorang Bendahari
Sepuluh (10) orang Ahli Jawatankuasa Biasa.
- (2) Pemegang-pemegang jawatan Persatuan ini dan tiap-tiap pegawai yang menjalankan tugas eksekutif dalam Persatuan ini hendaklah terdiri dari Warganegara Malaysia.
- (3) Nama-nama untuk jawatan-jawatan di atas hendaklah dicadangkan serta disokong dan pemilihan akan dijalankan dua (2) tahun sekali dengan cara mengundi oleh ahli-ahli di dalam Mesyuarat Agung Tahunan. Semua pegawai hendaklah memegang jawatan selama dua (2) tahun dan boleh dilantik semula.
- (4) Fungsi Jawatankuasa ialah mengelola dan mengaturkan kerja-kerja harian Persatuan dan membuat keputusan atas perkara-perkara mengenai perjalanan Persatuan mengikut dasar am yang telah ditetapkan oleh Mesyuarat Agung. Jawatankuasa seharusnya tidaklah boleh mengambil tindakan yang bertentangan dengan keputusan Mesyuarat Agung dengan tidak terlebih dahulu berhubung dengannya dan Jawatankuasa mestilah sentiasa mematuhi keputusan Mesyuarat Agung. Jawatankuasa hendaklah mengemukakan laporan berkenaan laporan kegiatannya dalam tahun lalu kepada tiap-tiap Mesyuarat Agung Tahunan.
- (5) Jawatankuasa hendaklah bermesyuarat sekurang-kurangnya sekali dalam 3 bulan. Pengumuman bagi tiap-tiap mesyuarat hendaklah diberikan kepada ahli-ahli 7 hari terlebih dahulu. Presiden dengan bersendirian atau tidak kurang daripada 4 orang ahli Jawatankuasa bersama-sama boleh memanggil supaya diadakan mesyuarat Jawatankuasa pada bila-bila masa. Sekurang-kurangnya setengah (1/2) daripada bilangan ahli Jawatankuasa hendaklah hadir bagi mengesahkan perjalanan dan



mencukupkan korum mesyuarat.

- (6) Jika timbul perkara mustahak yang berkehendakkan kelulusan Jawatankuasa dan mesyuarat Jawatankuasa tidak dapat diadakan, maka Setiausaha bolehlah mendapatkan kelulusan dari ahli-ahli Jawatankuasa secara pengedaran surat pekeliling. Syarat-syarat mengenainya seperti berikut mestilah disempurnakan sebelum keputusan Jawatankuasa boleh dianggap sebagai telah diterima:
- (a) Masalah yang dibangkitkan itu hendaklah dibuktikan dengan terang di dalam surat pekeliling yang diedarkan kepada tiap-tiap ahli Jawatankuasa.
 - (b) Sekurang-kurangnya setengah daripada bilangan ahli Jawatankuasa mestilah menyatakan persetujuan atau bantahan mereka terhadap cadangan itu; dan
 - (c) Keputusan hendaklah dengan undi yang terbanyak.

Sebarang keputusan yang didapati melalui surat pekeliling hendaklah dilaporkan oleh Setiausaha kepada mesyuarat Jawatankuasa berikutnya untuk disahkan dan dicatatkan di dalam peringatan mesyuarat.

- (7) Ahli Jawatankuasa yang mungkir menghadiri mesyuarat Jawatankuasa tiga (3) kali berturut-turut tanpa alasan yang memuaskan akan disifatkan sebagai telah meletakkan jawatan di dalam Jawatankuasa.
- (8) Jika seorang (1) ahli Jawatankuasa meninggal dunia atau meletakkan jawatan, calon yang kedua mendapat undi terbanyak di dalam pemilihan yang lalu hendaklah dipanggil untuk memenuhi kekosongan itu. Jika calon yang sedemikian tidak ada atau menolak jawatan itu, maka berkuasalah Jawatankuasa melantik ahli yang lain memenuhi kekosongan itu sehingga Mesyuarat Agung Tahunan diadakan.
- (9) Jawatankuasa boleh memberi arahan kepada Setiausaha dan Pegawai-pegawai lain untuk menjalankan urusan Persatuan dan melantik pengurus dan kakitangan yang difikirkannya mustahak. Ia boleh menggantung atau melucutkan jawatan sebarang pengurus atau kakitangan kerana cuai di dalam pekerjaan, curang, tidak cekap, engkar menjalankan keputusan Jawatankuasa, atau kerana sebab-sebab yang difikirkan boleh merosakkan kepentingan Persatuan.
- (10) Jawatankuasa boleh melantik ahli-ahli Jawatankuasa Kecil yang terdiri daripada Ahli Persatuan (selain dari Pegawai Persatuan) jika difikirkan mustahak dalam melaksanakan tugas-tugas yang berkaitan dengan Persatuan mengikut fungsi masing-masing.

FASAL 9 KEWAJIPAN-KEWAJIPAN PEGAWAI

- (1) Presiden dalam tempoh menyandang jawatannya, hendaklah menjadi Pengerusi semua Mesyuarat Agung dan semua mesyuarat Jawatankuasa dan bertanggungjawab atas kesempurnaan perjalanan semua mesyuarat. Ia mempunyai undi pemutus dan hendaklah ia menandatangani peringatan mesyuarat bila telah diluluskan.



- (2) Timbalan Presiden hendaklah memangku jawatan Presiden semasa ketiadaannya.
- (3) Naib Presiden hendaklah membantu tugas-tugas Presiden dan Timbalan Presiden.
- (4) Setiausaha hendaklah menjalankan kerja pentadbiran Persatuan mengikut undang-undang dan hendaklah ia menjalankan perintah Mesyuarat Agung dan Jawatankuasa. Ia bertanggungjawab mengendalikan urusan surat menyurat dan menyimpan semua buku, surat dan kertas kecuali akaun dan buku-buku kewangan. Setiausaha hendaklah menyimpan buku daftar ahli yang mengandungi butir-butir seperti nama, tempat dan tarikh lahir, nombor kad pengenalan, pekerjaan, nama dan alamat majikan dan alamat rumah kediaman tiap-tiap ahli. Ia hendaklah hadir di dalam semua mesyuarat dan membuat catatan mesyuarat. Setiausaha hendaklah dalam masa 60 hari dari tarikh Mesyuarat Agung Tahunan diadakan mengirimkan penyata tahunan Persatuan kepada Pendaftar Pertubuhan sebagaimana yang dikehendaki di bawah Seksyen 14(1) Akta Pertubuhan, 1966.
- (5) Penolong Setiausaha hendaklah menolong Setiausaha menjalankan kerja-kerjanya dan memangku jawatan itu semasa ketiadaan Setiausaha.
- (6) Bendahari adalah bertanggungjawab berkenaan semua hal kewangan Persatuan. Ia hendaklah membuat dan menyimpan kira-kira berkenaan semua perkara kewangan dan bertanggungjawab di atas ketepatannya.
- (7) Ahli Jawatankuasa Biasa hendaklah menghadiri semua mesyuarat dan membantu Jawatankuasa dalam menjalankan tugas yang diarahkan olehnya.

FASAL 10 KEWANGAN

- (1) Tertakluk kepada peruntukan-peruntukan berikut dalam undang-undang ini wang Persatuan ini boleh digunakan untuk perkara yang berfaedah bagi menjalankan tujuan-tujuan Persatuan, termasuklah belanja pentadbiran, bayaran gaji, biayaan dan perbelanjaan pegawai-pegawai dan kakitangan bergaji serta upah memeriksa kira-kira. Walau bagaimanapun wang itu tidaklah boleh digunakan untuk membayar denda ahli yang telah dijatuhkan hukuman oleh Mahkamah.
- (2) Bendahari dibenarkan menyimpan wang panjar runcit tidak lebih daripada RM1,000.00 (Ringgit Malaysia: Satu Ribu Sahaja) pada sesuatu masa. Wang yang lebih daripada jumlah itu mestilah dimasukkan ke dalam bank yang diluluskan oleh Jawatankuasa. Kira-kira bank itu hendaklah di atas nama Persatuan.
- (3) Segala cek atau kenyataan pengeluaran wang dari kira-kira Persatuan hendaklah ditandatangani bersama oleh:
 - (a) Presiden atau Setiausaha; dan
 - (b) Bendahari
- (4) Perbelanjaan berjumlah RM1,000.00 (Ringgit Malaysia: Satu Ribu Sahaja) dan ke bawah bagi sesuatu masa boleh diluluskan oleh Presiden.



- (5) Perbelanjaan berjumlah melebihi RM1,000.00 (Ringgit Malaysia: Satu Ribu Sahaja) tetapi tidak melebihi RM5,000.00 (Ringgit Malaysia: Lima Ribu Sahaja) bagi sesuatu masa hendaklah diluluskan oleh:
 - (a) Presiden atau Setiausaha; dan
 - (b) Bendahari
- (6) Perbelanjaan berjumlah RM5,000.00 (Ringgit Malaysia Lima Ribu Sahaja) dan ke atas bagi sesuatu masa tidak boleh dibayar dengan tidak diluluskan terlebih dahulu melalui keputusan mesyuarat Jawatankuasa.
- (7) Penyata darihal wang yang diterima dan dibelanjakan serta kunci kira-kira bagi setahun hendaklah disediakan oleh Bendahari dan diperiksa oleh Juruaudit yang dilantik di bawah Fasal 11 undang-undang ini dengan seberapa segera setelah tamatnya tahun kewangan. Penyata kira-kira yang telah diaudit hendaklah dikemukakan untuk diluluskan oleh Mesyuarat Agung Tahunan yang berikut dan salinannya hendaklah dibekalkan untuk makluman ahli di tempat urusan berdaftar Persatuan.
- (8) Tahun kewangan Persatuan ini bermula dari 1hb Januari dan berakhir pada 31 Disember tiap-tiap tahun.

FASAL 11 JURUAUDIT

- (1) Dua orang yang bukan terdiri daripada Jawatankuasa boleh dilantik di dalam Mesyuarat Agung Tahunan sebagai Juruaudit. Mereka akan memegang jawatan selama dua (2) tahun dan boleh dilantik semula.
- (2) Juruaudit adalah dikehendaki memeriksa kira-kira Persatuan bagi setahun dan membuat laporan atau pengesahan untuk Mesyuarat Agung Tahunan. Mereka juga dikehendaki pada bila-bila masa oleh Presiden mengaudit kira-kira Persatuan bagi mana-mana masa di dalam tempoh perkhidmatan mereka dan membuat laporan kepada Jawatankuasa.

FASAL 12 PENTADBIR HARTA / PEMEGANG AMANAH

- (1) Tiga orang Pengamanah yang berumur lebih daripada 21 tahun hendaklah dilantik di dalam Mesyuarat Agung dan mereka akan berkhidmat selama yang dikehendaki oleh Persatuan. Semua harta tetap kepunyaan Persatuan akan diamanahkan kepada mereka dengan menandatangani suatu Surat Amanah (Deed of Trust).
- (2) Pengamanah tidak boleh menjual, menarik balik atau memindahkan hakmilik harta kepunyaan Persatuan dengan tidak mendapat kelulusan dan kuasa yang diberikan oleh Mesyuarat Agung Persatuan.
- (3) Seseorang Pengamanah itu boleh dilucutkan daripada jawatannya oleh Mesyuarat Agung oleh sebab uzur kerana penyakit, tidak siaman, tidak berada di dalam negeri atau



kerana sebab lain yang mengakibatkan ia tidak dapat menjalankan tugasnya atau pekerjaannya dengan memuaskan. Jika berlaku kematian, perletakan jawatan atau pembuangan bagi seseorang Pengamanah maka kekosongan itu bolehlah dipenuhi oleh Pengamanah yang baru dilantik di dalam Mesyuarat Agung.

