MAFM

17 TH ANNUAL GENERAL MEETING

EMBRACING ESG

21 FEB 2024

11.30 am - 1.00 pm

GRAND PETRA 1 & 2
UTM HOTEL & RESIDENCES
8 JALAN MAKTAB, DATUK KERAAMAT
KUALA LUMPUR

www.mafm.org.my
03 - 2779 0753

CONTENTS

Date	**:**	**21 Feb 2024**
Meeting Mode	**:**	**Hybrid Meeting**
Venue	**:**	**Grand Petra 1 & 2 UTM Hotel & Residences 8 Jalan Maktab, Kampung Datuk Keramat, Kuala Lumpur**
Time	**:**	**11.30 am – 01.00 noon**

AGENDA:-

08.30 – 11.30 am	Registration at venue
11.30 – 11.45 am	Welcoming Remarks by MC
	Welcoming Speech by MAFM President
	Update on Review of MAFM Roadmap 2024 - 2030
11.45 – 12.00 pm	**Annual General Meeting** ● Confirmation of the 16th AGM Minutes and Matters Arising ● Secretary's Report: Membership Status & Activities for Year 2023 ● Treasurer's Report: Presentation of Financial Statement 2023
12.00 – 12.30 pm	Presentation of Motions and Adoption of Resolutions
12.30 – 12.45 pm	Other Matters
12.45 pm	Adjournment of AGM
12.45 – 01.30 pm	Lunch

SECTION 1 :

BRIEF NOTES 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 the networking between academicians and the industry players on sharing of knowledge and practical experience in Facility Management (FM) practices.

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

c. Associate Member – membership for individuals without practical experience in delivering FM scope of work but contributes indirectly to the development of the FM industry. Expatriates from the FM industry can apply to be an Associate Member

d. Fellow – membership for ordinary members who have contributed significantly to the development of the Association and the FM industry.

e. Honorary Fellow – an honorary award for individuals who have contributed significantly to the development of the Association and FM industry.

f. Student Member – membership for individuals who are students pursuing studies related to the field of Facility Management

MAFM COMMITTEE MEMBERS SESSION 2023 - 2025

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT

Committee Member

PRESIDENT
Dato' Sri Zohari bin Hj Akob
KFM Group Sdn. Bhd.

DEPUTY PRESIDENT
Tn. Hj. Mohammad Shahrizal bin Mohammad Idris
GFM Services Berhad

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

VICE PRESIDENT 2
Sr Dr. Sarajul Fikri Mohamed
Universiti Teknologi Malaysia

SECRETARY
P.Tamilwanan
MAFM

TREASURER
Mohd Farihan bin Mohamad Rani
Trans Mobile Solutions Sdn Bhd

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

SUB-COMMITTEE

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

Dr. Rozaimi bin An
ABM Wilayah Tengah

Mahput bin Sairan
Sime Darby Property

Tun Masri bin Hj Abu Bakar
JLL Malaysia

Dr. Mohamad Rizal bin Baharum
Universiti Malaya

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

Nur Shuhaila binti Mohd Amin
Malaysia Airports Holdings Bhd

Santiraganesh Kirubaharan
PA International Property Management (KL) Sdn Bhd

Sharifah Rosfashida binti Syed Abd. Latif
Open University Malaysia

Zainuddin bin Zainal
Chulia Facilities Management Sdn Bhd

SECTION 2 :

MAFM CONSTITUTION

PERLEMBAGAAN BAGI PERTUBUHAN

PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN ASOCIATION OF FACILITY MANAGEMENT)

PERLEMBAGAAN BAGI PERTUBUHAN INDUK

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

KANDUNGAN

PERLEMBAGAAN BAGI PERTUBUHAN INDUK

PERSATUAN PENGURUSAN FASILITI MALAYSIA
(MALAYSIAN 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.

(4) Menjalankan perniagaan yang bersesuaian bagi menjana aliran pendapatan yang stabil untuk melindungi kemampanan kedudukan kewangan Persatuan.

FASAL 4 KEAHLIAN

(1) Secara amnya, jenis-jenis keahlian dalam Persatuan ini adalah seperti berikut:

(a) Ahli Biasa
Keahlian Biasa ialah keahlian untuk individu yang mengamalkan Pengurusan Fasiliti.

(b) Ahli Korporat
Keahlian Korporat ialah keahlian untuk organisasi atau syarikat perniagaan.

(c) Ahli Bersekutu
Keahlian Bersekutu ialah keahlian untuk individu yang tidak mengamalkan Pengurusan Fasiliti, tetapi memberikan sumbangan sekurang-kurangnya secara tidak langsung tetapi bermakna kepada industri Pengurusan Fasiliti. Permohonan keahlian dari warganegara asing boleh dipertimbangkan dengan syarat pemohon telah bermastautin selama satu (1) tahun di Malaysia.

(d) Felo
Felo ialah keahlian yang diberikan kepada individu yang telah memberikan sumbangan yang difikirkan bermakna kepada perkembangan Persatuan secara khasnya dan industri Pengurusan Fasiliti secara amnya.

(e) Felo Kehormat
Felo Kehormat ialah suatu keahlian berbentuk penghormatan yang diberikan kepada man-mana individu yang difikirkan berpotensi untuk memberikan sumbangan yang bermakna kepada perkembangan Persatuan secara khasnya dan industri Pengurusan Fasiliti secara amnya.

(f) Ahli Pelajar
Keahlian Pelajar ialah keahlian untuk individu berstatus pelajar yang sedang mengikuti pengajian di Institusi Pengajian Tinggi.

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

(a) Ahli Biasa

i. Berumur tidak kurang dari 21 tahun pada tarikh permohonan keahlian dibuat;

ii. Memiliki kelayakan akademik (sekurang-kurangnya di peringkat diploma) yang difikirkan sesuai atau berkaitan dengan bidang Pengurusan Fasiliti oleh Jawatankuasa;

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

iv. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Biasa.

v. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.

(b) Ahli Korporat

i. Organisasi atau syarikat yang sah di sisi undang-undang Malaysia;

ii. Berlatar-belakangkan bidang Pengurusan Fasiliti atau bidang-bidang lain yang difikirkan berkaitan dengan bidang Pengurusan Fasiliti oleh Jawatankuasa;

iii. Menamakan dua (2) wakil yang terdiri dari individu yang menepati kelayakan permohonan untuk Ahli Biasa; dan

iv. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Korporat.

v. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.

(c) Ahli Bersekutu

i. Berumur tidak kurang dari 21 tahun pada tarikh permohonan keahlian dibuat;

ii. Tidak memiliki syarat-syarat permohonan untuk Keahlian Biasa tetapi telah memberikan sumbangan (secara langsung atau tidak langsung) yang difikirkan oleh Jawatankuasa sebagai bermakna kepada bidang Pengurusan Fasiliti; dan

iii. Berjaya meyakinkan Jawatankuasa di dalam permohonannya untuk diluluskan sebagai Ahli Bersekutu.

iv. Jawatankuasa boleh meluluskan mana-mana permohonan di dalam kategori keahlian ini walaupun tidak kesemua syarat-syarat di atas dipenuhi.

(d) Felo

i. Berumur tidak kurang dari 40 tahun.

ii. Memiliki kelayakan seperti Keahlian Biasa;

iii. Jawatankuasa boleh mencadang dan melantik mana-mana individu sebagai Felo;

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

v. Jawatankuasa boleh meluluskan mana-mana cadangan 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

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 16TH AGM 2023

Date : 18 Mar 2023 (Saturday)

Time : 10.00 am – 1.00 pm

Mode : Hybrid

Venue : Bilik Seminar 1, Tkt 2, UTMSPACE, Residensi UTM, 8 Jalan Maktab, Datuk Keramat, Kuala Lumpur

Virtual : Zoom

ATTENDANCE

Committee Member

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

Corporate Members

No	NAME	ORGANISATION	Mode
1	Azhar B Ahmad	Boustead Properties Berhad	In-person
2	Dato' Mohd Ariffin B. Mohd Arif	KAS Engineering Sdn Bhd	Virtual
3	Hew Sin Mee	Cofreth (M) Sdn Bhd	Virtual
4	Lai Ching Sheng	Cofreth (M) Sdn Bhd	Virtual
5	Mohammad Azri Bin Shamsuddin	Segi Makmur Sdn Bhd	Virtual
6	Niteshmalani a/l Mahendra Kumar	Enviroverks (M) Sdn Bhd	Virtual
7	Noremy Sollahudin	Harta Maintenance Sdn Bhd	Virtual
8	Nursham Melati Binti Norasidi	Global Facilities Management Sdn Bhd	In-person
9	Nurshuhaila Binti Mohd Amin	Urusan Teknologi Wawasan Sdn Bhd	In-person
10	Ramli Bin Lebai Husin	Avancer FM Services Sdn. Bhd.	In-person
11	Shahrul Hazly Bin Abdul Shukor	Microcorp FM Sdn Bhd	Virtual
12	Wong Nei Chin	MST Facilities Sdn Bhd	Virtual
13	Zabanisham Binti Mohd Sharip	Urusan Teknologi Wawasan Sdn Bhd	In-person

