



# ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

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## MALAYSIA CHAPTER

(PPM/WP 782/85 (88))

Secretariat: 44 Jalan PJU 1A/10, Taman Perindustrian Jaya, 47200 Petaling Jaya, Selangor Darul Ehsan  
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To: All Members

3<sup>rd</sup> April 2008

Dear Member

### **23<sup>rd</sup> Annual General Meeting 2007-08 : 7<sup>th</sup> May 2008**

NOTICE IS HEREBY GIVEN THAT THE 23RD ANNUAL GENERAL MEETING OF ASHRAE Malaysia Chapter will be held on the date, time and venue as follows:-

Date : 7<sup>th</sup> May 2008 (Wednesday)  
Time : 6.15 pm  
Venue : Hotel Armada  
Lorong Utara C, Section 52  
46200 Petaling jaya  
Tel: 603-7954 6888

### **AGENDA**

- 1) To confirm and adopt the Minutes of last Annual General Meeting held on 22<sup>nd</sup> May 2007.
- 2) To receive the Secretary's Report for the year 2007/08.
- 3) To receive the Auditor's Report for the year ending 31 December 2007.
- 4) To elect members of the Board of Governors for the year 2008/2009
- 5) To elect Nominating Committee 2008/2009.
- 6) To re-appoint external Auditors.
- 7) Other matters arising.

We append below the nominated candidates for Board of Governors for year 2008/2009 except for the position of President and Immediate Past President.

P.T.O.

No.	Title	Name	Membership No.
1.	President	Ms Kang Siew Foon, Irin	5152361
2.	President Elect	Ir Khew Swee Lian, Philip	8062358
3.	Vice President	Mr Hen Seak Chong	5202941
4.	Hon. Secretary	Mr Chan Jian Wen	08048231
5.	Hon. Treasurer	Ms Ainee Cha	08031203
6.	1 <sup>st</sup> Ordinary Board Member	Mr Lim Soon Chin, Dennis	08094663
7.	2 <sup>nd</sup> Ordinary Board Member	Mr Quek Lim Seng, Andes	08081658
8.	3 <sup>rd</sup> Ordinary Board Member	Mr Tan Boon Hong	8101515
9.	Immediate Past President	Ir Chen Thiam Leong	5062552

Additional Nominations may be made by members in good standing (i.e. members who are both member of Society and Chapter and has paid their membership dues) by duly filling up the attached nomination form and return to us by 5 May 2008. Where there is more than one nominee for the post, a call for vote will be held during the meeting.

As we will be providing dinner after the AGM, we would appreciate if you could confirm your attendance by 5 May 2008. Please FAX the confirmation slip attached below or call Ms Jessie Chong at 6012-2861 319 to enable us to make the necessary arrangements. If you are unable to attend, kindly complete and return the proxy form for your representative by 5 May 2008.

Thank you.

Yours faithfully  
ASHRAE Malaysia Chapter

Chan Jian Wen  
Hon. Secretary 2007/2008

The Honorary Secretary  
ASHRAE Malaysia Chapter

Fax: 603-7847 4460

Re: MASHRAE 23rd ANNUAL GENERAL MEETING 2007/2008 – 7<sup>TH</sup> MAY 2008.

I, ..... Membership No. .... hereby confirm that I will/will not be attend the 23<sup>rd</sup> Annual General Meeting on 7<sup>th</sup> May 2008 at 6.15 pm at Hotel Armada, Lorong Utara C, Section 52, 46200 Petaling Jaya.

I will/will not be attending the dinner after the AGM (*Please delete whichever is not applicable*)

Signature: .....

Date: .....

To:

ASHRAE MALAYSIA CHAPTER  
No. 44 Jalan PJU 1A/10  
Taman Perindustrian Jaya  
47200 Petaling Jaya  
Selangor Darul Ehsan

Tel: 603-7846 2496 / 6012-2861 319

Fax: 603-7847 4460

Re: **PROXY FORM**

I, ..... Membership No. ....  
hereby appoint ..... to vote on my behalf at the 23<sup>rd</sup> Annual General  
Meeting of the Chapter, to be held on 7<sup>th</sup> May 2008 (Wednesday) and at any adjournment thereof.

Signed this ..... day of ..... 2008

(Unless otherwise instructed, the proxy may vote as he thinks fit).

.....  
Signature of Member

To:

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**NOMINATION FORM FOR BOARD OF GOVERNORS**

**TERM: 1<sup>ST</sup> JULY 2008– 30<sup>TH</sup> JUNE 2009**

<b>Position</b>		<b>Name of Nominee</b>	<b>Signature of Nominee</b>
President Elect			
Vice President			
Secretary			
Treasurer			
Board Members:	1.		
	2.		
	3.		
		<b>Proposer :-</b>	<b>Seconder :-</b>
Name			
Membership No.			
Address:			
Signature:			

Note: Nominees must sign against their names to indicate acceptance otherwise nominations will be considered void.