FASAL 13 TAFSIRAN PERLEMBAGAAN PERTUBUHAN

- (1) Di antara berlangsungnya Mesyuarat Agung, Jawatankuasa boleh memberikan tafsirannya kepada undang-undang ini dan Jawatankuasa, jika mustahak, boleh memutuskan perkara-perkara yang tidak terkandung di dalam undang-undang ini.
- (2) Kecuali perkara-perkara yang bertentangan atau tidak selaras dengan dasar yang telah dibuat dalam Mesyuarat Agung, keputusan Jawatankuasa terhadap ahli-ahli adalah muktamad jika tidak diubah oleh keputusan Mesyuarat Agung.

FASAL 14 PENASIHAT / PENAUNG

Jawatankuasa boleh, jika difikirkan perlu, melantik orang-orang yang layak menjadi Penasihat / Penaung bagi Persatuan ini dengan syarat orang yang dilantik itu menyatakan persetujuannya secara bertulis terlebih dahulu.

FASAL 15 LARANGAN

- (1) Permainan yang disebutkan di bawah ini tidak boleh dimainkan di dalam rumah Persatuan: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Dua Puluh Satu, Tiga Puluh Satu, Sepuluh dan Setengah, semua permainan dadu, banker's game, billiard, snooker, permainan video/komputer dan semua permainan yang bergantung semata-mata kepada nasib;
- (2) Persatuan atau ahli-ahlinya tidak harus cuba menghalang atau dengan apa cara juga mengganggu perniagaan atau harga barang-barang atau mengambil peranan di dalam gerakan kesatuan sekerja seperti definisi di dalam Akta Kesatuan Sekerja, 1959;
- (3) Persatuan ini tidak boleh menjalankan loteri sama ada dikhaskan kepada ahli-ahli atau tidak, atas nama Persatuan atau pegawai-pegawai atau Jawatankuasa atau ahli, tanpa kelulusan daripada pihak berkuasa berkenaan;
- (4) "Faedah" seperti yang diterangkan di bawah Seksyen 2 Akta Pertubuhan 1966, tidaklah boleh diberikan oleh Persatuan kepada mana-mana ahlinya.

FASAL 16 PINDAAN PERLEMBAGAAN

Undang-undang ini tidak boleh diubah atau dipinda kecuali dengan keputusan Mesyuarat Agung. Permohonan untuk perubahan atau pindaan kepada undang-undang hendaklah dibuat kepada Pendaftar Pertubuhan dalam masa 60 hari dari tarikh keputusan Mesyuarat Agung meluluskan perubahan atau pindaan itu dan hanya boleh dikuatkuasakan mulai daripada tarikh perubahan atau pindaan itu diluluskan oleh Pendaftar Pertubuhan.



FASAL 17 PEMBUBARAN

- (1) Pertubuhan ini boleh dibubarkan secara sukarela dengan persetujuan tidak kurang daripada tiga perlima (3/5) daripada jumlah ahli yang berhak mengundi dalam suatu Mesyuarat Agung yang dipanggil khas kerananya.
- (2) Sekiranya Persatuan hendak dibubarkan secara yang disebutkan di atas, maka segala hutang dan tanggungan Persatuan yang sah mengikut undang-undang hendaklah dijelaskan dan baki wang yang tinggal hendaklah diselesaikan mengikut cara yang dipersetujui dalam Mesyuarat Agung berkenaan.
- (3) Kenyataan bersabit dengan pembubaran itu hendaklah disampaikan kepada Pendaftar Pertubuhan dalam masa 14 hari dari tarikh pembubaran itu.

FASAL 18 BENDERA, LAMBANG DAN LENCANA

- (1) Bendera
-
Keterangan
-

- (2) Lambang



Keterangan

Lambang Persatuan dibina berdasarkan huruf-huruf 'M' yang mana ianya adalah akronim bagi perkataan-perkataan yang mewakili Malaysia.

Warna Hitam melambangkan keunggulan dan profesionalisme.

Warna Merah melambangkan semangat perintis dan kegigihan menghadapi cabaran dalam memperkasakan bidang ini di Malaysia khususnya dan di dunia amnya.

Warna Kelabu melambangkan teknologi maklumat, sifat berkecuali, kematangan dan dinamisme anggota Persatuan.

Warna Putih bermaksud suci, bersih, budi pekerti, jujur, amanah, akrab dan lengkap-melengkapi antara anggota Persatuan ini agar ianya menjadi sebuah Persatuan yang mantap di samping penuh keharmonian.

- (3) Lencana
-
Keterangan
-



PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)
Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

SECTION 3:

MINUTES OF MAFM

15TH AGM 2022



**PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)**

Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

Date : 25 Jun 2022 (Saturday)
Time : 10.00 am – 1.00 pm
Mode : Hybrid
Venue : Bilik Petra 2 & 3, Tkt 2, UTM Hotel & Residence, 8 Jalan Maktab,
Kampung Datuk Keramat, Kuala Lumpur
Virtual : Microsoft Teams

ATTENDANCE

Committee Member

No	Name	Organization	Designation	Mode
1	Dato' Sri Zohari B Hj Akob	Aktif Unggul Sdn Bhd	President	In-person
2	Tn. Hj. Mohammad Shahrizal Mohammad Idris	Global Facilities Management Sdn Bhd	Deputy President	In-person
3	Ts. Mohd Mazhar Bin Mohd Marzuki	Avancer FM Services Sdn Bhd	Vice President 1	In-person
4	Amir Farid Bin Omar	Pro FM Solution Sdn Bhd	Vice President 2	Virtual
5	Tamilwanan A/L Palaniappan	MAFM	Secretary	Virtual
6	Ts. Dr. Saharani Jaafar	KLCC Urusharta Sdn Bhd	Asst. Secretary	In-person
7	Mohd Farihan Mohamad Rani	Trans Facilities Management Sdn Bhd	Treasurer	In-person
8	Mahput Bin Sairan	Global Facilities Management Sdn Bhd	Committee	Virtual
9	Tun Masri Hj Abu Bakar	CBRE GWS Sdn Bhd	Committee	Virtual
10	Tn. Hj. Zainuddin Bin Zainal	Chulia Facilities Management Sdn. Bhd.	Committee	In-Person
11	Dr. Mohamad Rizal Bin Baharum	Universiti Malaya	Committee	Virtual
12	Sharifah Rosfashida Binti Syed Abd. Latif	Open University Malaysia	Committee	In-Person
13	Sr Dr. Sarajul Fikri Mohamed	Universiti Teknologi Malaysia	Committee	In-Person
14	Dr. Mat Naim Bin Abdullah@Mohd Asmoni	Universiti Teknologi Malaysia	Committee	In-Person
15	Ts. Sr. Masnizan bin Che Mat	Orbital Space (M) Sdn Bhd	Committee	Virtual
16	Dr. Rozaimi An	Ran Management Consultancy	Committee	Virtual



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16TH ANNUAL GENERAL MEETING 2023

Corporate Members

No	NAME	ORGANISATION	Mode
1	Azhar B Ahmad	Boustead Properties Bhd	Virtual
2	Ahmad Sha'rainon Bin Md Shaarani	Microcorp FM Sdn Bhd	In-Person
3	Lai Ching Sheng	Cofreth (M) Sdn Bhd	Virtual
4	Niteshmalani a/l Mahendra Kumar	Enviroverks (M) Sdn Bhd	Virtual
5	Norhadiman Abdul Hadi	Building Lindungan Sdn Bhd	Virtual
6	Nurshuhaila Binti Mohd Amin	Urusan Teknologi Wawasan Sdn Bhd	Virtual
8	Ramli Bin Lebai Husin	Avancer FM Services Sdn Bhd	Virtual
9	Shahrul Hazly Bin Abdul Shukor	Microcorp FM Sdn Bhd	Virtual
10	Wong Nei Chin	MST Facilities Sdn Bhd	Virtual

Ordinary Members

No	NAME	ORGANISATION	Mode
1	Arivagara Pavithran a/l Subramaniam	Maxwell CFM International Sdn. Bhd.	In-Person
2	Nor Effendy Bin Mohd Diah	Avancer FM Services Sdn Bhd	In-Person
3	Shahrul Riza Bin Abdul Rahim	Avancer FM Services Sdn Bhd	In-Person
4	Abdul Rashid Mohamed	Global Facilities Management Sdn Bhd	Virtual
5	Azrul Bin Mohd Aris	Employees Provident Fund	Virtual
6	Ely Asyura Bt Abdul Sattar	GDP Architect Sdn Bhd	Virtual
7	Foo Tuck Min	FTM Management Sdn Bhd	Virtual
8	George Celestine Fernandez	PA International Property Consultants (KL) Sdn Bhd	Virtual
9	Mohd Hadri Mohd Asrore	Avancer FM Services Sdn Bhd	Virtual
10	Mustafa Mohd Ali	Media City Development Sdn Bhd	Virtual
11	Santiraganesh a/l Kirubaharan	PA International Property Consultants (KL) Sdn Bhd	Virtual
12	Sathiaseelan Dorai Raju	Kolej MDIS Malaysia, Johor	Virtual
13	Suhairi Bin Ngah	Universiti Malaysia Pahang	Virtual
14	Theepa A/P Paramasivam	New Era University College	Virtual
15	Wong Nei Chin	MST Facilities Sdn Bhd	Virtual
16	Yew Joo Heng	Labur Bina Sdn Bhd	Virtual
17	Zakaria Bin Ehsan	Majlis Perbandaran Kajang (MPKj)	Virtual
18	Dr. Mohd Khairolden Bin Ghani	CREAM, CIDB	Virtual



**PERSATUAN PENGURUSAN FASILITI MALAYSIA
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Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

Student Member

No	NAME	UNIVERSITY
-	-	-

Guests

No	NAME	ORGANISATION	Mode
1	Ir. Intan Baizurah binti Jamaluddin	Kementerian Kerjaraya	Virtual
2	Farrah Fazini Mohamad	CIDB	Virtual
3	Wan Nor Hazwani Wan Zaki	CIDB	Virtual
4	Ir.Ts. Asrimayanti Bint Chi Ari	MAPMA	Virtual

Secretariat

No	NAME	ORGANISATION	Mode
1	Nor Azlan Bin Tuah	GFM Shared Services Sdn Bhd	In-Person
2	Muhammad Yasin Mohd Zamri	GFM Shared Services Sdn Bhd	In-Person
3	Nurul Shamira Jamalluddin	Employees Provident Fund	In-Person
4	Sarah Dina Adani binti Abd Gani	Employees Provident Fund	In-Person



MINUTES OF MEETING

1.0 Welcoming Remarks by Puan Sharifah as the MC for the AGM

- 1.1 The MC welcomed all members and guests attending the meeting which was being held in a hybrid mode as the risk of the Covid 19 pandemic is still prevalent.
- 1.2 Tn. Hj. Zainuddin was called upon to recite the *doa*.
- 1.3 The MC thanked Tn Hj Zainuddin and mentioned that Clause 7 (3) of the Constitution requires that the AGM must be held before 31 Mar every year. MAFM requested for a postponement as the last AGM was only held on 23 Dec 2021 which was delayed due to the pandemic. ROS gave the approval to have the AGM before 30 Jun 2022.
- 1.4 The MC then referred to Clause 7 (4) of the Constitution which says that the Notice of the AGM must be sent out 14 days before the meeting. This requirement was satisfied as the Notice was sent out on 11 Jun 2022.
- 1.5 The MC informed the meeting that Clause 7 (1) of the Constitution requires a quorum equivalent to twice the number of Committee Members which is 34. The Secretariat confirmed that 18 members have signed-in to attend the meeting in-person and 26 members have logged in via Microsoft Teams to attend the AGM. As such, the quorum has been met.
- 1.6 The MC then informed that the meeting will be conducted according to the agenda as distributed.
- 1.7 The MC invited the President, Dato' Sri Zohari B Hj Akob, to give his opening speech and chair the AGM.