Ordinary Members

No	NAME	ORGANISATION	Mode
1	Anthony Simon A/L Anthony Dass	Vamicon Ospro Property Management Sdn Bhd	Virtual
2	Arivagara Pavithran a/l Subramaniam	Maxwell CFM International Sdn. Bhd.	In-person
3	Azrul Bin Mohd Aris	Employees Provident Fund	Virtual
4	Dr. Raja Marzyani Raja Mazlan	Universiti Teknologi Malaysia	Virtual
5	George Celestine Fernandez	Vamicon Ospro Property Management Sdn Bhd	Virtual
6	Hashim Bin Suman	Avancer FM Services Sdn. Bhd.	In-person
7	Ir. Dr. Mohd. Fairullazi b Ayob	Universiti Islam Antarabangsa Malaysia	Virtual
8	Kuan Sun Yew	Syarikat Pembenaan Yeoh Tiong Lay Sdn Bhd	Virtual
9	Kuan You Wai	PKN buliding Solution S/B	In-person
10	Mohamad Norris Bin Ismail	Media City Development Sdn Bhd	Virtual
11	Mohammad Faizal Bin Harun	Percetakan Nasional Malaysia Bhd	Virtual

No	NAME	ORGANISATION	Mode
12	Mohd Hadri Mohd Asrore	Avancer FM Services Sdn. Bhd.	In-person
13	Mohd Khairolden Bin Ghani	CREAM, CIDB	Virtual
14	Muhamad Nasrul Bin Othman	Medivest Sdn Bhd	Virtual
15	Muhammad Anis Fakhri Bin Mohd. Nesfu	Nationgate Solutions (M) Sdn. Bhd.	Virtual
16	Nur Hafidzah Binti Muhamadan	Politeknik Sultan Salahuddin Abdul Aziz Shah	Virtual
17	Nurferlina Najwa Bt Muhamad Affandi	Byte Precision Sdn Bhd	In-person
18	Santiraganesh a/l Kirubaharan	PA International Property Consultants (KL) Sdn Bhd	In-person
19	Shahrul Riza Bin Abdul Rahim	Avancer FM Services Sdn. Bhd.	In-person
20	Theepa A/P Paramasivam	New Era University College	Virtual
21	Wan Mohamad Nasbi Bin Wan Mohamad	Avancer FM Services Sdn. Bhd.	Virtual
22	Yew Joo Heng	Labur Bina Sdn Bhd	Virtual

Associate Member

No	NAME	ORGANISATION	Mode
1	Jet Wee Ong	Klenco Malaysia Sdn Bhd	In-person

Guests

No	NAME	ORGANISATION	Mode
1	Roznita Osman	MAPMA	Virtual
2	Syed Mohd Jala Loi Lail bin Syed Osman	Sinar Global Academy	In-person

Secretariat

No	NAME	ORGANISATION	Mode
1	Nurul Shamira Binti Jamalluddin	Freelancer	In-Person
2	Muhammad Suffi Bin Jamalluddin	Freelancer	In-Person
3	Nor Azlan Tuah GFM	GFM Shared Services Sdn Bhd	In-Person
4	Ariffuddin	UTMSPACE	In-Person
5	Monissha	Odesi ECOB Sdn Bhd	In-Person

MINUTES OF MEETING

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

1.1 The MC welcomed all members and guests attending the meeting which was being held in a hybrid mode.

1.2 Tn. Hj. Zainuddin was called upon to recite the *doa*.

1.3 The MC thanked Tn Hj Zainuddin and mentioned that Clause 7 (3) of the Constitution requires that the AGM must be held before 31 Mar every year.

1.4 The MC then referred to Clause 7 (4) of the Constitution which says that the Notice of the AGM must be sent out 14 days before the meeting. This requirement was satisfied as the Notice was sent out on 1 Mar 2023.

1.5 The MC informed the meeting that Clause 7 (1) of the Constitution requires a quorum equivalent to twice the number of Committee Members which is 34. The Secretariat confirmed that 23 members have signed-in to attend the meeting in-person and 30 members have logged in via Zoom to attend the AGM. As such, the quorum has been met.

1.6 The MC then informed that the meeting will be conducted according to the agenda as distributed.

1.7 The MC invited the President, Dato' Sri Zohari B Hj Akob, to give his opening speech and chair the AGM.

2.0 President's Speech

2.1 The President thanked and welcomed all members and invited guests from MAPMA and Sinar Global Academy to MAFM's 16th Annual General Meeting. The President also thanked the MAFM Committee Members and relevant parties who have assisted in organizing this year's AGM.

2.2 The President took the opportunity to draw the attention of the members to the fact that 2020 to 2022 have been challenging years for all of us, not only in Malaysia but around the world. The world threatening Covid19 has changed our daily routine and made a huge impact on all and we are no exception. Year 2022 began to give hope after the Pandemic phase ended and entered the Endemic phase. While the recovery process is still fragile, we still need to be careful because the threat of Covid19 is not completely over, with new cases still being reported every day. This experience in handling the Covid 19 pandemic helps the FM industry with templates/playbooks to prepare and implement appropriate SOPs to manage any pandemic in the future. At the same time, FM practitioners have also adapted to new work norms such as video conferencing and a paperless work environment.

2.3 In 2022, MAFM successfully conducted the 15th Annual General Meeting on a hybrid basis where members were given an option to either attend physically or virtually. However, the election of the of office bearers were not carried out as it is carried out once every 2 years. The Committee Members who were elected at the 14th General Meeting in 2021 was maintained and continued to serve till today. During this AGM, the Committee Members will step down and election will be conducted as stated in the agenda.

2.4 Initially, the 16th AGM was planned to be held physically only. Since there were many requests from the members to be given an option to attend virtually as many had planned to return to their hometown before the Ramadan begins and some members needed to send their children to hostels as the new term begins next Monday, we decided to hold the AGM in a hybrid manner. . Since this AGM involves the election of new office bearers, there is a need to use an eAGM platform. We decided to use ODESI eAGM as this vendor was used during the 14th AGM where the current Committee members were elected. For your information, ROS still allows for virtual AGMs. In fact, the ROS has recommended that the MAFM Constitution be amended to allow any meetings to be held virtually. There is a motion to be tabled on this matter in this AGM.

2.5 Throughout 2022, MAFM has been involved in various programmes to promote and develop the Facility Management Industry in Malaysia as we recovered from the Covid-19 Pandemic. This is in line with the strategic goals of MAFM i.e.:

a) to make FM as a recognized profession

b) to make MAFM as a one-stop reference for FM in Malaysia

The activities and programmes that have been carried out involved discussions, workshops and collaborations with Government agencies, industry players and related stakeholders.

2.6 Several meetings involving the top management of CIDB were also held to determine the direction of the FM Industry in Malaysia. In these meetings, the focus of discussion was on the FM Training and Competency Programme for industry practitioners as CIDB is regulating agency and it owns these Programmes.

2.7 For the year 2022, MAFM successfully organized the 3rd Facility Management Asia Conference (FMAC) held in Kota Kinabalu on 13-14 December 2022. A total of 157 participants attended physically and another 53 participants attended virtually. Besides prominent local speakers, the Conference also attracted international speakers and participants from Australia and Vietnam. The President took the opportunity to record his appreciation to the Organising Committee who worked hard in ensuring the success of the Conference and thanked the members who supported the Conference via attendance and sponsorship.

2.8 Following the implementation of FM contractors' registration (F01 & F02) by CIDB aimed at enhancing the competencies and capabilities of FM service providers, MAFM has focused on organizing programs involving human capital development through a collaborative & partnership approach with interested parties.

