15TH ANNUAL GENERAL MEETING

25th June 2022
Bilik Petra 3, Tkt 2, UTM Hotel & Residence, 8 Jalan Maktab, Kampung Datuk Keramat, Kuala Lumpur

Facilities Management....Leading A Sustainable Future

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT

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15TH ANNUAL GENERAL MEETING 2022

Date	:	**25 Jun 2022**
Meeting Mode	:	**Hybrid/Virtual Meeting**
Venue	:	**Bilik Petra 3,** **Tkt 2, UTM Hotel & Residence,** **8 Jalan Maktab,** **Kampung Datuk Keramat,** **Kuala Lumpur**
Time	:	**10.00 am – 01.00 noon**

AGENDA:-

09.30 – 10.00 am	Registration at venue and via Virtual Platform
10.00 – 10.45 am	Welcoming Remarks by Chairperson
	Doa Recital by Tn Hj Zainuddin Zainal
	Welcoming Speech by MAFM President
	Presentation of MAFM's Key Focus Initiatives for 2022
10.45 – 11.45 am	Annual General Meeting (AGM) • Confirmation of the 14th AGM Minutes • MAFM 2021 Current Membership Status & Activities • Amendments to the 2020 MAFM Accounts & Financial Statement and Confirmation of the MAFM 2021 Accounts & Financial Statement • Amendments to the Constitution
11.45 – 12.00 noon	Presentation of Resolution
12.00 – 12.15 noon	Other Matters
12.15 noon	Adjourment of AGM
12.15 – 01.00 noon	Lunch

SECTION 1 :

BRIEF NOTE ABOUT MAFM

SECTION 1 - BRIEF NOTE 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 academicians and the industry players on sharing of knowledge and practical experience in Facility Management (FM) practices in the existing market.

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. Most of MAFM activities during the initial period focussed 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"

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.

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

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 ar students pursuing studies related to the field of Facility Management

MAFM COMMITTEE MEMBERS SESSION 2021 - 2023

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT
Committee Member

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

DEPUTY PRESIDENT
Mohammad Shahrizal Mohammad Idris
GFM Sdn Bhd

VICE PRESIDENT 1
Mohd Mazhar B 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 Sdn Bhd

ASSISTANT SECRETARY
Saharani B. Jaafar
KLCC Urusharta Sdn Bhd

SUB-COMMITTEE

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

Rozaimi An
Ran Management Consultancy

Mahput bin Sairan
Global Facilities Management Sdn Bhd

Tun Masri Hj Abu Bakar
CBRE GWS Sdn Bhd

Dr. Mohamad Rizal Bin Baharum
Universiti Malaya

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

Sr Dr. Sarajul Fikri Mohamed
Universiti Teknologi Malaysia

Ahmad Fuad B Che Mi
Enviroverks (M) Sdn Bhd

Sharifah Rosfashida Binti Syed Abd. Latif
Open University Malaysia

Zainuddin B. Zainal
Chulia Facilities Management Sdn Bhd

SECTION 2 :

MAFM CONSTITUTION

PERLEMBAGAAN BAGI PERTUBUHAN

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT

PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASOCIATION OF FACILITY MANAGEMENT)

PERLEMBAGAAN BAGI

PERTUBUHAN INDUK

PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)

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
FASAL 10	..	KEWANGAN
FASAL 11	..	JURUAUDIT
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
MALAYSIA ASSOCIATION OF FACILITY MANAGEMENT)

FASAL 1 NAMA

(1) Pertubuhan ini dikenali dengan nama

PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT)

Selepas ini disebut **“Pertubuhan”**.

(2) Takrif Nama :

(3) Taraf Pertubuhan : **Kebangsaan**

FASAL 2 TEMPAT URUSAN

(1) Alamat berdaftar dan tempat urusan pertubuhan ialah

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT (MAFM)
23-5, MENARA BANGKOK BANK,
LAMAN SENTRAL BERJAYA, JALAN AMPANG
50450 Kuala Lumpur, Malaysia

dan alamat untuk surat-menyurat adalah

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT (MAFM)
23-5, MENARA BANGKOK BANK,
LAMAN SENTRAL BERJAYA, JALAN AMPANG
50450 Kuala Lumpur, Malaysia

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.

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.

(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 pada tarikh permohonan keahlian dibuat.

ii. Memiliki kelayakan seperti Keahlian Biasa;

iii. Permohonan hendaklah disertakan dengan satu (1) orang pencadang yang terdiri dari Ahli Jawatankuasa;

iv. Mempunyai pengalaman praktikal dalam bidang Pengurusan Fasiliti yang difikirkan relevan oleh Jawatankuasa; dan

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

(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 akiviti-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 akiviti-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)
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 dibutirkan 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 memenuhkan kekosongan itu. Jika calon yang sedemikian tidak ada atau menolak jawatan itu, maka berkuasalah Jawatankuasa melantik ahli yang lain memenuhkan 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 menggantungkan 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 yand 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 megendalikan 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 siuman, 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 dipenuhkan 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

MALAYSIAN
ASSOCIATION OF
FACILITY
MANAGEMENT

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

-

SECTION 3 :

MINUTES OF MAFM 14TH AGM 2021

15TH ANNUAL GENERAL MEETING 2022

Date : 23 Dec 2021 (Thursday)

Time : 2.30 pm – 6.00 pm

Venue : Virtual Meeting hosted on ODESI eAGM

ATTENDANCE

Committee Member

No	Name	Organization	Designation
1	Dato' Sri Zohari B Hj Akob	Aktif Unggul Sdn Bhd	President
2	Mohammad Shahrizal Mohammad Idris	Global Facilities Management Sdn Bhd	Deputy President
3	Mohd Mazhar Bin Mohd Marzuki	Avancer FM Resources	Vice President 1
4	Tun Masri Hj Abu Bakar	CBRE GWS Sdn Bhd	Vice President 2
5	Tamilwanan A/L Palaniappan	MAFM	Secretary
6	Mohd Farihan Mohamad Rani	Trans Facilities Management Sdn Bhd	Asst. Secretary
7	Ainul Azura Izhar	BIV Global Sdn. Bhd.	Treasurer
8	Saharani Jaafar	KLCC Urusharta Sdn Bhd	Committee
9	Arivagara Pavithran A/L Subramaniam	Maxwell CFM International Sdn. Bhd.	Committee
10	Zainuddin Bin Zainal	Chulia Facilities Management Sdn. Bhd.	Committee
11	Hj. Mahathir bin Hj. Mansor	Kemuncak Bumijaya Sdn. Bhd.	Committee
12	Mohamed Paiz Mohamed Liza	Edgenta Township Management Services	Committee
13	Ahmad Fuad B Che Mi	Enviroverks (M) Sdn Bhd	Committee
14	Zabanisham Bt Mohd Sharip	Urusan Teknologi Wawasan	Committee
15	Nur Shuhaila Bt Mohd Amin	Urusan Teknologi Wawasan	Committee

Corporate Member

No	NAME	ORGANISATION
1	Haslinda Binti Ab. Yusop	Gagasan Sentral Sdn Bhd
2	Mahput B. Sairan	Global Facilities Management Sdn. Bhd.
3	Hew Sin Mee	Cofreth (M) Sdn Bhd
4	Danny Wong Nei Chin	MST Facilities Sdn Bhd
5	Ramli bin Lebai Husin	Avancer FM Services Sdn Bhd
6	Azhar B Ahmad	Boustead Properties Bhd
7	Nitesh Malani	Enviroverks (M) Sdn Bhd
8	Mohan A/L Munusamy	Sepadu Facilities Management Sdn Bhd
9	Hafizzaman B Mohamad Fauzi	ADVGE HOLDINGS SDN BHD

Ordinary Member

No	NAME	ORGANISATION
1	Rozaimi An	UDA Holdings Berhad
2	Amir Farid Bin Omar	Pro FM Solution Sdn Bhd
3	Aslamiah Kamarudin	Avancer FM Services Sdn Bhd
4	Ts Sr Masnizan bin Che Mat	Built Environment Academy
5	Khairusy Syakirin Has-Yun	International Islamic University Malaysia
6	Maizan Bin Baba	Universiti Teknologi Malaysia (UTM)
7	Dr. Mat Naim Bin Abdullah@Mohd Asmoni	Universiti Teknologi Malaysia (UTM)
8	Sharifah Rosfashida Binti Syed Abd. Latif	Open University Malaysia
9	Shahrul Riza Bin Abdul Rahim	Avancer FM Services Sdn Bhd
10	Prof. Sr. Dr. David Martin @ David Juanil	Universiti Tun Hussein Onn Malaysia (UTHM)
11	Faizal Rahim Bin Hj. Moidunny	Harta Maintenance Sdn Bhd
12	Azrul Bin Mohd Aris	Employees Provident Fund
13	Jasmine Elizabeth Liau Huoi Chin	Raine & Horne International Zaki & Partners Sdn Bhd
14	Mohamed Paiz B. Mohd @ Mohamed Liza	Edgenta Township Management Services Sdn. Bhd.
15	Mohamad Rizal Bin Baharum	Universiti Malaya
16	Abdul Rashid Mohamed	Global Facilities Management Sdn Bhd