2.0 President's Speech

- 2.1 The President thanked and welcomed all members and invited guests from Kementerian Kerja Raya (KKR), JKR, CIDB and MAPMA to MAFM's 15th Annual General Meeting. The President also thanked the MAFM Committee Members and relevant parties who have assisted in organizing this year's AGM.
- 2.2 The President took the opportunity to draw the attention of the members to the fact that 2020 and 2021 have been challenging years for all of us, not only in Malaysia but around the world. The world-threatening Covid19 has changed our daily routine and made a huge impact on all and we are no exception. Year 2022 began to give hope after the Pandemic phase ended and entered the Endemic phase. While the recovery process is still fragile, we still need to be careful as the threat of Covid19 is not yet fully over, and even new threats are beginning to arise such as monkey-pox which is increasingly worrying. MAFM calls on all of us to play our part and to continue the new norms that have become part of our lives today.
- 2.3 Nevertheless, MAFM has successfully conducted the 14th Malaysian Association of Facility Management (MAFM) General Meeting, where the election of the Committee was conducted and a new committee line-up has begun to serve the 2021-2023 session. Thank you also to the Committee Members of the 2019-2021 session who had provided their services to MAFM diligently.
- 2.4 Moving on to MAFM activities, the President informed that throughout 2020 and 2021, MAFM has been involved in various programmes to promote and develop the Facility Management Industry in Malaysia, despite the constraints of movement controls caused by the pandemic. This is in line with MAFM's strategic goal i.e. (i) to make FM as a recognized profession and (ii) to make MAFM as a one-stop reference for FM in Malaysia.
- 2.5 The activities and programmes that have been carried out involved discussion sessions, workshops and efforts with Government agencies, stakeholders, industry players and related stakeholders.



- 2.6 Several meetings involving the Minister of Works and top management of CIDB were also held to determine the direction of the FM Industry in Malaysia. The Stakeholders Engagement Sessions with CIDB in August and September 2021 is one of the best examples of MAFM's involvement in providing inputs to the Government in the development of the National Infrastructure Maintenance Policy (DSIN) framework for the period 2022-2030.
- 2.7 For the year 2022, MAFM has decided to organize the 3rd Facility Management Asia Conference (FMAC) in Kota Kinabalu in October 2022. Details of the event will be made known later.
- 2.8 Following the introduction of FM contractors registration (F01 & F02) with CIDB aimed at enhancing the competencies and capabilities of FM industry players in Malaysia, MAFM has focused on organising programmes involving human capital development through a collaborative approach with stakeholders.
- 2.9 In this regard, MAFM's integrated programme with UTMSPACE and CIDB for the Professional Masters in Facility Management Program has received very good response from the industry players and individuals involved in the Facilities Management industry. We are glad to inform that UEM Edgenta has committed to UTMSPACE for their executives to sign up for this Masters Program where certain modules of the Program has been adapted to the requirements of UEM Edgenta. In 2022, the Program will begin registering the 5th cohort in the 3rd quarter of 2022. It is hoped that Government companies and agencies involved in the management of facilities will emulate UEM Edgenta.
- 2.10 In addition, MAFM is also in the process of developing the FM Body of Knowledge (FMBOK) which will serve as a guideline for the preparation of FM-related courses organised by the university and training providers. This is a very important initiative to ensure the alignment of training programmes and the competency of the FM practitioners are in line with the needs of the industry.
- 2.11 Amongst MAFM's strategic plans in contributing towards the sustainability of the FM industry includes the development of FM Benchmarking based on industry best practices either nationally or internationally. The development of this Benchmark is expected to assist FM industry stakeholders in improving the quality of their service delivery. CIDB's first initiative towards benchmarking was the launch of the LCCSoft Portal on 22 June 2022. This portal aims to provide a database on the cost of an asset from the planning to the maintenance stage. MAFM is actively involved in providing inputs to CIDB in the preparation of this Portal. MAFM is still in discussions with CIDB to pioneer other aspects of FM management that require benchmarking.
- 2.12 MAFM is also in the planning stage to regularly publish FM articles and newsletters to increase the awareness of FM stakeholders and industry players on the latest information, technology and trends related to a comprehensive, effective and innovative facilities management. It is expected that the first Bulletin will be launched before the end of 2022.
- 2.13 To assist in the implementation of the above plans more effectively, the existence of an official platform to communicate with all stakeholders and stakeholders is very important. In this regard, MAFM is in the midst of upgrading its Portal to make it informative and interactive. This is very important in ensuring that the existence of MAFM is always relevant, dynamic and progressive. MAFM has appointed a vendor to upgrade its Portal and is in the phase of updating the content. It is expected that the First Phase of the MAFM Portal will be able to be launched before the end of 2022.
- 2.14 MAFM's frequent direct interactions and co-operation with JKR and CIDB proves the recognition of the Government and agencies under the Ministry of Works (MoW) on MAFM's expertise and credibility in the development of the FM industry in Malaysia. This is in line with the mission of MAFM to raise awareness, promote standards and cultivate professionalism for the Facility Management Industry in Malaysia.



- 2.15 However, the President believes that close cooperation with all stakeholders is critical to ensure the sustainability of the FM industry in Malaysia. MAFM appreciates the support from all stakeholders as well as MAFM's own members and this needs to be continuous to successfully implement MAFM's strategic plans mentioned above. MAFM also welcomes the participation of new members to further enhance the capabilities of MAFM as a stakeholder and subject matter expert (SME) in the development of the FM industry in Malaysia.
- 2.16 The President concluded his speech by once again expressing his appreciation to all present at the AGM. The President also congratulated all Committee Members as well as MAFM members for their cooperation in organizing the 15th Annual General Meeting. The President specifically thanked MAFM's Committee Member, Dr. Sarajul of UTMSPACE, for being gracious in hosting the 15th AGM at UTM Hotel & Residence. The President expressed his hope that the camaraderie established in MAFM always continues and is also manifested while delivering our services.

3.0 The Facilities Management Industry Roadmap

- 3.1 The President invited En. Mohd Mazhar Mohd Marzuki, Vice President I, to present the FM Industry Roadmap.
- 3.2 En Mazhar stated that the objective of his presentation is to explain about the Roadmap, the current status and the way forward for the FM Industry. He mentioned that to-date no official study has been done to determine the size of the FM industry in Malaysia. Based on published articles by international research houses, the size of the FM Industry worldwide is USD4.6 trillion and makes up about 2 -3% of the world FM market. In Malaysia is about RM 20 bil annually and it contributes about 1 – 2% towards Malaysia's GDP. These statistics requires verification and this is where the FM stakeholders need to collaborate with academicians to conduct studies to assess the value of the FM Industry.
- 3.3 MAFM's accepted definition of FM is that it is an organisation function which integrates people, place and process within the build environment with the purpose of improving the quality of life of people and the productivity of the core business. Based on the FM standards established via the ISO 41001, the FM services covers both hard and soft services and its not just limited to building services but also to support the core services of the business.
- 3.4 In Malaysia's context, the FM industry is regulated by CIDB via Act 520 where the scope covers integrated FM and maintenance involving engineering services and fulfilling requirements of the users. Since February 2017, CIDB introduced the registration of FM contractors under code F01 and F02 which requires FM contractors to have CIDB certified competent persons at the management and executive levels.
- 3.5 The FM industry started getting a foothold in Malaysia when in 2001, UTM introduced a Masters of Science in Facilities Management Program. This later evolved into the academicians taking the initiative in 2005 to establish the Malaysian Association of Facilities Managers. During the National Asset and Facility Management Convention in 2009, there was a resolution made to urgently enhance the facilities management quality of services. This led to the FM Practitioners getting actively involved in MAFM since 2009 but with a good mix of academicians and other stakeholders.
- 3.6 Since 2009, MAFM started playing a pivotal role in enhancing the FM industry in collaboration with KKR, JKR and CIDB. The Asset and Facilities Management Handbook was published in 2011. MAFM representative chaired the Technical Committee for Malaysia in 2012 to develop the ISO 41001



standards. This involvement eventually culminated in the official publication of the standard in 2018. MAFM also played a crucial role in convincing MOF and CIDB to have a special code to register FM Contractors which commenced officially in Feb 2017. MAFM worked closely with CIDB in developing the training modules for the Certified FM Manager and Certified FM Executive which is a compulsory certification required for FM contractors to be registered with CIDB. With MAFM being actively involved in various aspects of the development of the FM industry, there was a need to develop a Roadmap with a clear vision and initiatives to enhance the competencies, standards and the service delivery of the industry. With this mind, various stakeholders in the industry had a few workshops in 2015 and the FM Industry Roadmap was developed.

3.7 The FM Roadmap has 2 strategic goals:

3.7.1 Industry Strength - FM as a Profession

- a) Collaboration & Engagement
- b) Awareness & Recognition
- c) Professionalism

3.7.2 Knowledge & Best Practices - MAFM as a one-stop reference for FM

- a) Research & Development
- b) Benchmarking of performance
- c) Training

3.8 The initiatives identified under the 1st Strategic Goal – FM as a Profession are as follows:

3.8.1 Collaboration & Engagement

- a) Within members
- b) Associations with same interest
- c) Academic institutions
- d) Authorities & Government agencies
- e) Regular sharing & networking sessions

3.8.2 Awareness & Recognition

- a) Educate economic impacts of FM industry
- b) Mainstream media program
- c) Regular school campaign
- d) FM credentials as qualification criteria (tender, job market, etc.)
- e) FM at design stage
- f) FMP as CCC signatories

3.8.3 Professionalism

- a) MAFM – Certified (individual, contractor, consultant)
- b) MAFM – Recommended stakeholders (contractors, suppliers, brand names)
- c) MAFM – Certified Training



d) MAFM as an Institution

3.9 The initiatives identified under the 2nd Strategic Goal – MAFM as One-Stop Reference for FM are as follows:

3.9.1 Research & Developments

- a) Market database (size, stakeholders, GDP)
- b) Industry segmentation (building type, scope)
- c) FM Body of Knowledge
- d) FM competency directory
- e) Publications

3.9.2 Benchmarking

- a) Market (price, scope)
- b) Performance (buildings, contractors, clients, suppliers, brand names)
- c) Web-based industry information repository

3.9.3 Knowledge Development & Training

- a) FM Manual
- b) MAFM Training modules
- c) CPD points for FM trainings (e.g. CIDB, BEM, PAM)
- d) Export training abroad
- e) FM topics at entry level education

3.10 Implementation Strategy

The strategies for the roadmap implementation are divided into 3:

3.10.1 Internal

We have done this internally by MAFM members for a period of 2 years ending 2016 and we continue to implement activities organized internally

3.10.2 Collaborate

We have done this by collaborating with third parties for a period of 4 years ending 2020. We are working on other collaborative efforts to enhance our strategic presence.