2.9 In this regard, MAFM's integrated program with UTMSpace and CIDB for the Professional Masters in Facility Management program has made good progress and received positive response from industry players and individuals involved in the Facilities Management industry. The President was delighted to be inform that UEM Edgenta has committed to enrol a substantial number of their executives for this Masters Programme on condition that some of the modules are customized to the needs of UEM Edgenta. In 2022, the first Cohort of this Masters Programme has successfully graduated and is expected to receive their scrolls in the Convocation that will be held this year. MAFM hopes that prominent assets owners both from the public and private sector will emulate UEM Edgenta in enrolling their executives in the Programme.

2.10 In addition, MAFM is also in the process of developing the FM Body of Knowledge (FMBOK) which will be a guideline for FM-related courses organised by universities and training providers. This is very important to ensure the alignment of all training programmes and the competencies of the FM practitioners to be aligned with the needs of the industry.

2.11 One of MAFM's strategic plan to ensure the sustainability of the FM industry is the FM benchmarking based on industry best practices both nationally and internationally. This benchmark study is expected to benefit FM industry stakeholders in improving the quality of their service delivery. CIDB's first initiative towards this benchmarking was the launch of the

LCCSoft Portal on 22 June 2022. This portal aims to provide the total cost of ownership of an asset from the planning stage right through its end of life when the asset is written off. MAFM was actively involved in providing valuable feedback to CIDB in the development of this Portal. MAFM is still in discussions with CIDB to explore other aspects of FM management that requires benchmarking.

2.12 MAFM is also in the planning stage for the publication of FM articles and newsletters to increase the awareness of FM stakeholders and industry players on the latest information, current technology and trends for effective and innovative total facilities management. The publication of the first Bulletin targeted at the end of 2022 had to be temporarily postponed due to the delay in the launch of the MAFM Portal which is being revamped. The MAFM portal which will be relaunched in 2023 will enable the publication of MAFM articles to be realized more efficiently.

2.13 The President expressed his belief that close cooperation with all stakeholders is critical to ensure the sustainability of the FM industry in Malaysia. MAFM needs the continuous support from all stakeholders as well as MAFM's members to ensure MAFM’s strategic plans are successfully implemented. MAFM welcomes the full support of its members to strengthen MAFM as the spokesperson and subject matter expert' ('SME') for the development of the FM industry in Malaysia.

2.14 For the year 2023, the MAFM Committee has plans for the following activities:

- Revision of FM Roadmap for the period 2023 - 2030
- Launch of the revamped MAFM Portal.
- Publication of articles through the revamped MAFM Portal.
- World FM Day celebration in May 2023.
- Organising industry accredited seminars for MAFM members.
- Continuous engagements with the Ministry of Works, CIDB and other government departments and agencies related to Facility Management in our country
- Introducing a trade directory in the revised MAFM Portal
- 4th FMAC to be organized in conjunction with CIDB's ICW2023
- Ongoing cooperation with the Ministry of Works, CIDB and government departments and agencies related to Facility Management in our country
- Introduction of the FM Body of Kowledge (FMBOK)
- Explore the initiation of the benchmark study for the FM Industry in Malaysia

For the review of FM Roadmap and the development of the FMBOK, MAFM will arrange several Focus Group Discussion sessions with stakeholders and practitioners in the FM industry.

2.15 The President also touched on the reports of dilapidated schools and health clinics in some stated as well as the frequent breakdown of elevators and escalators at LRT/MRT stations including the stoppage of the aerotrain services in KLIA. All these incidents is related to weaknesses in managing assets that affect services to the public. The Ministry of Works is drafting the National Infrastructure Maintenance Policy (DSIN) which is expected to address issues related to the management of the Government's strategic assets. MAFM is also involved in providing feedback and comments in the drafting of the DSIN.

2.16 To conclude, the President expressed his appreciation to all the members and guests present today. The President thanked all the Committee Members as well as MAFM members for their cooperation in organizing the 16th Annual General Meeting. The President hoped that the well-established collaboration between MAFM and all the FM stakeholders will continue to facilitate the common objective of enhancing the service delivery of the FM Industry.

2.17 The MC thanked the President for the opening Speech which gave a good account of MAFM's activities and achievements for 2022 and a glimpse of what to expect in 2023.

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 FM as a comprehensive service started to take shape in Malaysia in the early 2000s. Prior to 2000, it was deemed as Maintenance in its different forms. This eventually led to the inception of MAFM in 2005. It was around this time that some newly constructed facilities started to fail resulting in frequent leaks and breakdowns that interrupted public services and created a negative image of the FM Industry. There was a clear tone from the Government Leaders for the FM Industry to get its act together.

3.3 This led to a quick restructuring within MAFM in 2009 where proven and seasoned FM Practitioners took helm with a mixture of asset owners, academicians and service providers to lay the groundwork to establish a well-structured industry. Good progress was made where an Asset and Facilities Management Handbook was published by CIDB with the assistance of MAFM. This was a catalyst for MAFM to be frequently consulted by Government agencies for policy formulation.

3.4 In 2015, the then Committee felt that with a good foundation laid, there was a need for a Roadmap for MAFM to charter its next phase of progress to enhance the FM Industry in Malaysia. To develop the Roadmap, MAFM started from a clean slate without making reference to any other developed countries model. A focus group discussion was held involving FM stakeholders consisting of FM service providers, asset owners, regulators and academicians. The outcome of this exercise led to MAFM's Roadmap with two clear strategic goals: -

(1) FM as a profession
(2) MAFM as a one-stop reference for FM

3.5 Various initiatives were listed with timelines to be implemented to both these objectives. MAFM worked diligently on these initiatives and En Mazhar mentioned that he would like to take this opportunity to report on the outcome of all MAFM efforts.

3.6 As everyone is aware, ever since CIDB's Act (Act 520) came into force, the focus was almost entirely on construction especially in the 1990s where most of the mega projects like North South Expressway, KLCC, Putrajaya, KLIA, LRT, National Sports Complex etc were completed. Not much attention was given to the competencies and professionalism needed to manage these facilities. Procurement of FM services by asset owners involved service providers registered under numerous technical disciplines. With the concerted effort by MAFM since

2015, we managed to get the consent of MOF and CIDB for FM services providers to be registered under a specific code. The led to CIDB announcing in 2017 the implementation of FM contractors under code F01 and F02. The critical prerequisite for this registration is for all FM Contractors to obtain the Facilities Management Manager and Facilities Management Executive Certification. The training modules for both these Certifications was developed by MAFM for CIDB. With the implementation of the F01 and F02 in place for the last 4 years, it can be clearly stated that MAFM has achieved the first objective of “FM as a profession”.

3.7 All the stakeholders have been approaching MAFM for all matters related to FM. Some examples of this are as follows: -

(1) Active involvement of MAFM in the organizing of NAFAM 2007 and NAFAM 2018. MAFM was also co-opted in various task force to implement the resolutions adopted in both Conferences.
(2) MAFM being made the Technical Committee Chairman representing Malaysia in the development and publication of the ISO 41001 standards in 2018.
(3) MAFM Committee Members being appointed by universities providing FM Programmes to be part of the industry panel in formulating and continuously reviewing their course modules.
(4) MAFM being consulted by other Ministries like MNRECC and KPKT on specific initiatives that required the involvement of FM.
(5) MAFM being involved in the development of the Asset and Facilities Management Handbook in 2011.
(6) MAFM being actively involved in the introduction of the F01 and F02 FM Contractors registration and eventually the development of the training module for FMM and FME.
(7) MAFM being consulted by other Professional Bodies on matters related to FM.

These are some of the examples where MAFM has been consulted for matters related to FM in Malaysia. With this track record, En Mazhar is of the opinion that the second strategic goal ie MAFM as a one stop reference for FM has also been achieved.

3.8 It has been 8 years since MAFM developed this Roadmap and major strides have been made but MAFM cannot afford to be complacent and rest on its laurels. In the age of Industrial Revolution 4.0 where digital transformation is disrupting every facet of our daily lives, the FM industry is also not spared. The total lockdowns during the Covid-19 pandemic were a blessing in disguise for the FM Industry as all front-line services heavily relied on FM to operate. On the other hand, the pandemic also brought to bear the inadequacies of the FM Industry to cope with such high impact disruptions. The impact of climate change is already being felt with increased expenditures on energy management and to get repairs done on facilities being damaged by natural disasters. The continuous geopolitical events which are having a major impact on economies of every nation is causing trickle down effects on the FM Industry.