17	Onny Iriawan Bin Othman	Pro Nexus Management
18	Zakaria Bin Ehsan	Majlis Perbandaran Kajang (MPKj)
19	Syahrul Nizam B Kamaruzaman	Universiti Malaya
20	Ahmad Syazwan Bin Mohamad	HASB Facilities Management Sdn Bhd
21	Ahmad Faiz B Muhamad	Employees Provident Fund
22	Theepa A/P Paramasivam	New Era University College
23	Hashim bin Suman	Avancer FM Services Sdn Bhd
24	Nor Effendy bin Mohd Diah	Avancer FM Services Sdn Bhd
25	Farhana Syahni Bt Muhaidar	Boustead Properties Bhd
26	Haemaraj A/L Gopal	Boustead Properties Bhd
27	Sr Dr. Sarajul Fikri Mohamed	Universiti Teknologi Malaysia
28	Nur Hafidzah Binti Muhamadan	Politeknik Sultan Salahuddin Abdul Aziz Shah
29	Foo Tuck Min	FTM Management Sdn Bhd

Student Member

No	NAME	UNIVERSITY
1.	Shri Dayalam A/L James@Batumalay	OUM

Guests

No	NAME	ORGANISATION
1	Sr Ahmad Farrin Mokhtar	CIDB
2	Che Saliza Che Soh	CIDB
3	Shahreen Ghazali	CIDB
4	Ir. Dr. Ahmad Firdauz Bin Abdul Mutalib	KKR
5	Ir. Intan Baizurah Binti Jamaluddin	KKR
6	Maziah binti Abu Hassan	JKR

Secretariat

No	NAME	ORGANISATION
1	Rosnah Abd Ghani	Emcee
2	Adzman Redza Badzly	GFM Shared Services Sdn Bhd
3	Muhammad Yasin Mohd Zamri	GFM Shared Services Sdn Bhd
4	Nurul Shamira Jamalluddin	Employees Provident Fund
5	Nur Atika Bazadry	Employees Provident Fund

MINUTES OF MEETING

1.0 Welcoming Remarks by Datin Rosnah Abd Ghani as the MC for today's event.

1.1 The MC welcomed all members attending the meeting which was being held virtually due to the Covid 19 pandemic.

1.2 The meeting was called to order as the requisite quorum was met with the number of members attending is twice the number of committee members.

1.3 The meeting will be conducted according to the agenda as distributed.

1.4 Tn. Hj. Mahadzir was called upon to recite the *doa* and *fatihah* for our later former Deputy President Professor Sr. Dr. Abdul Hakim Mohaammed.

1.5 The MC invited the President, Dato' Sri Zohari B Hj Akob, to give his welcome 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 14th 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 catastrophic floods a few days ago in various part of the country that has resulted in property damage as well as claimed lives. Continuous heavy rains have caused the water levels of major rivers in several states to rise sharply resulting in many being trapped and not having time to make any preparations to evacuate. MAFM expresses its sympathy with the flood victims and hopes that they will get their lives to normalcy back soon. MAFM is confident that the combination of government machinery and NGOs in helping flood victims is a symbol of the spirit of the "Keluarga Malaysia" that will continue in the recovery process after the floods.

2.3 The President mentioned that Malaysia is in Phase 4 of the National Recovery Plan since a few months ago. In response to the Government's call to remain vigilant and adhere to the SOP in cultivating new norms, MAFM has decided to hold its 14th AGM via an "online platform". MAFM calls on all its members to play our respective roles and continue to work together to break the Covid19 chain.

2.4 Moving on to MAFM activities, the President informed that throughout 2020 and 2021, MAFM has been involved in various programs to elevate and develop the Facilities Management Industry in Malaysia. This is in line with the strategic goals of MAFM that is to make FM as a recognized profession and to make MAFM as a one-stop reference for FM in Malaysia. The activities and programs that have been carried out involved discussion sessions, workshops and engagements with government agencies, stakeholders and FM industry practitioners.

2.5 Several meetings involving the Minister of Works and the Top Management of CIDB were also held to formulate the direction of the FM Industry in Malaysia. The recent engagement sessions with CIDB in August and September 2021 were among the best examples of MAFM's involvement in providing input to the Government in the development of the National Infrastructure Maintenance Policy (DSIN) framework for the period 2022-2030.

2.6 MAFM has also been invited by the Public Works Department (JKR) to be directly involved in the NAFAM 2018 Resolution Implementation Task Force which among others involves the establishment of the AFM Industry Centre of Excellence (COE) with a mission to upgrade the

AFM industry to a professional level to provide comprehensive, effective and innovative services.

2.7 Following the introduction of FM contractor registration (F01 & F02) with CIDB which aims to enhance the capabilities and competencies of FM industry practitioners in Malaysia, MAFM has focused on organizing programs involving human capital development through a joint venture approach via collaboration and partnership with stakeholders.

2.8 In this regard, MAFM has signed a Memorandum of Understanding (MOU) with UTM Space for the launch of the Professional Masters in Facility Management program. The program, among others, aims to further enhance the level of abilities and capabilities of the facilities management industry practitioners at the strategic level. This is very important to ensure that the facilities management culture in Malaysia is always at an optimal level and competitive in line with Malaysia's status of developing country.

2.9 In addition, MAFM is also in the process of developing the FM Body of Knowledge (BOK) which will be a guideline for FM-related courses organized by universities and training providers. This is very important to ensure the alignment of training programs and competencies in the field of FM is in line with the needs of the industry.

2.10 To further strengthen MAFM's commitment in supporting Government policies on effective facilities management, a memorandum of understanding (MoU) with the Malaysian Asset and Project Management Association (MAPMA) was also signed. This MoU focuses on the cooperation of both Associations in identifying development initiatives and progress of the Asset and Facilities Management (AFM) Industry strategically and comprehensively.

2.11 Among the strategic collaborations based on the MoU that has been signed with MAPMA is the successful organization of the Asset & Facility Management Conference 2021 (AFMC 2021) in November 2021. AFMC 2021 was a great success for MAFM and MAPMA which has seen the involvement of AFM stakeholders from the national as well as international levels. Based on the presentation of working papers, AFMC 2021 has created a new awareness of the post-Covid19 effects on the AFM industry as a whole. This awareness and understanding is very important in ensuring that Malaysia remains competitive and adopts the latest approaches in Asset & Facilities Management. The success of the AFMC 2021 also shows that close understanding and cooperation between stakeholders is a fundamental factor in the development of the AFM industry in Malaysia.

2.12 Among MAFM's strategic plans in contributing towards the sustainability of the FM industry include the establishment of FM benchmarking based on industry best practices either nationally or internationally. The publishing of this benchmark is expected to assist FM industry stakeholders in improving the quality of their respective service delivery. In line with this, MAFM has held several meetings with stakeholders who have been appointed by CIDB for the development of a Life Cycle Cost Portal for the National Construction Cost Centre, N3C.

2.13 MAFM is also in the planning stage of publishing FM articles and newsletters on a regular basis for the purpose of increasing the awareness of stakeholders and FM industry practitioners on information, technology and the latest trends related to a comprehensive, effective and innovative facility management services.

2.14 To assist in the effective implementation of the above plans, the existence of an interactive platform to communicate with all stakeholders is very important. In relation to this, MAFM is in the midst of upgrading its Portal. This is crucial in ensuring that the existence of MAFM stays relevant, dynamic and progressive.

2.15 MAFM's active involvement and cooperation with JKR and CIDB proves the recognition of the government and agencies under the Ministry of Works (KKR) on the capability and credibility of MAFM in the development of the FM industry in Malaysia. This is in line with the objective of the establishment of MAFM 'to raise awareness, promote standards and cultivate professionalism for Facility Management Industry' in Malaysia.