3.10.3 Influence

This strategy can only be done by external parties (government/authorities) and MAFM's role is only to influence relevant parties. This effort of influencing has started in 2021 and we reckon it will take about 5 years to achieve our strategic plans.

3.11 Outcome of Internal Strategy shared by En Mazhar with presentation of photographs of activities carried out are as follows: -

3.11.1 Some of the initiatives that have been implemented and we continue our efforts to enhance our



presences are as follows: -

- a) Regular sharing and network sessions
- b) Engagement with key stakeholders ie KKR, JKR, CIDB, MOF etc
- c) First step towards FM Benchmarking with the launch of LCCSoft by CIDB
- d) Implementation of the Professional Masters in FM in collaboration with UTMSPACE and CIDB

3.11.2 Other initiatives that are in the work in progress phase are as follows: -

- a) Revamp of MAFM Portal
- b) Publications of Bulletins and Articles
- c) FM Body of Knowledge which we will get into collaborative mode with CIDB, local universities and training providers once we have developed the framework
- d) Web-based industry information repository through MAFM Portal
- e) MAFM recommended stakeholders (contractors, suppliers & brand names) via MAFM Portal
- f) Promote MAFM via mainstream media program

3.12 Outcome of Collaboration Strategy

3.12.1 Some of the initiatives that have been implemented and we continue our efforts to enhance our presences are as follows: -

- a) Registration of FM contractors under category F01 and F02 in collaboration with CIDB and MOF
- b) Establish FM competency directory in collaboration with CIDB
- c) MAFM certified trainings in collaboration with CIDB
- d) MAFM certified individual, contractor and consultant in collaboration with CIDB
- e) FM credentials as qualification criteria (tender, job market, etc.)
- f) FM Manual in collaboration with CIDB
- g) MAFM training modules in collaboration with CIDB
- h) Formal collaboration with MAPMA and MSPC.

3.12.2 Other initiatives that are in the work in progress phase are as follows: -

- a) Implementation of NAFAM 2018 resolutions in collaboration with KKR and CIDB
- b) FM Practitioners Performance Benchmarking in collaboration with CIDB
- c) Market database (size, stakeholders, GDP) and industry segmentation (building type & scope) in collaboration with CIDB
- d) CPD points for FM trainings (e.g. CIDB, BEM, PAM) in collaboration with CIDB
- e) On-going discussions with BEM and MIPFM
- f) FM topics at entry level education
- g) Regular school campaign
- h) Export training abroad

3.13 Intended Outcome of Influence Strategy

3.13.1 All the initiatives under this strategy are still in the work in progress phase and this will take time as some of it would involve regulatory amendments. Some of the initiatives that MAFM is



embarking on are as follows:-

- a) MAFM as an institution
- b) FM involvement at design stage for construction
- c) Facilities Management Practitioners as CCC signatories
- d) Elevating the economic impact of FM industry in official economic reviews and Annual Budget Reports by MOF and Bank Negara

3.14 Way Forward

En Mazhar highlighted that there is a need to review the Roadmap for Year 2023 – 2030. MAFM will be engaging stakeholders in the FM Industry to review this Roadmap. En Mazhar shared his opinion on the focus area for the review as follows:

3.14.1 Lifelong Learning

- Research and Development
- Training and certification

3.14.2 Relationship and Collaboration

- Create and maintain awareness of FM Best Practices
- Maintain PR with relevant industry stakeholders and media
- Joint effort (benchmarking, training, trade shows etc)

3.14.3 Expertise Export

- Promote Professionalism
- Engagement with organizations and agencies like MITI, MATRADE and MSPC.

3.14.4 Digital Transformation

- Incorporation of IR 4.0 digital technologies
- Process digitalization (registration, publication etc)

In conclusion En Mazhar reiterated that it is an established fact that the relevant authorities and the stakeholders refer to MAFM for advisory and proposals related to policy matters and for solutions regarding FM issues. This would mean MAFM has achieved one of its strategic objectives ie awareness and recognition. There is a need to review this existing Roadmap as there are new trends and best practices in the industry that needs to be factored in and to also predict possible changes that will take place from now till 2030 that will affect the FM industry. MAFM will conduct Focus Group Discussions in the near future with FM Stakeholders. Notifications will be sent out to get active participation in these FGDs. With this En. Mazhar thanked the AGM participants and concluded his presentation.

3.15 The President thanked En. Mazhar and proceeded with the next item in the agenda.

4 MAFM 14th Annual General Meeting 2021 and Commencement of Key Agenda

4.1 The President stated that with this the AGM proper commences and requested the Assistant Secretary, Dr. Saharani to briefly go through the minutes of the 14th AGM.

4.2 Confirmation of the Previous Minutes of Annual General Meeting

- The President requested that the Minutes of 14th Annual General Meeting dated 23 Dec 2021 to be confirmed if there were no amendments. The confirmation of the minutes was proposed by En. Shahrizal and seconded by Dr. Sarajul.



- The minutes of 14th Annual General Meeting dated 23rd Dec 2021 was unanimously confirmed and accepted by the members.

4.3 Feedback on Matters Arising

The Assistant Secretary presented the status on the matters arising. The matters arising during the 14th AGM were listed and given feedback by the Committee as per below: -

Minutes	Matters/Issues	Feedback
2.6	Task Force to implement NAFAM 2018 Resolutions	Ministry of Works has appointed MAFM in a Task Force to implement Resolution 1 in relation to setting up a Centre of Excellence for Facilities Management. MAFM has also been appointed in the Task Force to implement Resolution 3 in relation to usage of technology to enhance Asset and Facilities Management. A series of meetings and workshops have been held and JKR as the co-ordination agency will report the implementation status to the Government via KKR.
2.7 & 2.8	Enhancing human capital development in the FM Industry	The Collaboration between UTMSPACE and MAFM with the endorsement of CIDB for the Professional Masters in Facilities Management Program is progressing very well with 5 cohorts of students attending classes. The good news is UEM Edgenta has signed up with UTMSPACE for its executive to attend this Program. The Program has been customized for UEM Edgenta's executives.
2.10	MOU with MAPMA	Both Associations have been collaborating actively by attending each other's Committee Meetings, jointly organizing AFMC 2021 and cross promoting events.
2.11	AFMC 2021	This was a collaborative event between MAFM, MAPMA and WMIT as the Conference Manager. The Conference was financed by WMIT. As a token of appreciation, WMIT rewarded both Associations with a contribution to fund our respective initiatives.
2.12	Life Cycle Cost Portal	This is a CIDB initiative with BCISM and MCM Value. MAFM was invited to provide inputs from FM perspective. Our involvement was from the design stage right up to the testing phase. The Portal was launched by CIDB on 22 Jun 2022.



Minutes	Matters/Issues	Feedback
2.13 & 2.14	MAFM Publications and Revamped Portal	Initial work on both these initiatives have started and we intend to issue our first publication and launch our Portal before the end of 2022.
3.0	MAFM Roadmap	Vice President 1 has given an update in the earlier agenda during this AGM.
7.0	Amendments to the Constitution	The proposed amendments was updated in eROSES. There was apparently a requirement to pay a fee of RM 10 for ROS to process these amendments which we were not aware of. The payment was made on 8 Jun 2022. We were advised to present the amendments back again in the 15 th AGM as a mitigation just in case, ROS were to reject the application for the delay.
9.0	Election of New Office Bearers for Year 2021 - 2023	The particulars of the new office bearers were updated in eRoses on 6 Jan 2022. We have had two committee meetings this year and held a few events with the active involvement of all the committee members.
11.0	Update on Adopted Resolutions	1. Permanent Secretariat: The recruitment exercise for permanent staff has commenced and we will appoint an executive soon. 2. Technical Visit: MAFM is at the planning stage of a visit and will update the members soon. 3. FM Industry Award: We raised this matter with CIDB and proposed that there should be a category for FM in the Malaysian Construction Industry Excellence Award (MCIEA). This proposal was well received by CIDB and we have been informed that the MCIEA will be held in 2023. 4. FM Industry Directory: This will be part of the MAFM Portal Revamp initiative. 5. Membership Registration and Renewals via MAFM Website: This will be part of the MAFM Portal Revamp initiative.



5 Secretary's Report 2021

5.1 The Assistant Secretary, Dr Saharani, presented the membership and activities report for year 2021.

5.2 The number of members for all categories is as per table below: -

Members Category	Total
Associate Member	2
Corporate Member	33
Ordinary Member	73
Student Member	1
Total	109

5.3 Summary of MAFM Activities for the year 2021 is as follows: -

No	Events and Activities	Frequency
1	MAFM Meetings	12
2	Meetings with Stakeholders	20
3	MAFM Events	1
4	MAFM Endorsed Events	10
5	Visits	Nil
6	Endorsements and Promotions	Nil

5.4 The Secretary then proceeded to present the details of the meetings held and events related to MAFM that was held in 2021.

MAFM ACTIVITIES FROM JANUARY 2021 TO DECEMBER 2021

Date	Particulars	Organizer	MAFM's Role
19-Jan-21	Mesyyarat Jawatankuasa Pemandu Konvensyen NAFAM 2021	KKR	Participate
18-Feb-21	Professional Talk Series 1/2021 to promote Professional FM Masters Program which is a collaboration initiative involving UTMSPACE and MAFM.	UTMSPACE	Collaboration



**PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)**

Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

Date	Particulars	Organizer	MAFM's Role
26-Feb-21	Sesi Interaksi Program Insentif Penjanakerjaya 2.0 Dibawah Belanjawan 2021	CIDB WP	Participate
1-Mar-21	Mesyuarat Jawatankuasa Kerja NAFAM 2021	MAPMA	Participate
5-Mar-21	Mesyuarat Jawatankuasa Pemandu Konvensyen NAFAM 2021	KKR	Participate
5-Mar-21	MAFM Committee Meeting 1/2021	MAFM	Organizer
12-Mar-21	Meeting on Construction Industry Competency Standard with CIDB	CIDB	Participate
18-Mar-21	Professional Talk Series 2/2021 to promote Professional FM Masters Program which is a collaboration initiative involving UTMSPACE and MAFM.	UTMSPACE	Collaboration
20-Apr-21	Mesyuarat Jawatankuasa Kerja NAFAM 2021	MAPMA	Participate
27-Apr-21	Webinar titled "Realizing Society 5.0 and its relations with Industry 4.0	UTMSPACE	Collaboration
30-Apr-21	Mesyuarat Jawatankuasa MAPMA	MAPMA	Participate
11-May- 21	Mesyuarat Jawatankuasa Pemandu Konvensyen NAFAM 2021	KKR	Participate
20-May- 21	Sesi Penerangan Am Penjana Kerjaya 2.0	Perkeso	Collaboration
20-May-21	Preview Session Professional FM Masters Program which is a collaboration initiative involving UTMSPACE and MAFM.	UTMSPACE	Collaboration
24-May-21	Perbincangan Anjuran Bersama AFMC 2021	MAPMA	Participate