3.9 All the above-mentioned phenomenon clearly calls for MAFM’s Roadmap to be reviewed. There is a need to reset our strategic goals to be resilient and agile to ensure flexibility to quickly adopt to the constantly changing environment. New initiatives need to be outlined to achieve the revised strategies. En Mazhar mentioned that a few Focus Group Discussions (FGD) for the review of MAFM’s Roadmap involving all FM stakeholders. To allow for flexibility and conforming with new work norms, the FGDs will be conducted in a hybrid manner. En Mazhar requested for the understanding and co-operation of all MAFM Members to take part in these FGDs to ensure the revised Roadmap is relevant and practical.

3.10 In conclusion, En Mazhar expected the revised Roadmap to set even more lofty objectives of FM Practitioners in Malaysia being standard bearers in terms of competencies and professionalism in the region, FM Service Providers in Malaysia being able to compete with global FM service providers at least in the region and MAFM evolving into a fully funded Institution with sufficient resources to implement its revised Roadmap effectively and efficiently.

3.11 The MC thanked En. Mazhar and handed over the next proceedings of the AGM to the President.

4 MAFM 16th Annual General Meeting and Commencement of Key Agenda

4.1 The President thanked the MC and stated that with this the AGM proper commences. The Secretary, Mr. Tamilwaan was requested to briefly go through the minutes of the 15th AGM that was made available in Section 3 of the Annual Report that was made available to all the members via the EAGM Portal provided by the vendor.

4.2 Confirmation of the Previous Minutes of Annual General Meeting

The President requested that the Minutes of 15th Annual General Meeting dated 25 Jun 2022 to be confirmed if there were no amendments. The confirmation of the minutes was proposed by En. Shahrizal and seconded by Dr. Sarajul. The minutes of 15th Annual General Meeting dated 25 Jun 2022 was unanimously confirmed and accepted by the members.

4.3 Feedback on Matters Arising

The Secretary presented the status on the matters arising. The matters arising during the 15th AGM were listed and given feedback by the Committee as per below: -

Minutes	Matters/Issues	Feedback
2.6	Task Force to implement NAFAM 2018 Resolutions	MAFM is involved in the implementation of Resolutions 1 and 3. Both these resolutions are in implementation phase now by government agencies tasked to complete planned activities. KKR as the secretariat convenes scheduled coordination meetings to track progress and discuss on implementation issues.
2.7 & 2.8	Enhancing human capital development in the FM Industry	The Collaboration between UTMSPACE and MAFM with the endorsement of CIDB for Professional Masters in Facilities Management Program is progressing very well. For the public program, Cohort 6 has commenced early this year. For the special arrangement with UEM Edgenta, Cohort 4 has commenced. Thus far, 4 students have graduated and awaiting CIDB's certification.
2.10	MOU with MAPMA	This MOU is due for extension and will be official exchanged during MAPMA's AGM in Jun 2023.
2.12	Life Cycle Cost Portal	The Portal was launched by CIDB on 22 Jun 2022. CIDB has reached out to MAFM to get further comments to refine the Portal especially on life cycle cost related to FM. CIDB is also expecting assistance from MAFM to get more FM service providers to participate for purposes of data gathering.

Minutes	Matters/Issues	Feedback
2.13 & 2.14	MAFM Publications and Revamped Portal	There is a delay in the launch of MAFM's Portal but it in its final phase of updating of information and fine tuning of the user interface. We plan to launch it by Jun 2023. The first publication will be broadcasted via the new Portal.
3.0	MAFM Roadmap	Vice President 1 has given an update in the earlier agenda during this AGM.
7.0	Amendments to the Constitution	ROS gave the approval in Jun 2022. The Constitution has been updated and some of the amendments have been implemented.
11.0	Update on Adopted Resolutions	1. Permanent Secretariat: Interviews of have been conducted and a candidate has been shortlisted. The new Committee has to have a final interview of this candidate before making the decision to appoint. 2. Technical Visit: MAFM is at the planning stage of a visit and will update the members soon. 3. FM Industry Award: The Malaysian Construction Industry Excellence Award (MCIEA) will be held in 2023 according to CIDB. Our request is there should be a category for FM services. We will follow up with CIDB on this matter. 4. FM Industry Directory: This will be part of the MAFM Portal Revamp initiative. 5. Membership Registration and Renewals via MAFM Website: This will be part of the MAFM Portal Revamp initiative.
8.0	Resolutions during 15th AGM	1. Responding to FM Issues raised in the public domain: This will take place when we have appointed the permanent Admin Executive. 2. Adopting the definition of FM as stated in ISO 41001: This will be one of the issues that will be listed for the Focus Group Discussion to revamp the FM Roadmap. 3. Discipline of obtaining FM allocation based on Life Cycle Cost of strategic government assets: This matter will be incorporated in the Dasar Selenggara Infrastruktur Nasional. 4. Proposed Professional Auditor for MAFM: This proposal will be taken up once we sort out our outstanding tax matters and we initiate some business ventures. 5. SST Issue involving downstream FM services: This a pending matter and MAFM will take it up with Customs and MOF

5 Secretary's Report 2023

5.1 The Secretary, Mr. Tamilwanan, presented the membership and activities report for year 2022.

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

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

5.3 Summary of MAFM Activities for the year 2022 is as follows: -

No	Events and Activities	Frequency
1	MAFM Meetings	3
2	Meetings with Stakeholders	6
3	MAFM Events	2
4	MAFM Endorsed Events	23
5	Visits	Nil
6	Endorsements and Promotions	4

5.4 The Secretary then proceeded to present the highlights of some of the meetings and events held related to MAFM that in 2022.

MAFM ACTIVITIES FROM JANUARY 2022 TO DECEMBER 2022

Date	Particulars	Organizer	MAFM's Role
3-Jan-22	Article published in NST by MAFM's Deputy President about FM Industry to pick up after being impacted by the Covid 19 Pandemic	GFM	Participate
19-Feb-22	Webinar of "Sleepness with MySST"	MSPC	Participate
3-Mar-22	Facilities Management Development Porgramme for Cohort 2 UEM Edgenta	UTMSPACE	Collaborate
30-Mar-22	Meeting with CIDB's Top Management	CIDB & MAFM	Collaborate
11-May-22	World FM Day: Webinar on Sustainable FM in an Industry 4.0 Environment	MAFM & MIcrocorp	Collaboration
19 – 21 May-22	Workshop to develop Construction Industry Competency Standard for Facilities Management	CIDB	Participate
3-Jun-22	Discussion between CIDB, MAFM and UTMSPACE on Professional Masters in Facilities Management Programme	CIDB	Participate
22-Jun-22	Launch of LCCSoft Portal	CIDB	Participate

Date	Particulars	Organizer	MAFM's Role
25-Jun-22	MAFM's 15th AGM	MAFM	Organizer
22-July-22	Webinar on "Route to MIEM/PE to be a Professional Engineers" for Engineers in FM Industry	MAFM	Organizer
23-25 Aug-22	The Future of Maintenance and Reliability Conference (FMRC) 2022	PetroNovex	Collaboration
8-Nov-22	Launch of ICW 2022	CIDB	Participate
26-Nov-22	UTM Convocation: Graduation of PMFM Cohort 1 Students	UTMSPACE	Participate
13 -14 Dec--22	3rd Facilities Management Asia Conference 2022 in Kota Kinabalu, Sabah	MAFM	Organizer

5.5 The Secretary's report was proposed to be endorsed by En Farihan and seconded by Tn Hj Zainuddin.

6 Financial Report 2022

6.1 The President then called upon the Treasurer, En Farihan to present the Financial Report for 2022. The Treasurer, En. Farihan, presented the financial report for year 2022.

6.2 Current Financial Status

<u>BALANCE SHEET</u>
AS AT 31 DECEMBER 2022

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

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

	Notes	2022 (RM)
Income	1	**49,071.80**
Less Expenses		
Office Expenses	2	2,704.24
Refreshments	3	4,000.00
Secretariat Management Services	4	0.00
Membership		
Fees	5	0.00
Seminar and Conference	6	0.00
Annual General Meeting Expenses	7	4,700.00
CIDB FM Training Module Project	8	0.00
Claim Expenses	9	0.00
Miscellaneous Expenses	10	0.00
Bank Charges		9.00
		11,413.24
Excess/(Deficit)		**37,658.56**

MALAYSIAN ASSOCIATION OF FACILITY MANAGEMENT

Notes for Statement of Income and Expenses Year 2022

			2022 RM
1	Income		
	Membership Fees		10,680.00
	Contributions for services rendered for AFMC 2021		38,391.80
	Cheque Deposit		0.00
	MAFM AGM - Collection Fees		0.00
			49,071.80
2	Office Expenses		
	Virtual Office		1,600.00
	ServerFreak - Domain Fee Renewal		401.74
	Graphic Design Services		300.00
	Payment to ROS for amendment of Constitution		10.00
	Stationery and Printing		392.50
			2,704.24
3	Refreshments		
	MSPC SME	ICON NIGHT	4,000.00
			4,000.00
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	
	Virtual Platform and related services – 14th AGM	3,000.00
	Emcee Services	1,000.00
	Secretariat Services – 15th AGM	700.00
		4,700.00
8	Training	
		0.00
		0.00
9	Claim Expenses	
		0.00
		0.00
10	Miscellaneous Expense	
		0.00
		0.00

6.3 En Farihan completed his presentation and the President proposed that the Financial Report for the Year ending 31st December 2022 to be confirmed.