2.16 Close cooperation with all stakeholders is critical to ensure the sustainable development of the FM industry in Malaysia. MAFM greatly appreciates and needs continuous support from all stakeholders as well as MAFM members for the success of MAFM's strategic plans mentioned above. MAFM also welcomes the participation of new members to further enhance the voice and capabilities of MAFM as a stakeholder and 'subject matter expert' ('SME') in the development of the FM industry in Malaysia.

2.17 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 14th Annual General Meeting. 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 MC 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 this size of the FM industry in Malaysia. Based on published articles by international research houses, the size of the FM Industry in Malaysia is about RM 20 bil annually and it contributes about 1 – 2% towards Malaysia's GDP and makes up about 2 -3% of the world FM market.

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 by 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.

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 to develop the ISO 41001 standards for FM in 2012. 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 module 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

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

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) Market benchmarking (price and scope) in collaboration with CIDB
c) FM Practitioners Performance Benchmarking in collaboration with CIDB
d) Market database (size, stakeholders, GDP) and industry segmentation (building type & scope) in collaboration with CIDB
e) CPD points for FM trainings (e.g. CIDB, BEM, PAM) in collaboration with CIDB
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 2022 – 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

- Process digitalization (registration, publication etc)

En Mazhar reiterated that these are only his opinion on the way forward but MAFM requires active participation by the members and industry stakeholders to review this Roadmap for the betterment of the industry's future in Malaysia. 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 Secretary, En P. Tamilwanan to briefly go through the minutes of the 13th AGM.

4.1 Confirmation of the Previous Minutes of Annual General Meeting

- The President requested that the Minutes of 13th Annual General Meeting dated 12 Sept 2020 to be confirmed if there were no amendments. The confirmation of the minutes was proposed by En. Shahrizal and seconded by En. Mazhar.
- The minutes of 13th Annual General Meeting dated 12th Sept 2020 was unanimously confirmed and accepted by the members.

4.2 Feedback on Matters Arising

The secretary presented the status on the matters arising. The matters arising during the 13th AGM were listed and given feedback by the Committee as per below: -

Minutes	Matters/Issues	Feedback
2.4	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 Asset and Facilities Management. The Task Force is still at the discussion stage now.
2.5	Conceptualization of FM Body of Knowledge (FMBOK).	MAFM has been in discussion with University Malaya to carry out the research work towards developing the FMBOK. This assignment will require funding. A decision will be made on this soon after assessing the Association's financial status.
2.6	FM Benchmark Study	MAFM initiated a discussion with CIDB on this Benchmark Study and we have been informed that CIDB has initiated a Benchmark Study related to Life Cycle Costing (LCC) that includes FM cost. CIDB has requested MAFM to be part of this Study. MAFM will decide on the next steps on this initiative after reviewing the Benchmark Report on the LCC that will be issued by CIDB.

2.7	Publications	Not much progress has been made on this matter. This is a very important initiative for MAFM to communicate and enrich the knowledge of its members and FM Practitioners. We expect the next Committee to implement this initiative
2.8	Revamping of MAFM's Portal	We have appointed a vendor to assist us to revamp the Portal. Currently we are in the midst of writing the contents for the new Portal
3.0	Facilities Management Industry Roadmap and Key Focus Areas 2019 - 2021	The Vice President 1 will be giving an update during the AGM
6.0	Tan Sri Jamilus to be made Honorary Fellows	MAFM plans to honour Tan Sri Jamilus at an event. Has been postponed due to Covid.
6.0	The need for MAFM Chapter in Sabah and Sarawak	This matter is still at a Work in Progress status
9.1	Proposed Amendments to the Constitution	Due to technical reasons, the proposed amendments will be presented again at this AGM
10.4	FM Practitioners adapting to the new work norms arising from the pandemic	This was addressed as a topic during the Asset and Facilities Management Conference organized jointly by MAFM and MAPMA held on 9 – 10 Nov 2021.

5 Secretary's Report 2020

5.1 The Secretary, En. P. Tamilwanan, presented the membership and activities report for year 2020.

5.2 The number of new registration and renewals for all categories of membership is as per table below: -

MAFM Membership Registration Status 2020	
New Ordinary Members (Individuals)	22
New Ordinary Members (Corporate)	9
New Student Members	0
New Associate Members	1
Total	**32**
Renewal Ordinary Members (Individuals)	72
Renewal Ordinary Members (Corporate)	26
Renewal Student Members	2
Renewal Associate Members	4
Total	**104**
Grand Total	**136**

5.3 Summary of MAFM Activities for the year 2020 is as follows: -

Activity	Total Event
MAFM Meetings	12
Meeting with Stakeholders	20
MAFM Events	3
Events by Stakeholders	5
Visits	2
Endorsement and Promotions	Nil
Total	**42**

5.4 The Secretary then proceeded to present the details of the meetings held and events related to MAFM that was held in 2020.

MAFM ACTIVITIES FROM JANUARY 2020 TO DECEMBER 2020

Date	Meeting/Discussion	Organizer	MAFM Role
20 Jan 2020	MAFM Committee Meeting 1/2020	MAFM	Organiser
24 Jan 2020	Courtesy Visit by MAFM to CIDB, Wilayah Persekutuan	MAFM	Organiser
12 Feb 2020	2020 NCoV Dinner Talk with Ministry of Health	MITEC	Participate
17 Feb 2020	2nd Meeting for Organizing ICW 2020	Informa market	Participate
17 Feb 2020	Meeting at myBIM Centre for coffee talk of BIM for FM		Participate
25 Feb 2020	PANEL SESI TOWNHALL – Elevating the Quality of FM in Malaysia through the implementing of ISO Standards	STANDARDS MALAYSIA	Panellist
25 Feb 2020	Focus Group Discussion: Overcoming FM Market Challenges Through Strategic Partnership and Collaboration	UTM and UM	Participate
26 Feb 2020	Meeting with MAPMA	MAPMA	Participate
4 March 2020	FM Conference OC Meeting at GFM	MAFM Secretariat	Organizer
4 March 2020	Meeting with UniKL on FM teaching program	MAFM Secretariat	Organizer
1 July 2020	JK Pembangunan Modul Latihan FM (Healthcare)	CREAM	Participate
15 July 2020	MAFM Committee Meeting 2/2020	MAFM	Organiser
12 Aug 2020	Meeting with MAPMA	MAPMA	Participate
12 Aug 2020	Discussion on Cleanexpo and FACIMEX	Malaysia Associate of Cleaning Contractor (MACC)	Panelist

14 Aug 2020	Meeting for preparation MAFM Virtual AGM (1)	MAFM	Organizer
25 Aug 2020	Meeting on Benchmarking with CIDB	CIDB	Participate
26 Aug 2020	Mesyuarat Kolebrasi No1 MOU UTMSPACE, MAFM & CIDB	CIDB	Participate
2 Sept 2020	Meeting 3 in 1 event collaboration	MAFM	Organiser
2 Sept 2020	AGM Preparation Discussion with Confexhub	MAFM	Organiser
3 Sept 2020	Task Force NAFAM meeting at Ibis Melaka	JKR	Participate
4 Sept 2020	Mesyuarat Semakan Akhir laporan tahunan AGM dan Forum BIM for FM	MAFM	Organiser
11 Sept 2020	Mesyuarat Penyelarasan MOU UTMSPACE & MAFM	UTMSPACE	Participate
12 Sept 2020	Virtual Forum on BIM for Facility Management	MAFM	Organiser
12 Sept 2020	Virtual Launching of BIM For FM Training Module - MyBIM	MAFM	Organiser
12 Sept 2020	Virtual 13th Annual General Meeting	MAFM	Organiser
19 Sept 2020	Signing MoU between UTMSPACE and MAFM	UTMSPACE	Collaboration
22 Sept 2020	Signing MoU between MAPMA and MAFM	MAPMA	Collaboration
27 Sept 2020	Ad-hoc Meeting on FM BOK discussion	MAFM-UM	Collaboration
05 Oct 2020	Meeting with CIDB on FM Benchmarking. BCISM Sdn Bhd a JV between CIDB and RISM to develop the National Construction Cost Centre (MyN3C)	CIDB	Collaboration
17 Oct 2020	MAFM Committee Meeting 3/2020	MAFM	Organiser