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16TH ANNUAL GENERAL MEETING 2023

Date	Particulars	Organizer	MAFM's Role
12-Jun-21	MAFM Committee Meeting 2/2021	MAFM	Organizer
18-Jun-21	Meeting with Bayo Pay on Green Card Initiative	MAFM	Organizer
19-Jun-21	Start of Cohort 2 Professional FM Masters Program	UTMSPACE	Collaboration
22-Jun-21	12th AGM MAPMA	MAPMA	Participate
3-Aug-21	Mesyuarat Jawatankuasa MAPMA	MAPMA	Participate
11-Aug-21	Discussion ON FM Masters Program customized for UEM Edgenta	UTMSPACE	Collaboration
18-Aug-21	Mesyuarat Penganjuran ICW 2021	CIDB	Participate
19-Aug-21	Perbincangan mengenai Dasar Senggara Infrastruktur Negara	KKR	Participate
20-Aug-21	Sesi Libat Urus Industri Bagi Pembangunan Kerangka Dasar Senggara Infrastruktur Negara	CIDB	Participate
24-Aug-21	Professional Talk Series 7/2021 to promote Professional FM Masters Program which is a collaboration initiative involving UTMSPACE and MAFM.	UTMSPACE	Collaboration
25-Aug-21	Webinar on Digitalization of Sustainable FM Process Post Pandemic	Universiti Malaya	Collaboration
22-Sep-21	Mesyuarat Penyeleraan Pelaksanaan Resolusi NAFAM 2018	JKR	Participate
30-Sep-21	Sesi Libat Urus Industri Bagi Pembangunan Kerangka Dasar Senggara Infrastruktur Negara	KKR	Participate



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16TH ANNUAL GENERAL MEETING 2023

Date	Particulars	Organizer	MAFM's Role
10-Oct-21	Webinar on Structural Safety and Building Integrity	PKN Building Solutions	Participate
9 - 10 Nov 2021	Asset and Facilities Management Conference	MAFM, MAPMA & WMIT	Organizer
12-Nov-21	Launch of UEM Edgenta Professional FM Masters Program	UTMSPACE	Collaboration
29-Nov-21	MAFM Committee Meeting 3/2021	MAFM	Organizer
1-Dec-21	Meeting with ODESI eAGM on Virtual AGM	MAFM	Organizer
9-Dec-21	Follow Up Meeting with ODESI eAGM on Virtual AGM	MAFM	Organizer
17-Dec-21	Mesyuarat Jawatankuasa MAPMA	MAPMA	Participate
18-Dec-21	SME ICON AWARD DINNER 2021	MSPC	Participate
23-Dec-21	14th MAFM Eagm	MAFM	Organizer

- 5.5 Dr. Saharani then presented some pictures of the events and meetings attended and participated by the Committee Members and members for year 2021. Dr Saharani ended the presentation. The Secretary's report was proposed to be endorsed by En Ahmad Sha'rainon and seconded by Tn Hj Zainuddin.



6 Financial Report 2021

6.1 The President then called upon the Treasurer, En Farihan to present the Financial Report for 2021. The Treasurer, En. Farihan, presented the financial report for year 2021.

6.2 Current Financial Status

BALANCE SHEET
AS AT 31 DECEMBER 2021

	2021 (RM)
CURRENT ASSETS	
Petty Cash in Hand	158.45
Current Asset	<u>192,344.03</u>
	<u>192,502.48</u>
CURRENT LIABILITIES	
Payables - Accrued Expenses	0.00
Net Current Asset	192,502.48
Represented By	
Accumulated Fund	
1st January of the Year 2019	182,108.28
Add Excess Income over Expenditure for the year	<u>10,394.20</u>
	<u>192,502.48</u>



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16TH ANNUAL GENERAL MEETING 2023

**STATEMENT OF INCOME AND
EXPENSES**

**FOR THE PERIOD ENDED
31 DECEMBER 2021**

		2021 (RM)
Income	Notes 1	11,980.00
Less Expenses		
Office Expenses	2	1,584.80
Refreshments	3	0.00
Secretariat Management Services	4	0.00
Membership		
Fees	5	0.00
Seminar and Conference	6	0.00
Annual General Meeting Expenses	7	0.00
CIDB FM Training Module Project	8	0.00
Claim Expenses	9	0.00
Miscellaneous Expenses	10	0.00
Bank Charges		<u>1.00</u>
		1585.80
Excess/(Deficit)		<u><u>10,394.20</u></u>



MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT
Notes for Statement of Income and Expenses Year 2021

	2021 RM
1 Income	
Membership Fees	10,780.00
Cash Deposit	0.00
Cheque Deposit	1,200.00
MAFM AGM - Collection Fees	0.00
	11,980.00
2 Office Expenses	
Virtual Office	1,500.00
ServerFreak - Domain Fee Renewal	84.80
MAFM Web Portal	0.00
Certificate Folder - 17pcs & Pens	0.00
Certificate Paper - 10 pcs	0.00
Postal Stamps (RM0.50 x 8)	0.00
Storage Box - For Handover Files	0.00
Suhairi - Despatch Services Feb till Dec	0.00
Despatch Services	0.00
Stationery	0.00
	1,584.80
3 Refreshments	
F&B	0.00
	0.00
4 Secretariat Management Services	
MAFM Secretariat Token - Jan till Dec 2018	0.00
	0.00
5 Membership Fees	
MSPC Annual Membership Fees	0.00
	0.00
6 Seminar and Conference	
Hotel Booking	0.00
	0.00



7	Annual General Meeting Expenses	
	Live Platform	0.00
	AGM	0.00
	Booklet Printing -	0.00
		0.00
8	CIDB FM Training Module Project	
	Jumantara - VO for Document Printing Works - FM	0.00
	Jumantara - VO for Document Formatting - FM Module	0.00
	Jumantara - Third 100% Progress Payment for FM	0.00
	MTSB - Color Printer Cartridge - FM Module	0.00
		0.00
9	Claim Expenses	
	Tamilwanan – Claim Expenses	0.00
	Zarina - Claim Expenses	0.00
	Tun Masri - Claim Expenses	0.00
	Ahmad Fuad - Claim Expenses	0.00
	Ahmad Faiz - Claim Expenses	0.00
		0.00
10	Miscellaneous Expense	
	Change authorize signature	0.00
		0.00

6.3 En. Farihan informed the meeting that while preparing the Financial Statement for 2021, there were a couple of errors detected in the Financial Statement 2020. The errors were in the following matters:-

- i) The Bank Balance should be RM 181,949.83 and not 181,949.38
- ii) The total for the amount on revenue received should be 194,204.83 and not 182,107.83

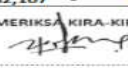


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16TH ANNUAL GENERAL MEETING 2023

The amendments is illustrated in the following tables:-

NAMA PERTUBUHAN PERSATUAN PENGURUSAN FASILITI MALAYSIA					
(1) KIRA-KIRA PENERIMAAN DAN PEMBAYARAN MULAI 1 JANUARI 2020 HINGGA 31 DISEMBER 2020					
PENERIMAAN	RM	Sen	PEMBAYARAN	RM	Sen
Baki pada awal tahun			Office Expenses	6,464	05
Pada tangan Bendahari	158	45	Refreshment	00	00
Dalam Bank	179,076	38	Claim Expenses	330	00
Yuran Masuk/Yuran Ahli	14,120	00	Miscellaneous Expenses	00	00
Cash Deposit	100	00	Membership Fee	00	00
Cheque deposit	750	00	Secretariat Management Services	00	00
AGM - Collection Fees	00	00	Annual General Meeting	5,300	00
			CIDB FM Training Module Project	00	00
Derma	00	00	Bank Charges & GST Debit	3	00
Faedah-faedah lain	00	00	Baki pada akhir tahun	158	45
			Pada tangan Bendahari		
			Dalam Bank	181,949	38
JUMLAH	RM182,107	83	JUMLAH	RM182,107	83
(2) TIMBANGAN KUNCI KIRA-KIRA PADA 31 DISEMBER 2020					
TANGGUNGAN	RM	Sen	KEPUNYAAN	RM	Sen
Kumpulan wang dibawa	182,107	83	Baki wang pada akhir tahun		
kehadapan			Pada tangan Bendahari	158	45
			Dalam Bank	181,949	38
			Cagaran-cagaran (Deposit)	00	00
			Harta-harta yang tetap	00	00
JUMLAH	RM182,107	83	JUMLAH	RM182,107	83
 (Dato Sri Zohari Hj Akob) Pengerusi			 (Ainul Azura Izhar) Bendahari		
			 PEMERIKSA KIRA-KIRA: (Hew Sin Mee)		

1

Baki di bank pada 31 Dis 2020 adalah 181,949.83 dan bukan 181,949.38

2

Jumlah sepatutnya 194,204.83 dan bukan 182,107.83

NAMA PERTUBUHAN PERSATUAN PENGURUSAN FASILITI MALAYSIA					
A PENERIMAAN DAN PEMBAYARAN MULAI 1 JANUARI 2020 HINGGA 31 DISEMBER 2020					
PENERIMAAN	RM	Sen	PEMBAYARAN	RM	Sen
Baki pada awal tahun			Office Expenses	6,464	05
Pada tangan Bendahari	158	45	Refreshment	00	00
Dalam Bank	179,076	38	Claim Expenses	330	00
Yuran Masuk/Yuran Ahli	14,120	00	Miscellaneous Expenses	00	00
Cash Deposit	100	00	Membership Fee	00	00
Cheque deposit	750	00	Secretariat Management Services	00	00
AGM - Collection Fees	00	00	Annual General Meeting	5,300	00
			CIDB FM Training Module Project	00	00
Derma	00	00	Bank Charges & GST Debit	2	50
Faedah-faedah lain	00	00	Baki pada akhir tahun	158	45
			Pada tangan Bendahari		
			Dalam Bank	181,949	83
JUMLAH	RM194,204	83	JUMLAH	RM194,204	83
B TIMBANGAN KUNCI KIRA-KIRA PADA 31 DISEMBER 2020					
TANGGUNGAN	RM	Sen	KEPUNYAAN	RM	Sen
Kumpulan wang dibawa	182,108	28	Baki wang pada akhir tahun		
kehadapan			Pada tangan Bendahari	158	45
			Dalam Bank	181,949	83
			Cagaran-cagaran (Deposit)	00	00
			Harta-harta yang tetap	00	00
JUMLAH	RM182,108	28	JUMLAH	RM182,108	28
 (Dato Sri Zohari Hj Akob) Pengerusi			 (Ainul Azura Izhar) Bendahari		
			 PEMERIKSA KIRA-KIRA: (Hew Sin Mee)		



- 6.4 En Farihan completed his presentation and the President proposed that the Financial Report for the Year ending 31st December 2021 to be confirmed.
- 6.5 The Financial Report for 2021 was proposed to be accepted by En Shahrul and seconded by En. Sha'rainon.