6.4 The Financial Report for 2022 was proposed to be accepted by Dr. Sarajul and seconded by Dr. Rizal.

7 Dissolution of 2021 – 2023 Committee

7.1 In accordance with Clause 8.3 of the Constitution, the President thanked all the present Committee Members for their services for the Year 2021 – 2023 as their term ends today.

7.2 The next item in the agenda is the election of Office Bearers for Year 2023 – 2025. For this, there is a need to elect an independent Chairperson to preside over the election process. The Secretary proposed that Mr. Jet Wee Ong who is our associate member be appointed to preside over the election. With the consent of Mr Jet Wee Ong and with no objections on this proposal, Mr Jet Wee Ong was appointed to preside over the election.

7.3 The President announced that with this, the office bearers of Year 2021 – 2023 will step down. The next agenda of the AGM, the election of officer bearers for Year 2023 – 2025, will be handled by Mr. Jet Wee Ong.

8 Election of 2023 – 2025 Committee Members

8.1 Mr Jet Wee Ong 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) The elections will be conducted in a hybrid mode based on nominations received from in-person members and via Zoom. Polling numbers will be totalled based on polls from in-person members and via Zoom

(4) All nominations for each of the position must be proposed by a member and seconded by another member.

(5) Nominated names will be key-ed in the eAGM Portal.

(6) If there are no additional nomination for any positions for a duration of 2 minutes, Mr. Jet Wee Ong will call for a proposer and seconded to close the nomination.

(7) 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.

(8) Mr. Jet Wee Ong will make an announcement on the number of times a member can cast their votes before the election for each position commences.

(9) 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 Secretary and Assistant Secretary, the nominee with the highest votes will be the secretary and the nominee for the second highest vote will be Assistant Secretary.
- For the position of the two Auditors, the nominees who obtain the 11th and 12th highest votes for Committee Members will be elected.

8.2 The details of the positions that were 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**	Tamilwanan	Shahrizal	**18**
	Mohd Mazhar Bin Mohd Marzuki	Pavithran	Santiraganesh	7
Deputy President	**Mohammad Shahrizal Mohammad Idris**	Tamilwanan	Farihan	**20**
	Mohd Mazhar Bin Mohd Marzuki	Pavithran	Nursham Melati	10
Vice President 1	**Mohd Mazhar Bin Mohd Marzuki**	Zabanisham	Saharani	**21**
Vice President 2	**Sr. Dr. Sarajul Fikri**	Mohd Mazhar	Shahrizal	**12**
	Tun Masri Hj Abu Bakar	Pavithran	Mahput	11
	Ts Sr. Masnizan Che Mat	Farihan	Hadri	6
	Amir Farid Omar	Nursham Melati	Ferlina	3

Position	Candidate	Proposed by	Seconded by	Votes
Secretary	**P. Tamilwanan**	Saharani	Shahrizal	**20**
Assistant Secretary	**Saharani Jaafar**	Nurshuhaila	Nursham Melati	**7**
Treasurer	**Mohd Farihan Mohamad Rani**	Tamilwanan	Dr. Sarajul	**16**
	Nur Shuhaila Mohd Amin	Pavithran	Zabanisham	12
Committee Member	**Dr. Mohamad Rizal Baharum**	Mohd Mazhar	Farihan	**18**
Committee Member	**Dr . Rozaimi An**	Dr. Sarajul	Dato' Sri Zohari	**16**
Committee Member	**Sharifah Roshfashida Syed Abd Latif**	Tamilwanan	Santiraganesh	**16**
Committee Member	**Ts. Sr. Masnizan Che Mat**	Farihan	Dr. Rizal	**16**
Committee Member	**Nur Shuhaila Mohd Amin**	Melati	Dr. Saharani	**15**
Committee Member	**Tun Masri Hj Abu Bakar**	Tamilwanan	Mazhar	**14**
Committee Member	**Zainuddin Zainal**	Hadri	Tamilwanan	**14**
Committee Member	**Mahput Sairan**	Shahrizal	Melati	**13**
Committee Member	**Dr. Mat Naim Abdullah @ Mohd Asmoni**	Dr Rizal	Sharifah	**13**
Committee Member	**Santiraganesh Kirubaharan**	Mohd Mazhar	Sharifah	**12**
Appointed as Auditor	**Amir Farid Omar**	Zainuddin	Hadri	**11**
Appointed as Auditor	**Ahmad Fuad Che Mi**	Farihan	Tamilwanan	**11**
	Zabanisham	Suhaila	Melati	9

8.3 Mr Jet Wee Ong announced the candidates who got elected after the election for each position and he congratulated the new office bearers.

8.4 Mr, Jet Wee Ong handed over the Meeting to the newly elected President at the end of the election process.

9 Remarks by Newly Elected President

9.1 Dato' Sri Zohari thanked Mr Jet Wee Ong 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 2023 – 2025. 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 a couple of new committee members.

9.2 The President mentioned that the new Committee has its work cut out as there are some major initiatives that are currently work in progress that needs to be implemented and some new initiatives that needs to be planned and implemented. The President was confident that with the co-operation and commitment of the new Committee Members, MAFM will be able to make its mark for the period 2023 – 2025.

10 Debate on Motions Proposed by Members

The motions received from members and the deliberations are as follows:-

Motion	Details
1	**Proposed by: P. Tamilwanan** **Member No: MAFM/2010/0021** **Motion**: To amend the constitution to allow meetings to be held both in-person and/or virtually. This would require an inclusion of a new clause 7 (10) related to AGM and a new clause 8 (11) related to the functions of the Committee. **Deliberation**: It was concluded that having hybrid meetings whether it involves election of office bearers or otherwise has become a norm especially after the Covid-19 pandemic. The motion was agreed and adopted as a resolution for the new Committee to implement.
2	**Proposed by: Ts. Mohd Mazhar Mohd Marzuki** **Member No: MAFM/2018/0322** **Motion**: MAFM to add a new membership, namely "Recognised Facility Manager" or the abbreviation "FMr". **BACKGROUND:** MAFM has been a proponent of best practices of Facilities Management (FM) since its inception in 2005. Together with CIDB, MAFM's involvement has been more active since 2009 with the initial study of the Asset and Facility Management market in Malaysia. The effort in educating and promoting FM best practices has shown its results with the launching of the CIDB's Asset and Facility Management Manual in 2011. MAFM has further contributed by leading the development of the training modules of Sijil Kecekapan Pengurusan (SKP) for CIDB. MAFM was then entrusted by CIDB to develop the FM Manager (FMM) and FM Executive (FME) training modules to satisfy the need for Sijil Kompetensi Kemahiran Pembinaan (SKKP) for Level 4 and Level 5 respectively, where the first training was conducted in 2018. To date, MAFM was made to understand that more than 100 individuals have been certified for FMM. However, MAFM is concerned that there could be certain certified individuals but they lack real knowledge, competencies and experience. This subsequently could risk the image and perception on the existing FM credentials, especially the FMM and FME which MAFM was heavily involved in developing the training modules. Therefore, to ensure all of the certified FM individuals are the real qualified ones, this new membership is proposed. This membership is voluntary, as an addition to the existing membership categories. **DETAILS OF THE MOTION:** 1) This membership is only open for valid Ordinary members (or the representative of Corporate members).