2 Nov 2020	Mesyuarat bersama UTM Space untuk kerja akhir Pentauliahan Pengurusan Fasiliti	UTM KL	Collaboration
13 Nov 2020	Mesyuarat bersama BKPP dan UTM Space berkenaan Pentauliahan Pengurusan Fasiliti	CIDB	Collaboration
16 Nov 2020	Technical Committee Meeting for Whole Life Cycle with CIDB	CIDB	Participant
1 Dec 2020	Discussion on MAFM eeSentral Partnetrship	eeSentral	Collaboration
8 Dec 2020	Kick off meeting with vendor to revamp MAFM Portal	MAFM	Organizer
10 Dec 2020	Semakan akhir Teaching and Learning Facilities at Residensi UTM KL for Master Professional in FM	UTM KL	Collaboration
11 Dec 2020	Penerangan kepada Jawatankuasa berkaitan proposal eeSentral untuk kolaborasi dan Proposed MAFM Portal revamp	MAFM	Collaboration
17 Dec 2020	Review MOU (MAFM & Sandhurst Advisory) - eeSentral Learning Portal	eeSentral	Collaboration
18 Dec 2020	MAFM & Sandhurst Advisory Discussion on MOU and collaboration	eeSentral	Collaboration
21 Dec 2020	Ad-hoc meeting MOU with eeSentral and Template for Portal	MAFM	Collaboration
21 Dec 2020	MAFM Editorial Board Meeting	MAFM	Organizer
22 Dec 2020	Recording Interview with MAFM's Deputy President	eeSentral	Collaboration
The were no Event Endorsement and Promotion as the MICE Industry was one of the most impacted by the pandemic. Naturally MAFM stopped getting any requests for endorsements and promotions.			

5.5 En. P. Tamilwanan presented some pictures of the events and meetings attended and participated by the Committee Members and members for year 2020. En. P. Tamilwanan ended the presentation. The Secretary's report was proposed to be endorsed by Dr. Khairusy Syakirin Has-Yun and seconded by Pn. Sharifah Rosfashida Binti Syed Abd. Latif.

6 Financial Report 2020

6.1 The President then called upon the Treasurer, Puan Ainul Azura to present the Financial Report for 2020. The Treasurer, Pn. Ainul Azura, presented the financial report for year 2020.

6.2 Current Financial Status

BALANCE SHEET

AS AT 31 DECEMBER 2020

	2020 (RM)
CURRENT ASSETS	
Petty Cash in Hand	158.45
Current Asset	181,949.38
	182,107.83
CURRENT LIABILITIES	
Payables - Accrued Expenses	0.00
Net Current Asset	182,107.83
Represented By	
Accumulated Fund	
1st January of the Year 2019	179,234.83
Add Excess Income over Expenditure for the year	2,872.95
	182,107.78

STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDED 31 DECEMBER 2020

	Notes	2020 (RM)
Income	1	14,970.00
Less Expenses		
Office Expenses	2	6,465.05
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	5,300.00
CIDB FM Training Module Project	8	0.00
Claim Expenses	9	330.00
Miscellaneous Expenses	10	0.00
Bank Charges		3.00
		12,097.05
Excess/(Deficit)		2,872,95

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT

Notes for Statement of Income and Expenses Year 2020

		2020 RM
1	Income	
	Membership Fees	14,120.00
	Cash Deposit	100.00
	Cheque Deposit	750.00
	MAFM AGM - Collection Fees	0.00
		14,970.00
2	Office Expenses	
		1,600.00
	Virtual Office	
	ServerFreak - Domain Fee Renewal	364.05
	MAFM Web Portal	4,500.00
	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
		6464.05
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	5,300.00
	AGM	0.00
	Booklet Printing -	0.00
		5,300.00
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	330.00
	Zarina - Claim Expenses	0.00
	Tun Masri - Claim Expenses	0.00
	Ahmad Fuad - Claim Expenses	0.00
	Ahmad Faiz - Claim Expenses	0.00
		330.00
10	Miscellaneous Expense	
	Change authorize signature	0.00
		0.00

6.3 Puan Ainul completed the presentation and the President proposed that the Financial Report for the Year ending 31st December 2020 to be confirmed.

6.4 The Financial Report for 2019 was proposed to be accepted by Ts Sr Masnizan bin Che Mat and seconded by Dr. Mat Naim bin Abdullah@Mohd Asmoni

7 Motion Presentation and Debate

7.1 Tbe President announced the next agenda will be a motion to propose amendments to the Constitution and invited the Deputy President, En. Shahrizal to present the proposed amendments.

7.2 The Deputy President mentioned that the amendments were actually proposed and approved in the 13th AGM but we are presenting it again due to technical reasons and also due to the fact that we are making further amendments. The proposed amendments are related to the change of address of the Association, on membership and an additional objective for the Association. The Deputy President presented the proposed amendments with its rationale as follows: -

BIL.	KLAUSA LAMA	CADANGAN
1.	***Fasal 2(1)*** ***Tempat Urusan*** 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,** **LAMAN SENTRAL BERJAYA,** **JALAN AMPANG** dan alamat untuk surat-menyurat adalah: **1-23-5, MENARA BANGKOK BANK,** **LAMAN 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.	***Fasal 4(1)(c)*** ***Keahlian*** Ahli Bersekutu Keahlian Bersekutu ialah keahlian untuk individu yang tidak mengamalkan Pengurusan Fasiliti tetapi memberikan sumbangan sekuran-kurangnya secara tidak langsung tetapi bermakna kepada industri Pengurusan Fasiliti	Dicadangkan untuk menambah kepada Klausa 4(1)(c) bagi Ahli Bersekutu: Permohonan keahlian dari warganegara asing boleh dipertimbangkan dengan syarat pemohon telah bermastautin selama satu (1) tahun di Malaysia. Rasional: Terdapat pengamal pengurusan fasiliti di Malaysia yang merupakan exspatriat 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. (3) 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 kemampanan kedudukan kewangan Persatuan. Rasional: Untuk menjana pendapatan bagi menjamin kedudukan kewangan jangka panjang Persatuan.

6	***Fasal 18*** ***BENDERA, LAMBANG DAN LENCANA***	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

7.3 Puan Nurshuhaila Binti Mohd Amin raised her concern about the proposed addition to Clause 3 to provide for MAFM to be involved in business to generate revenue as this would involve obtaining a business license and MAFM needs to be prepared to handle all the implications of managing a business. The Deputy President took note of Puan Shuhaila's concern but explained that these implications have been deliberated at the Committee level and we are aware that generating revenue through a business operation will require MAFM to obtain business license and will also be subject to paying income tax. Going forward we need to enhance our financial status and going into business ventures is an approach to achieve this objective.

7.4 The Deputy President drew the attention of the members that the proposed amendments will be submitted to ROS and it will be subject to comments by ROS.

7.5 The Deputy President then invited the members to register their votes to adopt the resolutions by way of polling provided by the virtual platform.

7.6 The results of the polling after the duration given to vote ended shows that 28 out of the 45 (62%) registered members who logged in to attend the eAGM voted to approve the amendments. With the majority of the members agreeing to the amendments, the next Committee will take necessary action to submit our request for the amendments to be considered and approved by ROS.

7.7 The Deputy President ended his presentation and handed the session back to the President.

8 Dissolution of 2019 – 2021 Committee

8.1 In accordance with Clause 8.3 of the Constitution, the President thanked all the present Committee Members for their services for the Year 2019 – 2021 as their term ends today.

8.2 The next item in the Agenda is the election of Office Bearers for Year 2021 – 2023. For this, there is a need to elect an independent Chairperson to preside over the election process. The President proposed that our Emcee, Datin Rosnah Abdul Ghani, be appointed to preside over the election. Since there were no objections on this proposal, Dain Rosnah Abdul Ghani was appointed to preside over the election.

8.3 The President announced that with this the office bearers of Year 2019 – 2021 will step down and the next agenda of the AGM, the election of officer bearers for Year 2021 – 2021, will be handled by Datin Rosnah Abdul Ghani

9 Election of 2021 – 2023 Committee Members

9.1 Datin Rohani thanked the previous President and addressed all the members on the house rules for the elections as follows: -

(1) The election of the office bearers is conducted to comply with Clause 8 (1) of the Constitution.
(2) There is also a need to elect two Auditors to comply with Clause 11 of the Constitution.
(3) All nominations for each of the position must be proposed by a member and seconded by another members via the Zoom Chat room.
(4) Nominated names will be key-ed in the eAGM Portal.
(5) If there are no additional nomination for any positions for a duration of 2 minutes, Datin Rohani will call for a proposer and seconded to close the nomination.
(6) If there are adequate number of nominations for any positions, a duration of 5 minutes will be given for all the members to cast their vote via the eAGM Portal.