7 Amendments to the Constitution

- 7.1 The President informed the Meeting that there is a need to obtain the AGM's approval once again for the Amendments to the Constitution that was endorsed in the last AGM. The President invited En. Shah, the Deputy President to explain why the amendments needs to be presented and endorsed one more time at the AGM.
- 7.2 En. Shah explained that MAFM's Secretariat submitted the amendments that were endorsed at the last AGM via e-roses on 6 Jan 2022. When we checked with ROS on the status of the approval, we were informed that there is need to pay a processing fee of RM 10.00 which we were not aware of. This fee has been paid and we have been advised to present and obtain the endorsement of the AGM again just in case ROS decides to reject our application for the delay in making the payment.
- 7.3 En. Shah informed that unlike the previous AGM where polling was conducted for each proposed amendments, this time around all the proposed amendments will be presented in this meeting and a polling will be conducted for the endorsement of all the amendments. For this purpose and as a refresher En Shah presented all the amendments with its rationale as follows:-

BIL.	KLAUSA LAMA	CADANGAN
1.	<i>Fasal 2(1)</i> <i>Tempat Urusan</i> Alamat berdaftar dan tempat urusan pertubuhan ialah: NO. 257B, JALAN BANDAR 12, 53100 TAMAN MELAWATI, WILAYAH PERSEKUTUAN KUALA LUMPUR dan alamat untuk surat-menyurat adalah: NO. 257B, JALAN BANDAR 12, 53100 TAMAN MELAWATI, WILAYAH PERSEKUTUAN KUALA LUMPUR atau di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke semasa oleh Jawatankuasa.	Alamat berdaftar dan tempat urusan pertubuhan ialah: 1-23-5, MENARA BANGKOK BANK, LAMAM SENTRAL BERJAYA, JALAN AMPANG dan alamat untuk surat-menyurat adalah: 1-23-5, MENARA BANGKOK BANK, LAMAM SENTRAL BERJAYA, JALAN AMPANG atau di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke semasa oleh Jawatankuasa. Rasional: Lanjutan dari keputusan Jawatankuasa mendapatkan perkhidmatan Pejabat Maya (Virtual Office) sejak Feb 2020
2.	<i>Fasal 4(1)(c)</i> <i>Keahlian</i> Ahli Bersekutu	Dicadangkan untuk menambah kepada Klausu 4(1)(c) bagi Ahli Bersekutu: Permohonan keahlian dari warganegara



BIL.	KLAUSA LAMA	CADANGAN
	Keahlian Bersekutu ialah keahlian untuk individu yang tidak mengamalkan Pengurusan Fasiliti tetapi memberikan sumbangan sekurang-kurangnya secara tidak langsung tetapi bermakna kepada industri Pengurusan Fasiliti	asing boleh dipertimbangkan dengan syarat pemohon telah bermastautin selama satu (1) tahun di Malaysia. Rasional: Terdapat pengamal pengurusan fasiliti di Malaysia yang merupakan expatriat yang berminat menjadi ahli MAFM.
3.	Fasal 4(2)(d)(i) Keahlian: Felo Berumur tidak kurang dari 40 tahun pada tarikh permohonan keahlian dibuat.	Berumur tidak kurang dari 40 tahun pada tarikh permohonan keahlian dibuat. Rasional: Jawatankuasa berpandangan mana-mana pengamal pengurusan fasiliti yang telah memberi sumbangan yang signifikan kepada Persatuan dan industri FM sepatutnya diiktiraf oleh Persatuan tanpa ada keperluan untuk individu berkenaan mengemukakan permohonan.
4.	Fasal 4(2)(d)(iii) Keahlian: Felo (iii) Permohonan hendaklah disertakan dengan satu (1) orang pencadang yang terdiri dari Ahli Jawatankuasa. (v) Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Felo. (vi) Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.	Kenyataan ini digugurkan dan digantikan dengan: (iii) Jawatankuasa boleh mencadang dan melantik mana-mana individu sebagai Felo (v) Digugurkan (vi) Jawatankuasa boleh meluluskan mana-mana cadangan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi. Rasional: Pindaan ini selaras dengan cadangan 3 di atas.
5	Fasal 3 TUJUAN / MATLAMAT (1) Memperkasakan Pengurusan Fasiliti di Malaysia. (2) Menggalakkan perkembangan ilmu dan amalan-amalan terbaik (best practices) dalam bidang Pengurusan Fasiliti di Malaysia. Membantu kearah memantapkan perkembangan ekonomi Negara.	Fasal 3 Tujuan/Matlamat akan ditambah satu lagi tujuan seperti berikut:- (4) Menjalankan perniagaan yang bersesuaian bagi menjana aliran pendapatan yang stabil untuk melindungi kemampuan kedudukan kewangan Persatuan. Rasional: Untuk menjana pendapatan bagi menjamin kedudukan kewangan jangka panjang Persatuan.



PERSATUAN PENGURUSAN FASILITI MALAYSIA
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Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

BIL.	KLAUSA LAMA	CADANGAN
6	<i>Fasal 18</i> <i>BENDERA, LAMBANG DAN LENCANA</i>	 Ditukar kepada  Rasional: 1. Untuk perkemaskan logo Persatuan 2. Dari menggunakan nama penuh Persatuan, dicadangkan menggunakan nama ringkas. 3. Setelah ditubuhkan selama 15 tahun, ramai pengamal pengurusan fasiliti telah biasa dengan nama ringkas Persatuan



- 7.4 For the purposes of polling to endorse the amendments, all the members who are attending the meeting were requested to scan the QR Code shown on the slide and provide the name, address and to answer YES or NO. Since 24 members answered YES which is more than 50% of members attending, En Shah declared that the AGM has endorsed the proposed amendments. With that, En Shah handed back the session to the President.

8 Debate on Resolutions Proposed by Members

- 8.1 There were two resolutions submitted by Mr. Pavithran as follows:-

- (i) MAFM must be active in contributing articles, comments or opinions in the local dailies and social media on matters or issues related to Facilities Management.
- (ii) MAFM must align its definition on FM in line with ISO41001 to replace the mind set of building maintenance if it wishes to see value through FM in Malaysia.

- 8.2 Mr Pavithran was given the opportunity to explain his proposed resolutions.

- 8.3 En Shah responded by saying that MAFM agrees with Pavithran's first resolution as MAFM must be seen to be proactive in responding to FM issues via the print and social media. Since all the Committee Members involvement in MAFM is on a voluntary basis as currently we do not have a full time staff to attend to these matters expeditiously. As such the current Committee has decided to recruit a full time executive and the proposed resolution by Mr Pavithran will be addressed in the near future.

- 8.4 As to aligning MAFM's definition of FM with ISO 41001, this has been discussed internally. We acknowledge that the definition in ISO 41001 has a wide coverage which includes the economy and the society. Agreed that its about time MAFM's definition of FM be reviewed and we need to also get CIDB on board as they have their own definition of FM. En Shah is agreeable that there is a need to realign the definition of FM.

- 8.5 The President thanked Mr Pavithran for both his resolutions which are relevant and MAFM will act on it. The President asked if there are any other proposals or suggestions from the members. Dr. Sarajul raised the issue of budget being requested on a ad-hoc basis for maintenance and he quoted MRT Corp, Selangor State Government and the budget required to maintain the Istana which amounts a few RM billions. Dr. Sarajul is of the opinion that the allocation for maintenance must be addressed at the design stage by the asset owners. The accepted norm in the FM industry is the allocation for maintenance should be 80% of the whole life cycle cost. And its at the planning stage where asset owners should address issues of over designing that could lead to escalation in the maintenance cost. MAFM needs to play its role in advising the Government to make long term provisions for the proper maintenance of all its assets. En. Mazhar responded and agreed with Dr. Sarajul's concern. En. Mazhar said that this is as stated in MAFM's Roadmap where we need to play our role to influence the decision makers on making long term provisions for operations and maintenance.

- 8.6 En Sha'rainon proposed that with our funds growing year on year, perhaps there is a need to appoint a professional auditor especially in a situation where we are proposing to amend our Constitution to get involved in business to raise funds. En Shah responded that we have discussed this in relation to our tax declaration. In the process of clearing our outstanding taxes, we will follow through to appoint a professional auditor.

- 8.7 En. Sha'rainon also raised the fact that FM is not listed as part of the National Occupational Skills Standards (NOSS). Once when FM is listed, then the subject matter experts who are involved in establishing the standards will be remunerated by the Government. En Mazhar responded that when we prepared the curriculum for CFME and CFMM, it was based on the existing standards. Staking a claim to



be listed as a NOSS needs to be done by the relevant government agency and in our case it is under Act 520 under the purview of CIDB. En Mazhar highlighted that CIDB has its own version of NOSS called Construction Industry Competencies Standard (CICS). CIDB is in the process of getting a ISO certification related to accreditation of competencies under the 70000 series. As such we need to ensure we align ourselves with CIDB on this matter. En Shah responded that CIDB has formed a Technical Committee to review the CICS and there is a special committee for FM competency which is chaired by a FM practitioner. So this special committee will review and make the relevant recommendations to the approving committee on the proposed competencies standards for FM.

- 8.8 Mr Wong raised the issue of double taxation involving various sub-trades within the FM services e.g. the cleaning and security firms raises SST for the services rendered and the FM Company pays this SST and bills the asset owner another SST on top of the SST already paid for the sub-trades. En Shah acknowledged this issue and will take this matter up with MOF.

9. Closing Remarks by the President

The President raised the following matters for his closing remarks:-

- 9.1 He thanked the members for submitting their resolutions and also raising issues that needs to be addressed by MAFM. The current Committee for Session 2021 – 2023 was just elected 6 months ago. Since its election, 14 sub-committees have been formed to plan and implement the various initiatives. These sub-committees will also look into the resolutions and issues raised.
- 9.2 On this note, the President requested the MAFM members should step forward to volunteer their services as there are some very important initiatives that we are working on that would shape the future of the FM Industry and we need as much as help that we can get.
- 9.3 For the information of the members, the Government has made maintenance as one of the main pillars in the 12th Malaysian Plan. To implement all the initiatives under this pillar in a structured and holistic approach, KKR has been tasked to formulate the Dasar Selenggara Infrastruktur Negara (DSIN) which is currently being drafted. The President is part of the reviewers team providing feedback and comments to ensure the DSIN that is published is practical and able to focus quickly on the pain points that has major impact. The President gives his assurance that suggestions raised during this AGM and also other FM issues that were raised in other Forums will be addressed in the DSIN by him.
- 9.4 The President also highlighted that Value Assessments (VA) and Value Engineering (VE) is being done for construction projects but he does not see the involvement of FM SMEs providing VA and VE services as it will have a major impact in deriving the whole life cost of a project. The President mentioned that he will use his networking with the decision makers to start including FM SMEs for mega projects where VA and VE exercises are done.
- 9.5 The President concluded that MAFM has put in place a good platform for FM practitioners to network and also to reach out to the policy makers in various government agencies. As stated by Vice President 1 in his presentation of the FM Roadmap, we are at a stage where we need to pitch ourselves well to influence the policy makers for the betterment of the FM industry. We need more FM practitioners to come forward to support MAFM so that we have a strong voice that can be heard clearly by the Government.
- 9.6 The President thanked Mr. Tamilwanan who did most of the planning and preparations for this AGM but is not able to attend the AGM physically. He also thanked En Farihan, Puan Sharifah and all the other Committee Members who assisted in making this AGM a success. The President also specifically thanked Dr. Sarajul and UTMSPACE for hosting the AGM. Last but not least, the President thanked all the members and guests for taking time off on a Saturday to spend time attending this AGM. With this remarks, the President handed over the session to the MC.