Motion	Details
	2) To qualify for this category of membership, one must fulfil ALL of the following conditions: i) Have been a member of MAFM (Ordinary member or Corporate member representative) for at least three consecutive (3) years with no outstanding membership fee and membership misconduct. ii) Possess a 'Certified FM Manager' (FMM) certification issued by the Construction Industry Development Board Malaysia (CIDB), or any professional Facilities Management certifications/credentials that are recognised by MAFM (academic certifications such as Diploma, Degree, Masters or Ph.D. are not entitled); iii) Paid a one-time processing fee of RM50.00 (Ringgit Malaysia: Fifty Only); iv) Passed written examination and oral interview by MAFM's Professional Recognition Board (PRB); and v) Approved by MAFM Main Committee. 4) Approved member of this category of membership will be allowed to bear "FMr." as a prefix of his/her name. 5) To maintain this membership, the approved member must fulfil the following requirements: i) Pay a yearly Recognition Fee of RM100.00 (Ringgit Malaysia Hundred Only); ii) Obtain a yearly minimum ten (10) points of Continuing Professional Development (CPD/CCD) from MAFM or related organisations such as CIDB, BOVEAP, RISM or other CPD/CCD points recognised by the PRB. 6) Other conditions not stated above shall be as per MAFM's Constitutions. **Deliberation:** There was a lengthy discussion on this motion. Reference was made to the practices of other professional bodies like BEM, PAM and RISM. It was also proposed that the FM Body of Knowledge needs to be established to ensure applicants for this membership has the prerequisite competencies. En. Shahrizal shared his experience on the process that he went through in obtaining the CIWFM Certification from UK where the applicants are tested on 12 areas related to FM and if the applicant fail in any of the 12 areas, the applicant will be asked to reapply after obtaining the minimum requirements for the areas they failed. There was also a question raised on which regulatory body in Malaysia will officially accredit this certification. The meeting concluded that this motion be adopted in principle first. MAFM’s Committee will work on the details of the implementation and present back the motion in an EAGM or the next AGM for endorsement.

11. Closing Remarks by the President

11.1 The President thanked the members for submitting their resolutions and also raising issues that needs to be addressed by MAFM. The newly elected Committee for Session 2023 – 2025 will follow through with the resolutions adopted and issues raised by the members.

11.2 On this note, the President requested the MAFM members should step forward to volunteer their services as there are some very important initiatives that we are working on that would shape the future of the FM Industry and we need as much as help that we can get.

11.3 The President thanked the Secretariat, En Farihan and Puan Sharifah for the planning and preparations for this AGM. Last but not least, the President thanked all the members and guests for taking time off on a Saturday to spend time attending this AGM. With these remarks, the President handed over the session to the MC.

12. Adjourment of the AGM

The MC thanked the President for chairing the AGM and Mr. Jet Wee Ong for presiding over the election of the new office bearers. The MC also thanked the Secretariat, the technical staff of ODESI eAGM Team, the technical staff from GFM for their AV services and also the technical team of UTMSPACE.

The Secretariat would like to take this opportunity to reminder members who have yet to renew their membership for Year 2023 to do so as soon as possible.

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

The AGM was adjourned at 1.30 pm.

Prepared by,

....

P. TAMILWANAN
MAFM Secretary 2023 - 2025

Verified by,

....

DATO' SRI ZOHARI B HJ AKOB
President 2023 – 2025

Attachment 1: TREASURER'S DECLARATION

PERSATUAN PENGURUSAN FASILITI MALAYSIA

PERNYATAAN OLEH BENDAHARI

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

Bendahari:

Bertarikh: 3 Mar 2023

Bertempat: Kuala Lumpur

ATTACHMENT 2: ANNUAL REPORT 2022

NAMA PERTUBUHAN
PERSATUAN PENGURUSAN FASILITI MALAYSIA

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

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

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

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

(Dato' Sri Zohari Hj Akob)	(Mohd Farihan Mohamad Rani)	(Nurshuhaila Binti Mohd Amin)
Pengerusi	Bendahari	Juruaudit

SECTION 4:

MAFM COMMITTEE REPORT SESSION 2023

SECTION 4 - MAFM COMMITTEE REPORT SESSION 2023
(1 JANUARY 2023 – 31 DECEMBER 2023)

MEMBERSHIP

As at 31 Dec 2023, MAFM has registered a total number of **153 members** inclusive of **30 organizations** registered as corporate members. The statistics of members are as follows:

Members Category	Total
Associate Member	**6**
Corporate Member	**53**
Ordinary Member	**90**
Student Member	**4**
Total	**153**

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

LIST OF EVENTS/ACTIVITIES FOR YEAR 2023

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. After the Covid-19 pandemic, it has become a norm for events to be held in a full physical mode, hybrid mode of fully virtually. Our 16th AGM was also held in a hybrid mode due to request from members. Some of the key activities in 2022 are as follows:

A. MAFM MEETING ACTIVITIES FROM JANUARY 2023 TO DECEMBER 2023

Date	Event	Organizer	MAFM's Role
Jan – Dec-23	Professional FM Masters Programme (PMFM)	UTMSPACE	Collaboration
12-Jan-23	LCCSoft: Discussion to enhance the Portal	CIDB	Participate
24-Jan-23	Committee Meeting 1/2023	MAFM	Organiser
31-Jan-23	National Energy Award	MGTC	Participate
3-Feb-23	Committee Meeting 1/2023	MAPMA	Participate
15-Feb-23	Building Maintenance for Non.Technical Managers	Avancer FM Services	Collaboration
27-Feb-23	Bengkel Pengemaskinan Syarat Kemasukan Bagi Program Penyeliaan & Pengurusan	CIDB	Participate
14-15 Mar-23	1st Digital Construction Summit	CIDB	Collaboration
18-Mar-23	16th AGM	MAFM	Organiser
10-May-23	World FM Day Forum	MAFM	Organiser
17-May-23	Meeting with Malaysian Association of Cleaning Contractors	MACC	Participate
7-Jun-23	Committee Meeting 2/2023	MAFM	Organiser
8-9 Jun-23	Asset and Project Management Conference (APMC 2023)	MAPMA	Collaboration
20-21 Jun-23	The Future of Maintenance and Reliability Conference 2023 (FRMC 2023)	Petronovex	Collaboration
6-Jul-23	NIMP 2030 Open Day	MITI	Participate
15-Jul-23	MAFM Roadmap Workshop 2023	MAFM	Organiser
15-Jul-23	MAFM Ad-hoc Meeting	MAFM	Organiser
25-Jul-23	14th MAPMA AGM	MAPMA	Participate
27-Jul-23	Kick Off Focus Working Group - FWG, NEEAP	Energy Commission	Participate
27-Jul-23	Engagement Session for CIDB FM Strategic Plan	CREAM (CIDB)	Participate
1-Aug-23	Swimming Pool Management & Maintenance Upskill Seminar	Adtexlink	Collaborate
25-Aug-23	Meeting with Chief Secretary of Works Ministry	KKR-MAFM	Participate
9-Sep-23	Committee Meeting 3/2023	MAFM	Organiser
18-Sep-23	Meeting with CIDB’s Top Management	CIDB-MAFM	Participate
21-Sep-23	Meeting with KKR on DSAIN	KKR	Participate
10-Oct-23	Engagement Session for CIDB FM Strategic Plan	CREAM (CIDB)	Participate
11-Oct-23	MAFM Ad-hoc Meeting	MAFM	Organiser
6-Nov-23	Engagement Session for CIDB FM Strategic Plan	CREAM (CIDB)	Participate
15 –17-Nov-23	International Construction Week 2023	CIDB	Participate
9-Dec-23	Committee Meeting 4/2023	MAFM	Organiser

COMMITTEE MEETING ATTENDANCE 2023

Committee	Position	24/1/23	7/6/23	9/9/23	9/12/23
Dato'Sri Zohari bin Hj. Akob	President	✓	✓	✓	✓
Mohammad Shahrizal Mohammad Idris	Deputy President	×	✓	✓	×
Mohd Mazhar Mohd Marzuki	Vice President 1	✓	✓	✓	✓
Amir Farid Bin Omar	Vice President 2	✓	NA	NA	NA
Sr Dr. Sarajul Fikri Mohamed	Committee/Vice President 2	✓	✓	✓	✓
Tamilwanan a/l Palaniappan	Secretary	✓	✓	✓	✓
Dr. Saharani Bin Jaafar	Deputy Secretary	×	✓	✓	✓
Mohd Farihan Bin Mohamad Rani	Treasurer	✓	✓	✓	✓
Zainuddin Bin Zainal	Committee	✓	×	×	✓
Tun Masri Bin Hj. Abu Bakar	Committee	×	×	✓	✓
Ahmad Fuad Bin Che Mi	Committee	×	NA	NA	NA
Dr. Mat Naim Bin Abdullah@Mohd Asmoni	Committee	×	✓	×	✓
Dr. Rozaimi An	Committee	✓	×	×	×
Mahput Bin Sairan	Committee	✓	✓	×	×
Dr. Mohamad Rizal Bin Baharum	Committee	✓	✓	✓	✓
Ts Sr Masnizan bin Che Mat	Committee	✓	×	✓	✓
Sharifah Rosfashida Binti Syed Abd. Latif	Committee	✓	✓	✓	×
Sr Dr. Sarajul Fikri Mohamed	Committee	✓	✓	✓	✓
Nur Shuhaila Binti Mohd Amin	Committee	NA	×	✓	×
Santiraganesh Kirubaharan	Committee	NA	×	✓	✓