(7) Datin will make an announcement on the number of times a member can cast their votes before the election for each position commences.

(8) For the following positions, the decision on the elected person will be as follows: -
- For the position of Vice President, the top two nominees with the highest votes will be elected.
- For the position of the two Auditors, the nominees who obtain the 11th and 12th highest votes for Committee Members will be elected.

9.2 The positions that will be contested, the nominees and the outcome of the elections are as follows: -

Position	Candidate	Proposed by	Seconded by	Votes
President	**Dato' Sri Zohari Hj Akob**	**Mazhar**	**Tamilwanan**	**Unanimous**
Deputy President	**Mohammad Shahrizal Mohammad Idris**	**Mazhar**	**Tamilwanan**	**Unanimous**
Vice President 1	**Mohd Mazhar Bin Mohd Marzuki**	**Shahrizal**	**Haemaraj**	**26**
Vice President 2	**Amir Farid Bin Omar**	**Saharani**	**Abdul Rashid**	**15**
	Mohamad Rizal Bin Baharum	Pavithran	Tun Masri	10
	Tun Masri Hj Abu Bakar	Tamilwanan	Rizal	8
	Syahrul Nizam B Kamaruzaman	Mazhar	Farihan	5
Secretary	**P. Tamilwanan**	**Ainul**	**Khairusy**	**22**
	Ahmad Fuad B Che Mi	Mazhar	Farihan	9
	Saharani Jaafar	Amir Farid	Masnizan	4
Assistant Secretary	**Saharani Jaafar**	**Nurshuhaila**	**Zainuddin**	**19**
	Mohd Farihan Mohamad Rani	Nitesh	Rizal	11
	Azrul Mohd Aris	Khairusy	Faizal	6

Treasurer	**Mohd Farihan Mohamad Rani**	**Mazhar**	**Zainuddin**	**16**
	Tun Masri Hj Abu Bakar	Tamilwanan	Pavithran	13
	Rozaimi An	Saharani	Masnizan	4
Committee Member	**Sharifah Rosfashida Binti Syed Abd. Latif**	**Tamilwanan**	**Mazhar**	**28**
Committee Member	**Masnizan bin Che Mat**	**Farihan**	**Saharani**	**24**
Committee Member	**Ahmad Fuad B Che Mi**	**Ramli**	**Tamilwanan**	**24**
Committee Member	**Sr Dr. Sarajul Fikri Mohamed**	**Sahararni**	**Shahrizal**	**24**
Committee Member	**Mat Naim Bin Abdullah@Mohd Asmoni**	**Mazhar**	**Zainuddin**	**21**
Committee Member	**Tun Masri Hj Abu Bakar**	**Tamilwanan**	**Paiz**	**21**
Committee Member	**Zainuddin Bin Zainal**	**Mazhar**	**Farihan**	**20**
Committee Member	**Mahput Bin Sairan**	**Farihan**	**Rashid**	**19**
Committee Member	**Rozaimi An**	**Saharani**	**Farihan**	**18**
Committee Member	**Mohamad Rizal Bin Baharum**	**Nurshuhaila**	**Tamilwanan**	**17**
Appointed as Audtior	**Syahrul Nizam B Kamaruzaman**	**Nurshuhaila**	**Tamilwanan**	**16**
Appointed as Audtior	**Nur Shuhaila Bt Mohd Amin**	**Shahrul**	**Mahathir**	**16**
	G. Haemaraj	Mazhar	Mahathir	15
	Azrul Mohd Aris	Mahathir	Maza	14
	Foo Tuck Min	Pavithran	Rizal	14
	Abdul Rashid Mohamed	Mahput	Foo Tuck Min	9

9.3 Datin Rohani announced the candidates who got elected after the election for each position and she congratulated the new office bearers.

9.4 Datin Rohani hander over the session to the newly elected President at the end of the election process.

10 Remarks by Newly Elected President

10.1 Dato' Sri Zohari thanked Datin Rohani for handling the election excellently especially in conducting the election using a portal being a new norm. The newly elected President also thanked all the members for their trust placed on him to continue leading MAFM for the new term 2021 – 2023. The President congratulated En Shahrizal for retaining his Deputy President position and also the new office bearers. The President remarked that there is a good mix of experienced office bearers and some new committee members.

10.2 As mentioned by En Mazhar during the Roadmap presentation, the enhancement of the FM industry is still a work in progress. Many new initiatives need to be implemented and there are new challenges to be faced in a dynamic and turbulent business environment. As such, the President said that he requires the full co-operation and commitment of all the newly elected office bearers to take MAFM to the next level.

11 Presentation of Motion Submitted by Members

11.1 The motions received from members are as follows:-

Motion	Details
1	Proposed by: Mohammad Shahrizal Mohammad Idris Motion: To set up a permanent MAFM secretariat
2	Proposed by: MOHD MAZHAR BIN MOHD MARZUKI Motion: MAFM to conduct GROUP TECHNICAL VISITS to interesting FM sites, such as THE Merdeka 118, green buildings, net zero buildings or Smart Cities in Malaysia or abroad, so that members could learn and expose themselves to the latest development in FM. This shall serve as a benefit for members. These kind of visits are not possible if one member wish to do, but through MAFM it is possible. Partnership can also be tied with Government organisations/agencies such as CIDB, CREAM or institutions of higher learnings. Subject to MAFM's financial standing, MAFM could also sponsor some of the costs of the visits. This will make being MAFM member more beneficial rather than only getting discounts for seminars/conference organised/endorsed by MAFM.

3	Proposed by: MOHD MAZHAR BIN MOHD MARZUKI Motion: MAFM to conduct ANNUAL/BI-ANNUAL FM INDUSTRY AWARD to recognise FM stakeholders such as contractors, individuals, academia, government agencies, suppliers, students etc. There shall be different categories and sub-categories with certain criteria. Example 'contractors' category' could be divided into Public companies, Private companies, SME etc. These awards shall be given during a special event organised by MAFM.
4	Proposed by: Mohd Mazhar Bin Mohd Marzuki Motion: MAFM to conduct and publish a FM INDUSTRY DIRECTORY that consists of FM service providers, trade contractors / service providers, materials suppliers etc. This directory shall be a one-stop directory for Facilities Management / building maintenance. This nicely printed directory should also be available online for free. To get listed into this directory is also free (but subject to approval), but if any one company wish to have better visuality (e.g. one-page poster of the company), there shall be certain prices to be paid to MAFM. With this, MAFM shall be able to get more fund for its activities.
5	Proposed by: Sr Ahmad Sawal Ithnin Motion: Enhance the activities for MAFM to all the stakeholders and strategic planning engagement
6	Proposed by: Ts. Rashimi Saad Adam Motion: To suggest the MAFM to be the 'Board' or "Lembaga" for the Facilities Management in Malaysia. Let say... "Lembaga Penyelenggaraan Faciliti Malaysia"
7	Proposed by: Wan Mohamad Nasbi Bin Wan Mohamad Motion: Please endeavour to make available processes for registration and renewal of membership through the MAFM website
8	Proposed by: Chai Bui Fui Motion: Allow members to attend only.

11.2 The President requested members to post any comments in the Zoom Chat that they may have for any of the proposed motions. Mr. Pavithran posted his concern on Motion No 2 with regards to MAFM arranging for visits as this requires funding and we will be responsible for any safety risks faced by those who join the visit. En Mazhar reponded to the comments to say that his motion is on the premise that MAFM has the clout to organize such trips and Mr Pavithran's concerns are valid and will be taken into consideration when MAFM organizes such visits. The President decided that this motion will be pursued by MAFM with Mr Pavithran's concern taken into considertion.

11.2 The President and Deputy President decided to drop Motion No. 6 as it requires introduction of a new Act of Parliament to have a statutory board just for FM. Under present circumstances, we should remain status quo under the purview of CIDB.

11.3 As Mr Chai was not present to give further clarification of Motion No. 8, the President decided to drop this motion.

11.4 The President agreed to deliberate the rest of the motions at the Committee level and the progress will be updated to the members from time to time.

12 Adjourment of 14th AGM

12.1 Before the adjournment of the AGM, the President took the opportunity to thank GFM Services Bhd and in particular En Shahrizal for allowing their premises and resources to be used to host the key Committee Members.

12.2 The President informed the members that according to Clause 7 (3) of the Constitution, the 15th AGM must be held not later than 31 Mar 2022. MAFM will write to ROS to request for a postponement as it is too short a duration to have the next AGM.