10. Adjournment of the AGM

The MC thanked the President for chairing the AGM. The MC also thanked the Secretariat, the technical staff of GFM for the live streaming of the AGM via Microsoft Teams and also the technical team of UTMSPACE and the Hotel Residensi UTM.

The Secretariat would like to take this opportunity to remind members who have yet to renew their membership for Year 2022 to do so as soon as possible.

The members, the secretariat and the technical staff attending the AGM in-person are invited for the lunch that has been prepared.

The AGM is adjourned at 12.35 pm.

Prepared by,

P. TAMILWANAN

MAFM Secretary 2021- 2023

Verified by,

DATO' SRI ZOHARI B HJ AKOB

President 2021 - 2023



PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)

Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

SECTION 4 :

MAFM COMMITTEE REPORT SESSION 2022



**SECTION 4 - MAFM COMMITTEE REPORT SESSION 2021
(1 JANUARY 2022 – 31 DECEMBER 2022)**

MEMBERSHIP

As at 31 Dec 2022, MAFM has registered a total number of **147 members** inclusive of **28 organizations** registered as corporate members. The statistics of members are as follows:

Members Category	Total
Associate Member	6
Corporate Member	44
Ordinary Member	95
Student Member	2
Total	147

Generally, the registered corporate and ordinary members are from various levels of operational and management functions with working experience. They are from both public and private sectors involved in FM as practitioners, engineers, academicians and asset owners. The associate members are indirectly involved with the FM industry especially suppliers and downstream support service providers. The student categories are mainly from universities either doing their degree, masters or doctorate studies.



LIST OF EVENTS/ACTIVITIES FOR YEAR 2022

To date, MAFM has fundamentally positioned itself as a platform for the local FM communities to interact and share knowledge or experience through jointly organized activities with various professional bodies in the public and private sectors. With the Covid-19 pandemic in getting into the endemic phase, more events started to be held in a hybrid more in early 2022 and in-person participation became more prevalent in the later part of 2022. Our 15th AGM was also held in a hybrid mode. The new work norms during the pandemic did provide us the flexibility to work in a hybrid manner which encouraged better participations in meetings and events. Some of the key activities in 2022 are as follows:

A. MAFM MEETING ACTIVITIES FROM JANUARY 2022 TO DECEMBER 2022

Date	Event	Organizer	MAFM's Role
Jan - Dec 2022	Professional FM Masters Program (PMFM)	UTMSPACE	Collaboration
10 -11 Jan 2022	Workshop on Implementation of NAFAM Resolutions	KKR	Participate
12-Jan-22	MAFM Committee Meeting	MAFM	Organizer
19-Jan-22	Sleepless Nights with MySST	MSPC	Participate
22-Feb-22	Meeting with MIPFM	MIPFM	Participate
24-Feb-22	PMFMEdgenta - Kickoff Session with First Cohort	UTMSPACE	Collaboration
24-Feb-22	MyEFM Webinar on Modern Management Practices for a successful FM in an organisation	Maxwell Cfm International:	Participate
2-Mar-22	PMFM UEM Edgenta - Kickoff Session with Second Cohort	UTMSPACE	Collaboration
3-Mar-22	Webinar on Alternative Financing Shahriah Crowdfunding	Moneysave	Collaboration
8-Mar-22	Webinar on Virtual Sembang Santai - Industry Readiness in Facing the FM Digital Era	Microcorp Sdn Bhd	Participate
22-Mar-22	Meeting with MIPFM	MIPFM	Participate
29-Mar-22	Webinar on Multiverse the Digital Twin - Traverse to the Digital World	Microcorp Sdn Bhd	Participate
30-Mar-22	Webinar on Designing Facilities Management Needs for Infrastructure Projects	UTMSPACE	Participate
31-Mar-22	MyEFM Webinar on Mental Health at Workplace	Maxwell Cfm International:	Participate
20-Apr-22	Webinar on Asset Management - The Definition of Value and Best Practices in Decision Making	MAPMA	Participate
10-May-22	Webinar on Multiverse the Digital Twin - Race Against the Tradition	Microcorp Sdn Bhd	Participate
11-May-22	Webinar on World FM Day on Sustainable FM in the IR 4.0 era in Malaysia	MAFM	Organizer
26-May-22	MyEFM Webinar on Urge for Sustainable Business Operation	Maxwell Cfm International:	Participate



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16TH ANNUAL GENERAL MEETING 2023

Date	Event	Organizer	MAFM's Role
31-May-22	Webinar on Multiverse the Digital Twin - Revolution of Data Integrity	Microcorp Sdn Bhd	Participate
7-Jun-22	MAFM Committee Meeting	MAFM	Organizer
14-Jun-22	Meeting with MIPFM	MIPFM	Participate
21-Jun-22	Webinar on Multiverse the Digital Twin - Competitiveness in the Digital Era	Microcorp Sdn Bhd	Participate
22-Jun-22	Launch of LCCSoft	CIDB	Participate
28-Jun-22	Webinar on Rasau Water Supply Scheme towards Sustainable Water Supply	MAPMA	Participate
29 - 30 Jun 2022	Workshop on Implementation of NAFAM Resolutions	KKR	Participate
5-Jul-22	Certified FM Manager Course by	Avancer FM Services	Endorsement
6-Jul-22	Malaysian Technical Cooperation Programme (MTCP) entitled Revolutinizing the Malaysian Construction Industry (IR 4.0). Presentation slot by MAFM's representative, Dr. Saharani, on topic titled Revolutionizing Facility Management	CIDB and Ministry of Foreign Affairs	Participate
14-Jul-22	ANNUAL LUNCHEON AND LIFE MEMBER CERTIFICATE PRESENTATION	MSPC	Participate
22-Jul-22	Route fo MIEM/PE talk for MAFM	IEM	Participate
28-Jul-22	MAFM Committee Meeting	MAFM	Organizer
23 - 25 Aug 2022	Conference on The Future of Maintenance & Reliability	3 Novex	Endorsement
13-Sep-22	Meeting with CIDB Team handling FM matters	CIDB	Participate
8-Nov-22	Launch of International Construction Week (ICW) 2022	CIDB	Participate
8 - 9 Nov 2022	Technical Seminar on GREEN DATA CENTRE	GreenRE	Endorsement
26-Nov-22	Convocation of PMFM First Cohort	UTMSPACE	Collaboration
8-Dec-22	Swimming Pool Management and Maintenance Upskill Seminar	Adtexlink	Endorsement
13 - 14 Dec 2022	3rd Facilities Management Asia Conference on IR 4.0 in the New Normal: The Future of Facilities Management	MAFM	Organizer



COMMITTEE MEETING ATTENDANCE 2022

Committee	Position	12/1/2022	7/6/2022	28/7/2022
Dato'Sri Zohari bin Hj. Akob	President	✓	✓	✓
Mohammad Shahrizal Mohammad Idris	Deputy President	✓	✓	✓
Mohd Mazhar Mohd Marzuki	Vice President 1	✓	✓	×
Amir Farid Bin Omar	Vice President 2	✓	✓	✓
Tamilwanan a/l Palaniappan	Secretary	✓	✓	✓
Dr. Saharani Bin Jaafar	Deputy Secretary	✓	✓	✓
Mohd Farihan Bin Mohamad Rani	Treasurer	✓	✓	✓
Zainuddin Bin Zainal	Sub-Committee	✓	✓	✓
Tun Masri Bin Hj. Abu Bakar	Sub-Committee	×	×	✓
Ahmad Fuad Bin Che Mi	Sub-Committee	×	×	✓
Dr. Mat Naim Bin Abdullah@Mohd Asmoni	Sub-Committee	×	✓	✓
Dr. Rozaimi An	Sub-Committee	✓	✓	×
Mahput Bin Sairan	Sub-Committee	✓	✓	✓
Dr. Mohamad Rizal Bin Baharum	Sub-Committee	✓	✓	✓
Ts Sr Masnizan bin Che Mat	Sub-Committee	✓	✓	×
Sharifah Rosfashida Binti Syed Abd. Latif	Sub-Committee	✓	✓	✓
Sr Dr. Sarajul Fikri Mohamed	Sub-Committee	✓	✓	✓

Legend: **Attended (✓)**

Absent with Permission (×)

Prepared by:

P. Tamilwanan
 (Secretary)



MAFM FM Industry Roadmap

Introduction

Facilities Management (FM) in Malaysia has come a long way in the early 2000's. Despite its development, the awareness of FM is still very low among the general public. To help promote awareness and best practices in FM, the Malaysian Association of Facilities Management (MAFM) was formed in 2005. MAFM works to promote FM through various activities such as seminars and conferences, which are aimed at educating people on the importance of FM and introducing them to best practices.

Through these initiatives, MAFM hopes to ensure that everyone is aware of the benefits that FM can bring and how it can be used effectively in different industries.

To date, MAFM has undeniably been the organisation that is very instrumental for the Facilities Management industry in Malaysia. MAFM has been the reference point for various Government Ministries, Departments and agencies such as the Ministry of Works (MOF), Ministry of Finance, the Construction Industry Development Board (CIDB) and Public Works Department (JKR), as well as the Institutions of Higher Learning. In the future, MAFM shall maintain itself not only as the focal point of reference for the Malaysian FM industry, but also as the institution that produce and disseminate knowledge and experiences to the industry players.

The Roadmap

The FM Industry Roadmap, started in 2015 by the Malaysian Association of Facility Management (MAFM), is a guide for MAFM's activities and initiatives. It was created to help MAFM members to understand their roles and responsibilities in the field of facility management. The FM Industry Roadmap also serves as a reference for some other FM stakeholders in the public and private sectors for their planning related to FM. The FM Industry Roadmap consists of several milestones which include both achieved objectives as well as some that are still Work in Progress (WIP). These milestones were based on two overarching goals i.e.:- to make FM as a recognised profession; and to make MAFM as a one-stop reference for FM in Malaysia.



With continuous efforts by MAFM, as well as strategic collaborations with relevant FM stakeholders such as the Ministry of Works through its agencies such as the Construction Industry Development Board Malaysia (CIDB) and the Department of Works (JKR), we can say that the roadmap has served its role as a guidance for the development of FM in Malaysia. To mention a few, MAFM has played a role since the formation of ISO/TC 267 Facility Management in 2012 whose role is to develop standards in the field of FM. Alongside the said time-consuming involvements, MAFM were key in assisting CIDB in developing the registration requirements for 'FM Contractors' which were launched in 2015, and in developing the FM Competencies for the Malaysian market. MAFM was also entrusted to develop the training modules for the CIDB's Certified FM Manager (FMM) and FM Executive (FME). Prior to that, MAFM was actively involved with CIDB in the study of Asset and Facility Management industry in Malaysia which was first published in 2009, followed by the launching of the Asset and Facility Management Manual in 2011.

[The way forward](#)

It can be safely said that with all the above involvements and achievements, the goals of the FM Industry Roadmap were successfully achieved:- FM is now a recognised profession in Malaysia; and MAFM is a one-stop reference for FM in Malaysia. Nonetheless, with the rapid changes in the world's economic, political and social environment, FM needs to adopt itself in order to stay relevant and supportive to the core business it is serving. Hence, the roadmap too needs to be adjusted accordingly. In light of the current pandemic of Covid-19, the political instability seen in many countries, and the embracement of the Fourth Industrial Revolution (IR 4.0), it has become increasingly important to undertake a comprehensive review of the Facility Management Roadmap. Such a review is necessary to ensure that businesses are well prepared for any further changes or disruptions. Additionally, this review may bring about more efficient solutions to existing challenges and open up new opportunities for FM professionals.