<u>Legend</u>: **Attended (✓)** **Absent with Permission (×)** **NA – Not Applicable**

Prepared by:

P. Tamilwanan
(Secretary)

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

Introduction

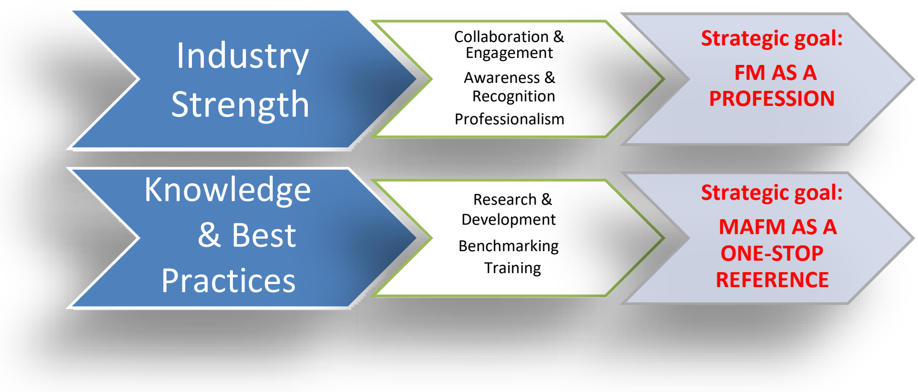
To date, MAFM has undeniably been the organisation that is very instrumental for the Facilities Management industry in Malaysia. MAFM has been the reference point for various Government Ministries, Departments and agencies such as the Ministry of Works (MOF), Ministry of Finance, the Construction Industry 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

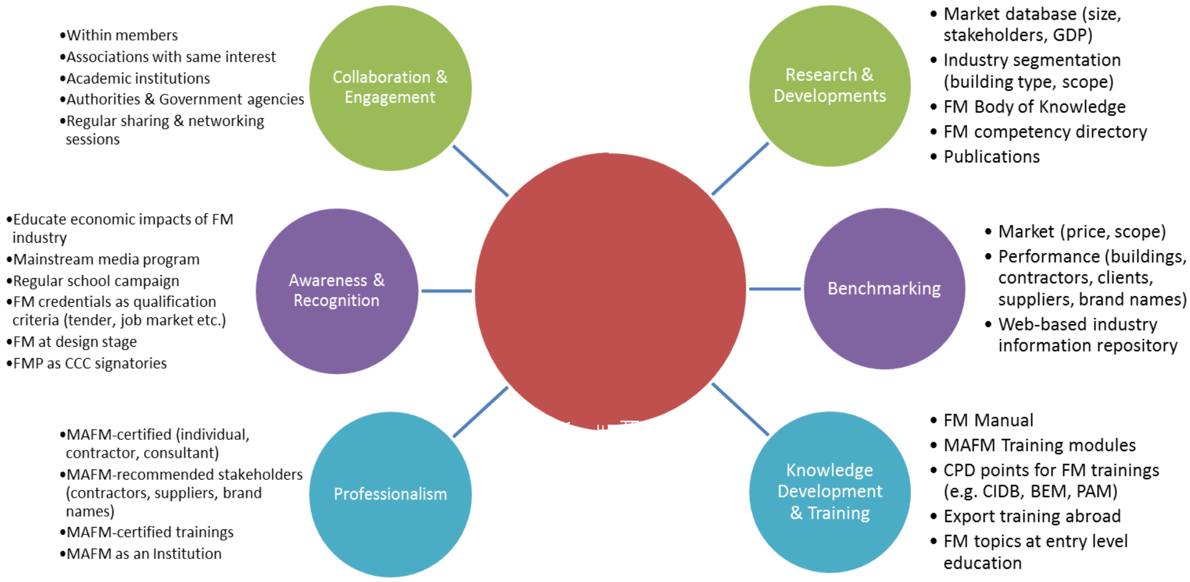
As launched on the 5th June 2015, the FM Industry Roadmap was aimed to guide not only the existing Committee members, but also all members and the industry stakeholders at large to work together in promoting knowledge and best practices in FM that will be able to be exported abroad. Few organisations 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:



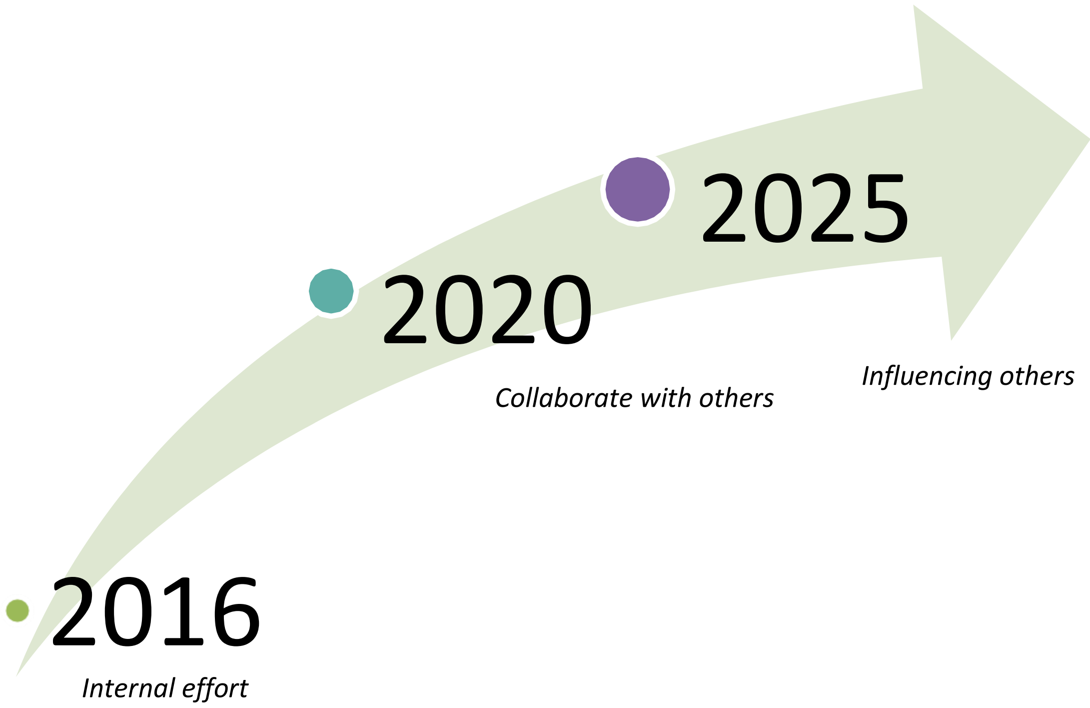
The above goals shall be achieved by focusing on two Key Result Areas i.e. *Industry Strength* and *Knowledge and Best Practices*. One hand, MAFM realises that the FM Industry can be strengthen by means of collaboration and engagement with relevant stakeholders, promoting the right awareness, understanding 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. This implementation strategy is illustrated and described below:

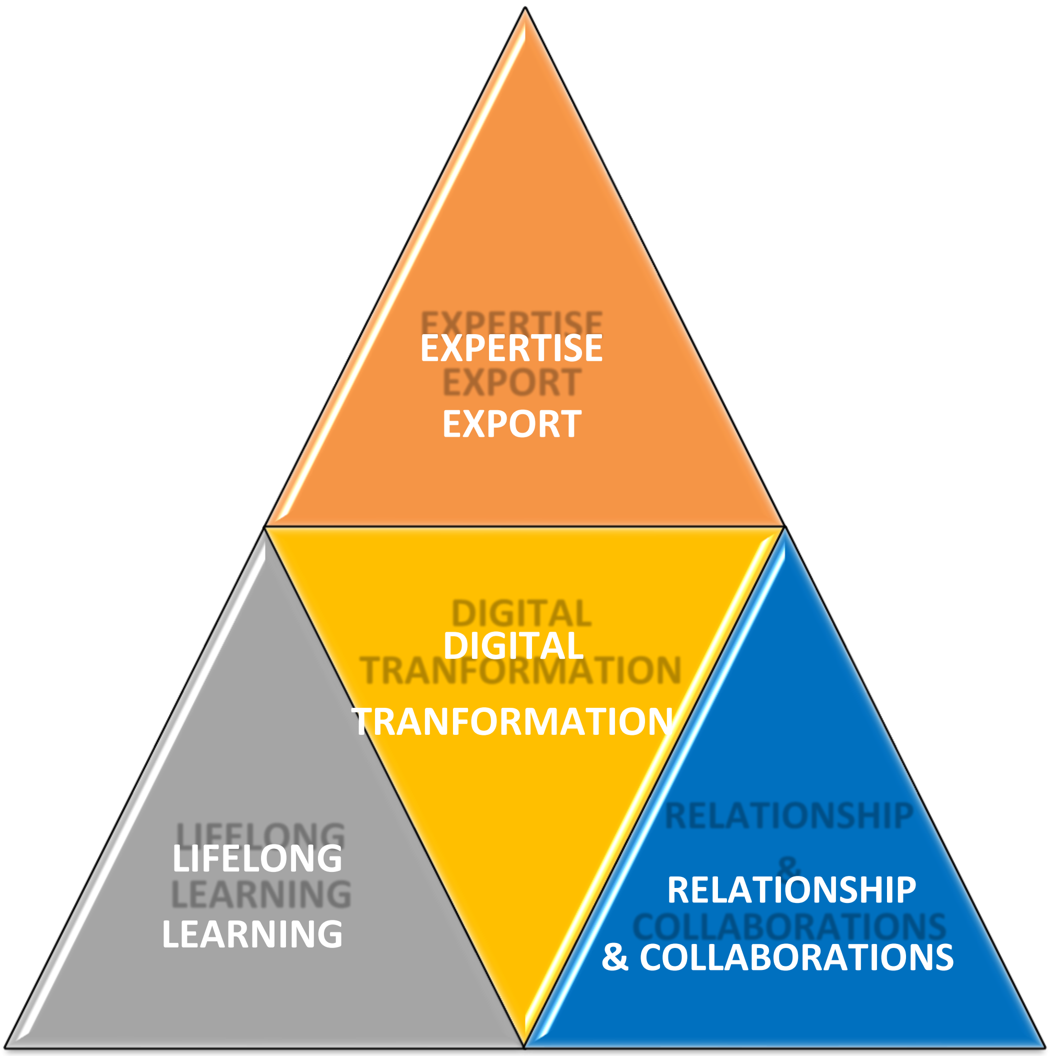


Strategy	Description	Time	Remarks
Internal	Can be achieved internally by MAFM members	2 years	End 2016
Collaborate	Can be achieved by collaborating with third parties	5 years	End 2020
Influence	Can only be done by external parties (Government/authorities) – MAFM's role is only to influence relevant parties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

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 2023

A. ACCOUNTING DETAILS

BALANCE SHEET
AS AT 31 DECEMBER 2023

	2023 (RM)
CURRENT ASSETS	
Petty Cash in Hand	158.45
Current Asset*	191,775.60
	191,934.05
CURRENT LIABILITIES	
Payables - Accrued Expenses	0.00
Net Current Asset	**191,934.05**
Represented By	
Accumulated Fund	
1st January of the Year 2023	230,161.04
Add Excess Income over Expenditure for the year	-38,226.99
	191,934.05

STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDED
31 DECEMBER 2023

	Notes	**2023** (RM)
Income	1	**29,431.00**
Less Expenses		
Salaries and Emolument	2	29,466.52
Office Expenses	3	6,722.34
Refreshments	4	1,240.00
Secretariat Management Services		0.00
Membership Fees		0.00
Seminar and Conference	5	23,568.00
Annual General Meeting Expenses	6	5,267.00
CIDB FM Training Module Project		0.00
Claim Expenses	7	1,392.63
Miscellaneous Expenses		0.00
Bank Charges		1.50
		67,657.99
Excess/(Defecit)		**-38,226.99**

B. Notes for Statement of Income and Expenses Year 2023

		2023 RM
1	**Income**	
	Membership Fees	11,130.00
	Grant Obtained from MyCEB MOTAC for FMAC 2022	18,000.00
	World FM Day Participants Fees from Non-Members	300.00
	Others	1.00
		29,431.00
2	**Salaries and Emolument**	
	Salary	21,680.47
	EPF	5,924.00
	SOCSO	438.80
	EIS	78.00
	PCB	500.25
	Monthly Reimbursement	845.00
		29,466.52
3	**Office Expenses**	
	Virtual Office (Novux)	750.00
	ServerFreak - Domain Fee Renewal and cPanel Semi Pro (ServerFreak)	456.75
	Google Workspace	296.79
	Printing and Stationary	178.80
	Meeting Room Rental	450.00
	Portal Revamp Services	4,500.00
		6,722.34
4	**Refreshments**	
	MAFM Roadmap Workshop and Meeting	1,240.00
		1,240.00
	Secretariat Management Services	
		0.00
		0.00
	Membership Fees	
	MSPC Annual Membership Fees	0.00
		0.00

5	**Seminar and Conference**	
	Payment of MyCEB Grant	18,000.00
	World FM Day Forum – F&B Expenses	5,568.00
	World FM Day Forum – Secretarial and Technical Expenses	0.00
		23,568.00
6	**Annual General Meeting Expenses**	
	Virtual Platform and related services - 16th AGM	2,000.00
	Seminar Room Rental – 16th AGM	1,500.00
	F&B – 16th AGM	750.00
	Printing Services	117.00
	Secretarial Services	900.00
		5,267.00
	Training Expenses	
		0.00
		0.00
7	**Claim Expenses**	
		1,392.63
		1,392.63
8	**Miscellaneous Expense**	
		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 saya bahawa kunci kira-kira pada 31 Disember 2023 serta kira-kira Penerimaan dan Pembayaran Mulai 1 Januari 2023 hingga 31 Disember 2023 yang dilampirkan adalah benar dan saksama.

Bendahari:

Bertarikh: 17 Feb 2024

Bertempat: Kuala Lumpur

D. FINANCIAL REPORT 2023

NAMA PERTUBUHAN
PERSATUAN PENGURUSAN FASILITI MALAYSIA

(1) KIRA-KIRA PENERIMAAN DAN PEMBAYARAN MULAI 1 JANUARI 2023 HINGGA 31 DISEMBER 2023

PENERIMAAN		RM		Sen	PEMBAYARAN		RM		Sen
Baki pada awal tahun					Office Expenses	:	6,722	-	34
Pada tangan Bendahari	:	158	-	45	Refreshment	:	1,240	-	00
Dalam Bank	:	230,002	-	59	Claim Expenses	:	1,392	-	63
Yuran Masuk/Yuran Ahli	:	11,130	-	00	Miscellaneous Expenses	:	00	-	00
Cash Deposit	:	00	-	00	Membership Fee	:	00	-	00
Cheque deposit	:	00	-	00	Salaries and Emolument	:	29,466	-	52
AGM - Collection Fees	:	00	-	00	Annual General Meeting	:	5,267	-	00
Penjanaan Pendapatan	:	18,301	-	00	Seminar and Conferences	:	23,568	-	00
Derma	:	00	-	00	Bank Charges & GST Debit	:	1	-	50
Faedah-faedah lain	:	00	-	00	Baki pada akhir tahun				
					Pada tangan Bendahari	:	158	-	45
					Dalam Bank	:	191,775	-	60
JUMLAH		RM 259,592	-	04	JUMLAH		RM 259,592	-	04

(2) TIMBANGAN KUNCI KIRA-KIRA PADA 31 DISEMBER 2023

TANGGUNGAN		RM		Sen	KEPUNYAAN		RM		Sen
Kumpulan wang dibawa kehadapan	:	191,934	-	05	Baki wang pada akhir tahun				
					Pada tangan Bendahari	:	158	-	45
					Dalam Bank	:	191,775	-	60
					Cagaran-cagaran (Deposit)	:	00	-	00
Harta-harta yang tetap	:	00	-	00					
JUMLAH		191,934	-	05	JUMLAH		191,934	-	05

....	....	....
(Dato' Sri Zohari Hj Akob)	(Mohd Farihan Mohamad Rani)	(Ahmad Fuad Che Mi)
Pengerusi	Bendahari	Juruaudit

NOTES

EMBRACING ESG

www.mafm.org.my
03 - 2779 0753