12.3 Since there were no other matters, the President expressed his holiday greetings to all the members as its year end. The President also hoped all the members stay healthy and stay safe as the pandemic is still around.

The Meeting was adjourned at 6.15 pm.

Prepared by,

....

P. TAMILWANAN

MAFM Secretary 2019 - 2021

Verified by,

....

DATO' SRI ZOHARI B HJ AKOB

President 2019-2021

ATTACHEMENT 1: TREASURER DECLARATION

PERSATUAN PENGURUSAN FASILITI MALAYSIA

PERNYATAAN OLEH BENDAHARI

Saya, **Ainul Azura Izhar**, No. K/P: **780129-10-5752, 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 2020 serta kira-kira Penerimaan dan Pembayaran Mulai 1 Januari 2020 hingga 31 Disember 2020 yang dilampirkan adalah benar dan saksama.

Bendahari: Ainul Azura Izhar

Bertarikh: 5 MAC 2021

Bertempat: Kuala Lumpur

ATTACHEMENT 2: FINANCIAL REPORT 2020

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				
					Pada tangan Bendahari	:	158	-	45
					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 kehadapan	:	182,107	-	83	Baki wang pada akhir tahun				
					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

PEMERIKSA KIRA-KIRA:

(Dato Sri Zohari Hj Akob)
Pengerusi

(Ainul Azura Izhar)
Bendahari

(Hew Sin Mee)

SECTION 4 :

MAFM COMMITTEE REPORT SESSION 2021

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

MEMBERSHIP

To-date, MAFM has registered a total number of **109 members** inclusive of **33 organizations** registered as corporate members. The statistics of members are as follows:

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

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 down stream support service providers. The student categories are mainly from universities either doing their degree, masters or doctorate studies.

LIST OF EVENTS/ACTIVITIES FOR YEAR 2021

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. The advent of the Covid-19 pandemic in 2020 with the implementation of a nationwide lockdowns that continued till later part of 2021 impacted most of the planned activities of MAFM. Just like other organizations, we were quick to pivot to the new work norms of conducting meetings, events and even our Annual General Meeting virtually. Some of the key activities in 2021 are as follows:

A. MAFM MEETING ACTIVITIES FROM JANUARY 2021 TO DECEMBER 2021

No	Date	Particulars	Organizer	MAFM's Role	Category
1	19-Jan-21	Mesyuarat Jawatankuasa Pemandu Konvensyen NAFAM 2021	KKR	Participate	Meetings with Stakeholders
2	18-Feb-21	Professional Talk Series 1/2021 to promote Professional FM Masters Program which is a collaboration intiative involving UTM Space and MAFM.	UTM Space	Collaboration	MAFM Endorsed Events
3	26-Feb-21	Sesi Interaksi Program Insentif Penjanakerjaya 2.0 Dibawah Belanjawan 2021	CIDB WP	Participate	Meetings with Stakeholders
4	1-Mar-21	Mesyuarat Jawatankuasa Kerja NAFAM 2021	MAPMA	Participate	Meetings with Stakeholders
5	5-Mar-21	Mesyuarat Jawatankuasa Pemandu Konvensyen NAFAM 2021	KKR	Participate	Meetings with Stakeholders
6	5-Mar-21	MAFM Committee Meeting 1/2021	MAFM	Organizer	MAFM Meetings
7	12-Mar-21	Meeting on Construction Industry Competency Standard with CIDB	CIDB	Participate	Meetings with Stakeholders
8	18-Mar-21	Professional Talk Series 2/2021 to promote Professional FM Masters Program which is a collaboration intiative involving UTM Space and MAFM.	UTM Space	Collaboration	MAFM Endorsed Events
9	20-Apr-21	Mesyuarat Jawatankuasa Kerja NAFAM 2021	MAPMA	Participate	Meetings with Stakeholders
10	27-Apr-21	Webinar titled "Realizing Society 5.0 and its relations with Industry 4.0	UTM Space	Collaboration	MAFM Endorsed Events

11	30-Apr-21	Mesyuarat Jawatankuasa MAPMA	MAPMA	Participate	Meetings with Stakeholders
12	11-May-21	Mesyuarat Jawatankuasa Pemandu Konvensyen NAFAM 2021	KKR	Participate	Meetings with Stakeholders
13	20-May-21	Sesi Penerangan Am Penjana Kerjaya 2.0	Perkeso	Collaboration	Meetings with Stakeholders
14	20-May-21	Preview Session Professional FM Masters Program which is a collaboration intiative involving UTM Space and MAFM.	UTM Space	Collaboration	MAFM Endorsed Events
15	24-May-21	Perbincangan Anjuran Bersama AFMC 2021	MAPMA	Participate	Meetings with Stakeholders
16	12-Jun-21	MAFM Committee Meeting 2/2021	MAFM	Organizer	MAFM Meetings
17	18-Jun-21	Meeting with Bayo Pay on Green Card Initiative	MAFM	Organizer	Meetings with Stakeholders
18	19-Jun-21	Start of Cohort 2 Professional FM Masters Program	UTM Space	Collaboration	MAFM Endorsed Events
19	22-Jun-21	12th AGM MAPMA	MAPMA	Participate	Meetings with Stakeholders
20	3-Aug-21	Mesyuarat Jawatankuasa MAPMA	MAPMA	Participate	Meetings with Stakeholders
21	11-Aug-21	Discussion FM Masters Program customized for UEM Edgenta	UTM Space	Collaboration	Meetings with Stakeholders
22	18-Aug-21	Mesyuarat Penganjuran ICW 2021	CIDB	Participate	Meetings with Stakeholders
23	19-Aug-21	Perbincangan mengenai Dasar Senggara Infrastruktur Negara	KKR	Participate	Meetings with Stakeholders
24	20-Aug-21	Sesi Libat Urus Industri Bagi Pembangunan Kerangka Dasar Senggara Infrastruktur Negara	CIDB	Participate	Meetings with Stakeholders
25	24-Aug-21	Professional Talk Series 7/2021 to promote Professional FM Masters Program which is a collaboration intiative involving UTM Space and MAFM.	UTM Space	Collaboration	MAFM Endorsed Events
26	25-Aug-21	Webinar on Digitalization of Sustainable FM Process Post Pandemic	Universiti Malaya	Collaboration	MAFM Endorsed Events
27	22-Sep-21	Mesyuarat Penyelerasan Pelaksanaan Resolusi NAFAM 2018	JKR	Participate	Meetings with Stakeholders

28	30-Sep-21	Sesi Libat Urus Industri Bagi Pembangunan Kerangka Dasar Senggara Infrastruktur Negara	KKR	Participate	Meetings with Stakeholders
29	10-Oct-21	Webinar on Structural Safety and Building Integrity	PKN Building Solutions	Participate	MAFM Endorsed Events
30	9 - 10 Nov 2021	Asset and Facilities Management Conference	MAFM, MAPMA & WMIT	Organizer	Jointly Organized Event by MAFM
31	12-Nov-21	Launch of UEM Edgenta Professional FM Masters Program	UTM Space	Collaboration	MAFM Endorsed Events
32	29-Nov-21	MAFM Committee Meeting 3/2021	MAFM	Organizer	MAFM Meetings
33	1-Dec-21	Meeting with ODESI eAGM on Virtual AGM	MAFM	Organizer	MAFM Meetings
34	9-Dec-21	Follow Up Meeting with ODESI eAGM on Virtual AGM	MAFM	Organizer	MAFM Meetings
35	17-Dec-21	Mesyuarat Jawatankuasa MAPMA	MAPMA	Participate	Meetings with Stakeholders
36	18-Dec-21	SME ICON AWARD DINNER 2021	MSPC	Participate	MAFM Endorsed Events
37	23-Dec-21	14th MAFM eAGM	MAFM	Organizer	MAFM Meetings

B. EVENT ENDORSEMENTS & PROMOTIONS FROM JANUARY 2021 – DECEMBER 2021

Date	Event/Workshop	Organizer	MAFM Role
The MICE Industry was one of the most impacted by the pandemic. Naturally MAFM stopped getting any requests for endorsements and promotions.			

