



CHARTERED TAX INSTITUTE OF MALAYSIA
Registration No. 199101015438 (225750-T)

ADMINISTRATIVE DETAILS OF THE 28TH ANNUAL GENERAL MEETING

Date : **Saturday, 12 September 2020**
Time : **9.30 a.m. (Refreshments will be provided from 8.30 a.m.)**
Venue : **Conference Hall 2, West Wing, Level 3, Kuala Lumpur Convention Centre, 50088 Kuala Lumpur**

COVID-19 – Preventive Measures

In view of the Covid -19 outbreak in Malaysia and globally, certain precautionary measures will be implemented as your health and safety is our utmost priority.

- Kuala Lumpur Convention Centre (KLCC)/CTIM will be implementing temperature screening on every person and any person with temperature exceeding 37.5 degrees Celsius WILL NOT be admitted to the premises.
- If you have fever, cough, flu, shortness of breath or breathing difficulties, we strongly advise you to refrain from attending the AGM.
- You are also strongly advised to refrain from attending the AGM if you had recently travelled overseas in the last 14 days or if you were in close contact with someone who had travelled overseas or with someone who is infected with COVID-19.
- KLCC will maintain physical distancing of 1 metre between the members throughout the meeting and every person is also advised to maintain a distance of 1 metre from one another.
- Hand sanitisers will be provided at the registration and also at the entrance of the conference hall.
- All members are advised to wear a mask at all times (You will not be permitted to enter the premise without a mask).
- Members are advised to use the KLCC entrance facing Jalan Pinang, as this will be the only entrance that will be open whilst the RMCO is still in order. Parking at KLCC basement is subject to hourly rate of RM5 for the first hour & RM4 for each subsequent hour. No validated parking rate is accorded by the KLCC carpark operator.

Registration

1. Registration will start at 8.30 a.m. and close at 9.45 a.m.
2. Please produce your Identity Card (IC) for verification and quote your membership number at the registration counter.
3. An identification tag will be issued upon registration.
4. 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 Constitution, a member whose subscription is overdue as at 1 May 2020 (relaxed to 1 August 2020 due to Covid-19) 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.

Quorum

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



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Form of Proxy

The duly completed form of proxy with the original signatures of the member and the witness must be deposited at **Boardroom Share Registrars Sdn Bhd (Registration No: 199601006647 (378993-D)), 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not later than 9.30 a.m. on Thursday, 10 September 2020.**

The form of proxy is attached together with the 2019 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:-
 - Ink used on the ballot paper and marked "X" is not visible; or
 - Correction fluid or tape is used on the ballot paper.

Communication Guidance

Members are also reminded to monitor the Institute's website and announcements for any changes to the 28th Annual General Meeting arrangements.

Important Notice

Please bring the 2019 Annual Report with you.

Note: The 27th Annual General Meeting (AGM) Minutes will not be tabled for discussion at the forthcoming AGM. Members are advised to review the Minutes of the 27th AGM held on 22 June 2019 on the Institute's website under "Members Only". Issues may be raised provided due notice is given to the Secretariat in accordance with item 6 of the Notice of Meeting.