The new FM Industry Roadmap shall be an important initiative that seeks to ensure the sustainability of the FM market in Malaysia. It shall focus on increasing the nation's capacity in FM and developing its expertise by investing in knowledge and best practices. The aim should be making Malaysia a hub for knowledge and best practices, as well as a leader in the industry for the Asia Pacific region. Furthermore, it should aim to increase exports of Malaysian expertise, products, services and technology related to FM in order to create more jobs for Malaysians. The roadmap should also seek to promote innovation and research & development (R&D) in order to create a more competitive market.



Conclusions

The development of a new FM Industry Roadmap requires the commitment and participation of all FM stakeholders. It is important to focus on gathering the right information and insights from multiple sources in order to create an effective roadmap. This can be done through focus groups, conferences, research, surveys, and other methods. In order to successfully develop the new FM Industry Roadmap, it is essential to have sufficient funding for these activities. Additionally, there needs to be a clear commitment from all stakeholders involved in the process in order for it to be successful. With these two elements in place, the development of a new FM Industry Roadmap will be much more achievable.

Prepared by :

Ts. Mohd Mazhar bin Mohd Marzuki

Chairman of the FM Industry Roadmap Committee



FINANCIAL REPORT 2022

A. ACCOUNTING DETAILS

BALANCE SHEET **AS AT 31 DECEMBER 2022**

	2022 (RM)
CURRENT ASSETS	
Petty Cash in Hand	158.45
Current Asset*	<u>230,002.59</u>
	<u>230,161.04</u>
CURRENT LIABILITIES	
Payables - Accrued Expenses	0.00
Net Current Asset	<u>230,161.04</u>
Represented By	
Accumulated Fund	
1st January of the Year 2021	192,502.48
Add Excess Income over Expenditure for the year	<u>37,658.56</u>
	<u>230,161.04</u>



STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDED
31 DECEMBER 2022

		2022 (RM)
	Notes	
Income	1	49,071.80
Less Expenses		
Office Expenses	2	2,704.24
Refreshments	3	4,000.00
Secretariat Management Services		0.00
Membership Fees		0.00
Seminar and Conference		0.00
Annual General Meeting Expenses	4	4,700.00
CIDB FM Training Module Project		0.00
Claim Expenses		0.00
Miscellaneous Expenses		0.00
Bank Charges		<u>9.00</u>
		11,413.24
Excess/(Defecit)		<u>37,658.56</u>



B. Notes for Statement of Income and Expenses Year 2022

	2022 (RM)
1. Income	
Membership Fees	10,680.00
Contributions for services rendered for AFMC 2021	38,391.80
Cheque Deposit	0.00
MAFM AGM - Collection Fees	<u>0.00</u>
	<u>49,071.80</u>
2. Office Expenses	
Virtual Office (Novux)	1,600.00
ServerFreak - Domain Fee Renewal and cPanel Semi Pro(ServerFreak)	401.74
Graphic Design Services	300.00
Payment to ROS for Amendment of Constitution	10.00
Stationery and Printing	<u>392.50</u>
	<u>2,704.24</u>
3. Refreshments	
MSPC SME ICON NIGHT	<u>4,000.00</u>
	<u>4,000.00</u>
Secretariat Management Services	
	<u>0.00</u>
	<u>0.00</u>
Membership Fees	
MSPC Annual Membership Fees	<u>0.00</u>
	<u>0.00</u>
Seminar and Conference	
	<u>0.00</u>
	<u>0.00</u>



4. Annual General Meeting Expenses

Virtual Platform and related services – 14 th AGM	3,000.00
Emcee Services – 14 th AGM	1,000.00
Secretariat Services – 15 th AGM	700.00
	<u>4,700.00</u>

Training

<u>0.00</u>
0.00

Claim Expenses

<u>0.00</u>
0.00

Miscellaneous Expense

<u>0.00</u>
<u>37,667.56</u>



PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)

Registration No: PPM-007-14-27012005

16TH ANNUAL GENERAL MEETING 2023

1C. TREASURER DECLARATION

PERSATUAN PENGURUSAN FASILITI MALAYSIA

PERNYATAAN OLEH BENDAHARI

Saya, **Mohd Farihan Mohamad Rani**, No. K/P: **731104-02-5819**, **Bendahari** Persatuan Pengurusan Fasiliti Malaysia bertanggungjawab ke atas pengurusan kewangan Persatuan dengan sesungguhnya mengakui bahawa sepanjang pengetahuan dan kepercayaan saya bahawa kunci kira-kira pada 31 Disember 2022 serta kira-kira Penerimaan dan Pembayaran Mulai 1 Januari 2022 hingga 31 Disember 2022 yang dilampirkan adalah benar dan saksama.

Bendahari:

Bertarikh:

1 Mac 2023

Bertempat:

Kuala Lumpur



PERSATUAN PENGURUSAN FASILITI MALAYSIA
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16TH ANNUAL GENERAL MEETING 2023

C. FINANCIAL REPORT 2022

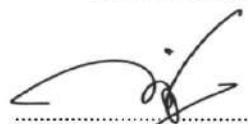
NAMA PERTUBUHAN
PERSATUAN PENGURUSAN FASILITI MALAYSIA

(1) KIRA-KIRA PENERIMAAN DAN PEMBAYARAN MULAI 1 JANUARI 2022 HINGGA 31 DISEMBER 2022

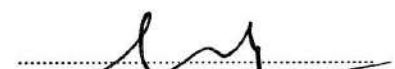
PENERIMAAN	RM	Sen	PEMBAYARAN	RM	Sen
Baki pada awal tahun			Office Expenses	2,704	24
Pada tangan Bendahari	158	45	Refreshment	4,000	00
Dalam Bank	192,344	03	Claim Expenses	00	00
Yuran Masuk/Yuran Ahli	10,680	00	Miscellaneous Expenses	00	00
Cash Deposit	00	00	Membership Fee	00	00
Cheque deposit	00	00	Secretariat Management Services	00	00
AGM - Collection Fees	00	00	Annual General Meeting	4,700	00
Penjanaan Pendapatan	38,391	80	CIDB FM Training Module Project		
Derma	00	00	Bank Charges & GST Debit	9	00
Faedah-faedah lain	00	00	Baki pada akhir tahun		
			Pada tangan Bendahari	158	45
			Dalam Bank	230,002	59
JUMLAH	RM 241,574	28	JUMLAH	RM 241,574	28

(2) TIMBANGAN KUNCI KIRA-KIRA PADA 31 DISEMBER 2022

TANGGUNGAN	RM	Sen	KEPUNYAAN	RM	Sen
Kumpulan wang dibawa kehadapan	230,161	04	Baki wang pada akhir tahun		
			Pada tangan Bendahari	158	45
			Dalam Bank	230,002	59
Harta-harta yang tetap	00	00	Cagaran-cagaran (Deposit)	00	00
JUMLAH	230,161	04	JUMLAH	230,161	04


(Dato' Sri Zohari Hj Akob)
Pengerusi


(Mohd Farihan Mohamad Rani)
Bendahari


(Nurshuhaila Binti Mohd Amin)
Jufuaudit



**PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)**

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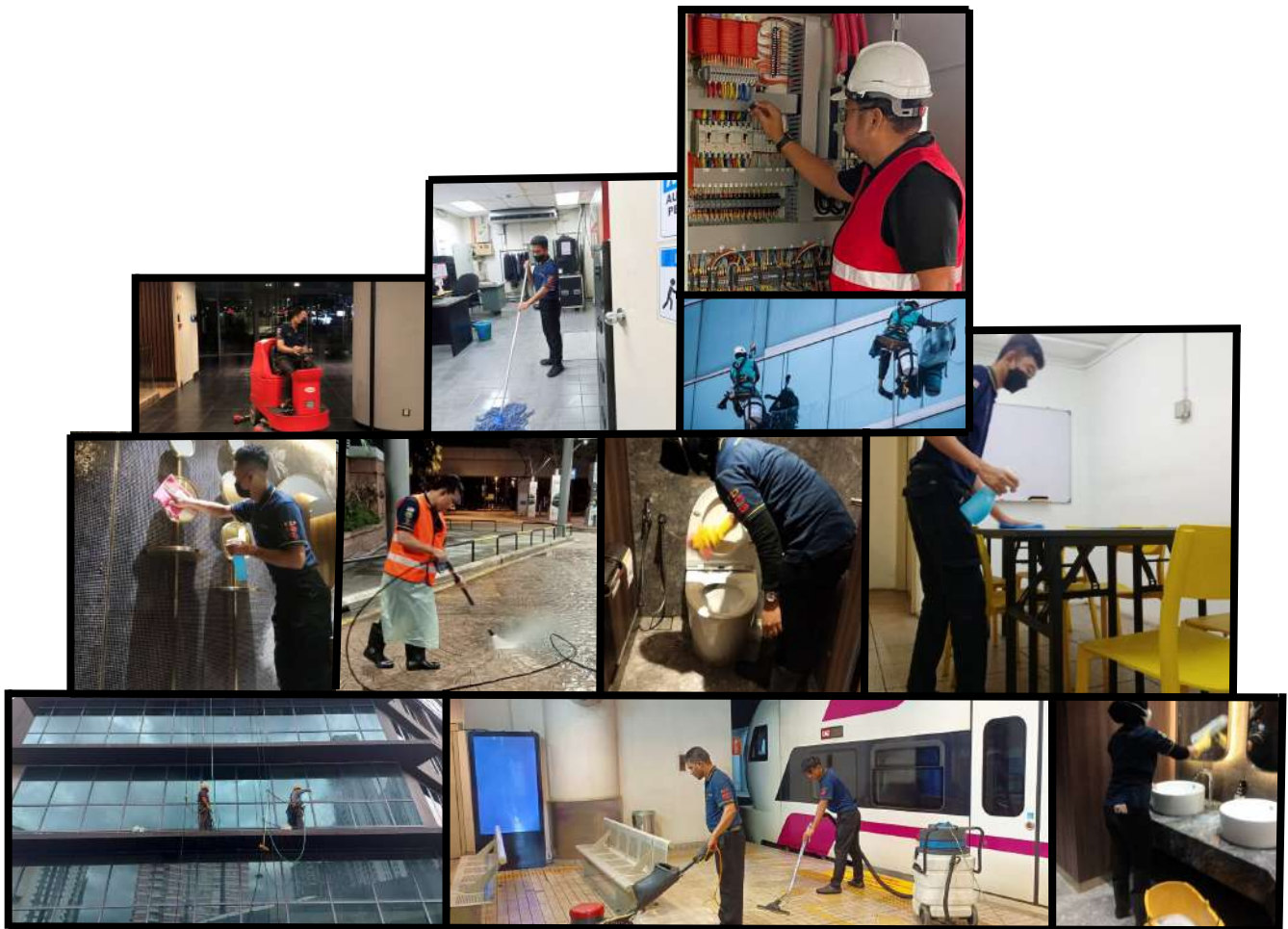
16TH ANNUAL GENERAL MEETING 2023

NOTE



16TH ANNUAL GENERAL MEETING

18 MARCH 2023



**MAKING A REAL DIFFERENCE
WORLD FM DAY
10 MAY 2023**