COMMITTEE MEETING ATTENDANCE 2021

Committee	Position	5/3/2021	11/6/2021	29/11/2021
Dato'Sri Zohari bin Hj. Akob	President	✓	✓	x
Mohammad Shahrizal Mohammad Idris	Deputy President	✓	✓	✓
Mohd Mazhar Mohd Marzuki	Vice President 1	x	✓	✓
Tun Masri Bin Hj. Abu Bakar	Vice President 2	✓	x	✓
Tamilwanan a/l Palaniappan	Secretary	✓	✓	✓
Mohd Farihan Bin Mohamad Rani	Deputy Secretary	x	x	✓
Ainul Azura Izhar	Treasurer	x	x	x
Zainuddin Bin Zainal	Sub-Committee	✓	✓	✓
Hj. Mahathir Bin Hj Mansor	Sub-Committee	✓	✓	✓
Nurshuhaila Binti Mohd Amin	Sub-Committee	x	x	✓
Zabanisham Binti Mohd Sharip	Sub-Committee	x	x	✓
Mohad Irman Johanbadri Bin Johari	Sub-Committee	x	x	✓
Mohamed Paiz Bin Mohd @ Mohamed Liza	Sub-Committee	✓	✓	✓
Ahmad Fuad Bin Che Mi	Sub-Committee	✓	✓	✓
Dr. Mohd Kastry Zahid	Sub-Committee	x	✓	✓
Saharani Bin Jaafar	Sub-Committee	✓	✓	✓
Arivagara Pavithran A/L Subramaniam	**Sub-Committee**	x	x	✓

Legend: **Attended (✓)** **Absent with Permission (×)**

Prepared by:

P. Tamilwanan
(Secretary)

THE FACILITIES MANAGEMENT INDUSTRY ROADMAP (*currently under review)*

Introduction

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.

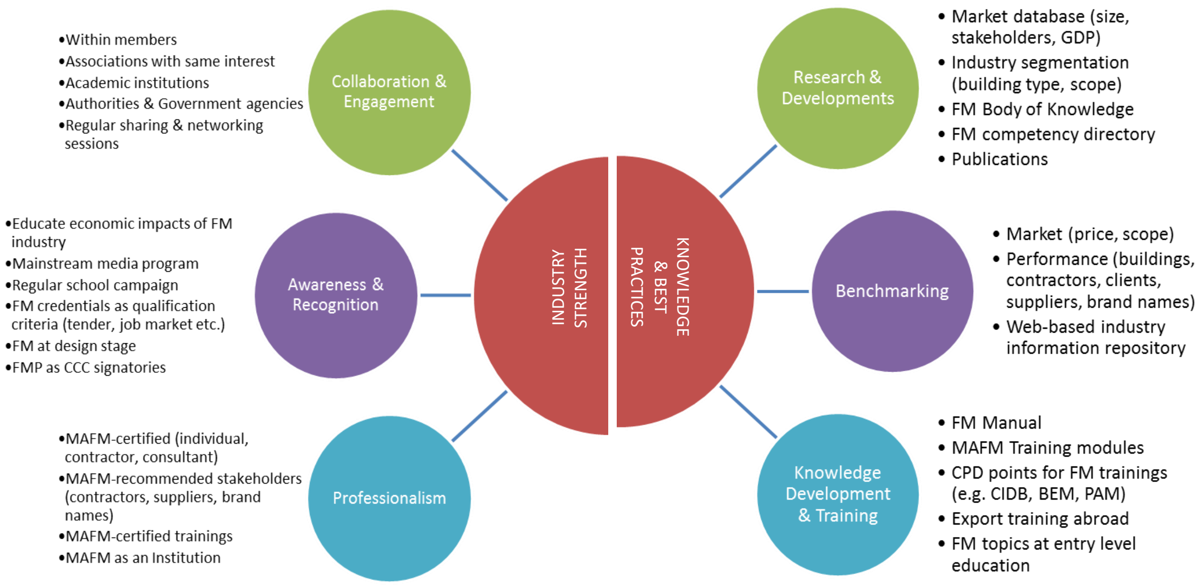
The Roadmap

As launched on the 5th June 2015, the FM Industry Roadmap was aimed to guide not only the existing Committee members, but also all members and the industry stakeholders at large to work together in promoting knowledge and best practices in FM that will be able to be exported abroad. Few organisations such as CIDB and some Institutions of Higher Learnings has used to this Roadmap for their references. The Roadmap is basically based on two overarching strategic goals:

- To make FM as a recognised profession; and
- To make MAFM as a one-stop reference for FM in Malaysia.

The illustration is as below:

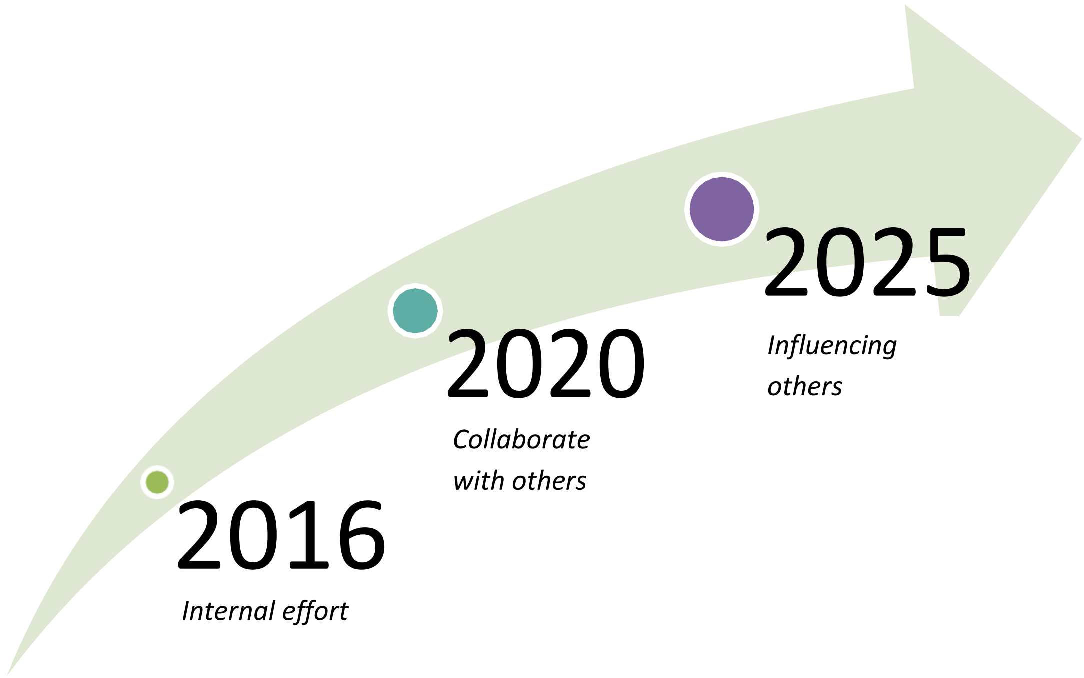
The above goals shall be achieved by focusing on two Key Result Areas i.e. *Industry Strength* and *Knowledge and Best Practices*. One hand, MAFM realises that the FM Industry can be strengthen by means of collaboration and engagement with relevant stakeholders, promoting the right awareness, understanding and recognition for the profession, and promoting professionalism among practitioners. On the other hand, the Knowledge and Best Practices of FM can be promoted through research and development, benchmarking and training. There are however quite a lot of works to do under each areas as shown in the framework below:



With the above, MAFM has established Key Portfolios that shall be supported by the Committee members and its appointed special committee amongst all members. These portfolios are Collaboration & Engagement, Capacity Building, R&D and Benchmarking, Recognition & Professionalism, and Event Management & Awareness. All these functions are very in need of the commitment from all members. The allocation of scopes are as below:

Implementation Strategy

It is important that all the plan to be realistic. Therefore, the implementation has been divided into three i.e. by MAFM's internal resources (members), collaboration with relevant stakeholders and influencing the authorities. These implementation strategy is illustrated and described below:

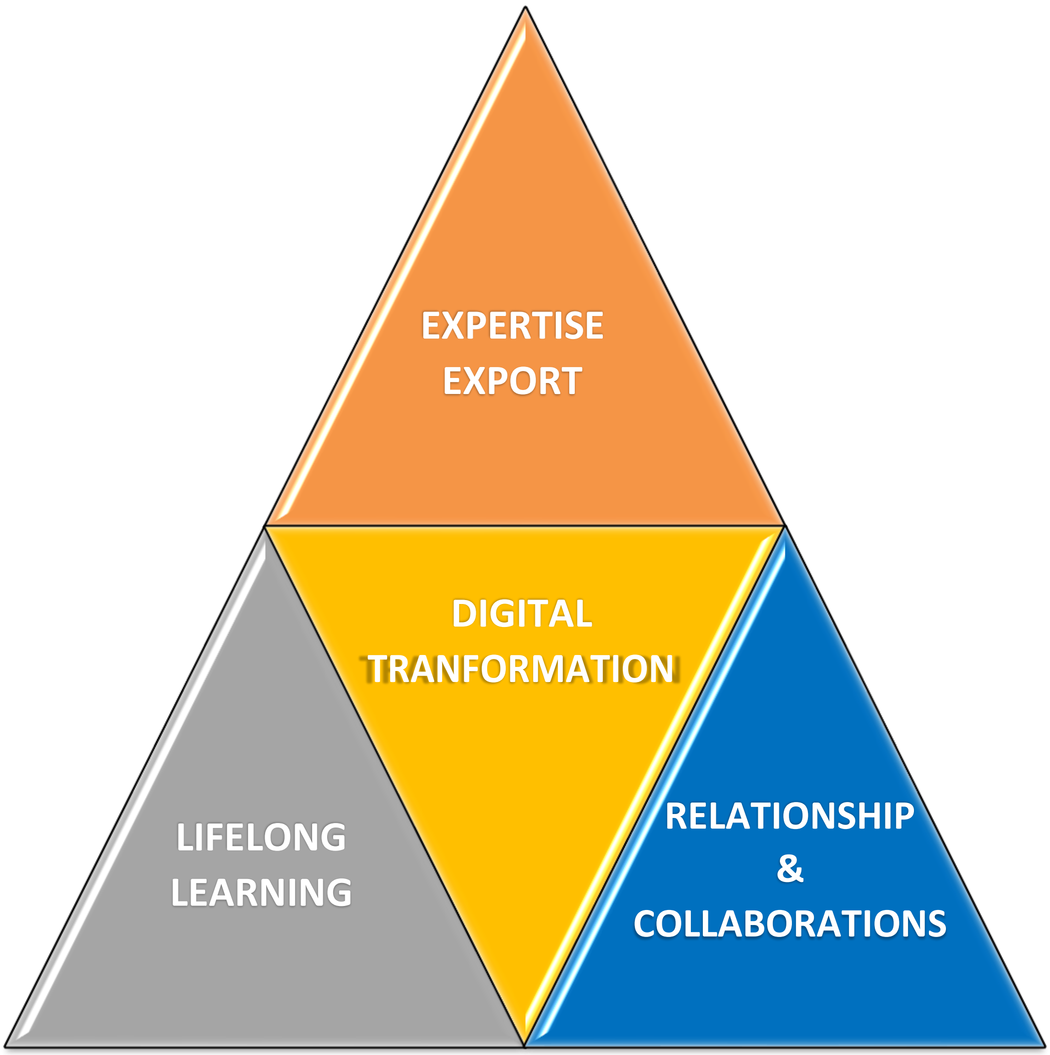


Strategy	Description	Time	Remarks
Internal	Can be achieved internally by MAFM members	2 years	End 2016
Collaborate	Can be achieved by collaborating with third parties	5 years	End 2020
Influence	Can only be done by external parties (Government/authorities) – MAFM's role is only to influence relevant parties	10 years	End 2025

The Roadmap Status

The Roadmap has been guiding the Committee in their yearly plans and activities and has managed to make huge impact to the FM industry in Malaysia and achieve to Roadmap's strategic goals where **Facilities Management has already regarded as a recognised profession in Malaysia**, which is evidenced by the introduction of the registration of FM contractors and FM competent personnel under CIDB. **MAFM also has long being the reference point for various stakeholders for their FM-related planning** where many Government and private organisations seek advice and assistance in policies and matters related to the built-environment.

However, to really fulfil the two MAFM Strategic Objectives, there are still many things that has not been fully completed and achieved or could be perfected. Along with the new trend of IR4.0, these can be re-organised as the **MAFM's Strategic Plan 2022-2030** as follows:



MAFM STRATEGIC PLAN 2022-2030

MAFM STRATEGIC PLAN 2022-2030

Without abandoning all targets and efforts that have been outlined in the earlier Roadmap, this MAFM Strategic Plan shall act as a clear 'launching base' for all members of MAFM and the industry players to take part in. These base can also be regarded as a 'Strategic Mission' for the next eight (8) years by MAFM Committee members together with the industry players and stakeholders. These mission can be generally described as below:

LIFELONG LEARNING
- Research and development
- Training & certifications

RELATIONSHIP AND COLLABORATIONS
- Create and maintain awarenes of FM best practices
- Maintain PR with relevant industry stakeholders, media
- Joint-effort (benchmarking, training, trade shows etc)

EXPERTISE EXPORT
- Promotes professionalism
- Engagement with organisations & agencies like MITI, MATRADE, MSPC etc.

DIGITAL TRANSFORMATION
- Process digitalisation (registration, publication etc.)

Further scrutiny must be done to the MAFM Strategic Plan 2022-2030, so that it shall be impactful and achievable for the benefit of all FM stakeholders. It is then up to the elected MAFM Committees to plan and organise available resources and assistance in order to complete all the missions and to achieve MAFM Strategic Objectives.

Prepared by:

Mohd Mazhar Mohd Marzuki

(Vice President I)

FINANCIAL REPORT 2021

A. ACCOUNTING DETAILS

BALANCE SHEET
AS AT 31 DECEMBER 2021

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

STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDED
31 DECEMBER 2021

	Notes	**2021** (RM)
Income	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		1.00
		1.585.80
Excess/(Defecit)		10,394.20

B. 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 (Novux)	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
Despatch Services	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	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 - AGM	0.00
	0.00
8. CIDB FM Training Module Project	
VO for Document Printing Works - FM	0.00
VO for Document Formatting - FM Module	0.00
Progress Payment for FM	0.00
MTSB - Color Printer Cartridge - FM Module	0.00
	0.00
9. Claim Expenses	
Claim Expenses	0.00
Claim Expenses	0.00
Claim Expenses	0.00
Claim Expenses	0.00
Claim Expenses	0.00
	0.00
10.Miscellaneous Expense	
Change authorize signeature	0.00
	0.00

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 sayabahawa kunci kira-kira pada 31 Disember 2021 serta kira-kira Penerimaan dan Pembayaran Mulai 1 Januari 2021 hingga 31 Disember 2021 yang dilampirkan adalah benar dan saksama.

Bendahari:

Bertarikh: 13 June 2022

Bertempat:

D. FINANCIAL REPORT 2021

NAMA PERTUBUHAN
PERSATUAN PENGURUSAN FASILITI MALAYSIA

(1) KIRA-KIRA PENERIMAAN DAN PEMBAYARAN MULAI **1 JANUARI 2021 HINGGA 31 DISEMBER 2021**

PENERIMAAN	RM	Sen	PEMBAYARAN	RM	Sen
Baki pada awal tahun			Office Expenses	: 1,584	80
Pada tangan Bendahari	: 158	45	Refreshment	: 00	00
Dalam Bank	: 181,949	83	Claim Expenses	: 00	00
Yuran Masuk/Yuran Ahli	: 10,780	00	Miscellaneous Expenses	: 00	00
Cash Deposit	: 1,200	00	Membership Fee	: 00	00
Cheque deposit	: 00	00	Secretariat Management Services	: 00	00
AGM - Collection Fees	: 00	00	Annual General Meeting	: 00	00
			CIDB FM Training Module Project	: 00	00
Derma	: 00	00	Bank Charges & GST Debit	: 1	00
Faedah-faedah lain	: 00	00	Baki pada akhir tahun		
			Pada tangan Bendahari	: 158	45
			Dalam Bank	: 192,344	03
JUMLAH	RM194,088	28	JUMLAH	RM194,088	28

(2) TIMBANGAN KUNCI KIRA-KIRA PADA **31 DISEMBER 2021**

TANGGUNGAN	RM	Sen	KEPUNYAAN	RM	Sen
Kumpulan wang dibawa kehadapan	: 192,502	48	Baki wang pada akhir tahun		
			Pada tangan Bendahari	: 158	45
			Dalam Bank	: 192,344	03
			Cagaran-cagaran (Deposit)	: 00	00
Harta-harta yang tetap	: 00	00			
JUMLAH	RM192,502	48	JUMLAH	RM192,502	48

(Dato' Sri Zohari Hj Akob)
Pengerusi

(Mohd Farihan Mohamad Rani)
Bendahari

(Nurshuhaila Binti Mohd Amin)
Juruaudit

NOTE

2022

Malaysian Association of Facility Management

25th June 2022