



## ADMINISTRATIVE DETAILS OF THE ANNUAL GENERAL MEETING

Date : **Saturday, 9 June 2018**  
Time : **9.30 a.m. (Refreshments will be provided from 8.30 a.m.)**  
Venue : **Ballroom, Seri Pacific Hotel Kuala Lumpur, Jalan Putra, 50350 Kuala Lumpur, Malaysia**

### Registration

1. Registration will start at 8.30 a.m. and close at 9.45 a.m.
2. Registration will be carried out according to membership numbers.
3. Please produce your Identity Card (IC) for verification and quote your membership number at the registration counter.
4. An identification tag will be issued upon registration.
5. No person will be permitted to enter or leave the meeting room without their identification tag.

### Eligibility

Please note that in accordance with the Chartered Tax Institute of Malaysia's Memorandum and Articles of Association, a member whose subscription is overdue as at 1 May 2018 shall not be entitled to vote on any question either personally or by proxy at any General Meeting of the Institute or at a poll.

### Important Notice

1. Please bring your Identity Card (IC).
2. Please quote your membership number during registration.
3. Please bring the 2017 Annual Report with you.

### Quorum

Please note that under Article 48 (1) of the Chartered Tax Institute of Malaysia's Memorandum and Articles of Association, the quorum for this meeting shall be 30 members. Members are kindly requested to be punctual.

### Form of Proxy

The duly completed form of proxy with the original signatures of the member and the witness must be deposited at **Boardroom Corporate Services (KL) Sdn Bhd, Lot 6.05, Level 6, KPMG Tower, 8 First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor not later than 9.30 a.m. on Thursday, 7 June 2018.**

The proxy form is attached together with the Annual report and a copy can also be downloaded from the Institute's Website under 'Members Only'.

### Ballot Papers

1. Ballot papers will be given to each member present personally and for each valid proxy deposited by him/her.
2. The ballot paper will be deemed as invalid and the votes spoiled in the event of the following:-
  - There are more than four "X" marked on the ballot paper or otherwise stated. Only the mark "X" is valid;
  - Ink used on the ballot paper and marked "X" is not visible; and
  - Correction fluid or tape is used on the ballot paper.

### Note:

*The 25th Annual General Meeting (AGM) Minutes will not be tabled for discussion at the forthcoming AGM. Members are advised to review the minutes of the 25th Annual General Meeting held on 17 June 2017 on the Institute's Website and issues may be raised provided due notice is given to the Secretariat in accordance with item 5 of the Notice of Meeting.*