



ASHRAE

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

Secretariat: 44 Jalan PJU 1A/10, Taman Perindustrian Jaya, 47200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 603-7846 2496 / HP: 6012-2861 319 Fax: 603-7847 4460
E-mail: mashrae.my@gmail.com Website: www.ashrae.org.my

To: All Members

6th April 2009

Dear Member

24th Annual General Meeting 2009-10 : 22nd May 2009

NOTICE IS HEREBY GIVEN THAT THE 24th ANNUAL GENERAL MEETING OF ASHRAE Malaysia Chapter will be held on the date, time and venue as follows:-

Date : 22nd May 2009 (Friday)
Time : 6.00 pm
Venue : Hotel Armada
Lorong Utara C, Section 52
46200 Petaling jaya
Tel: 603-7954 6888

AGENDA

- 1) President's welcome note.
- 2) To confirm and adopt the Minutes of last Annual General Meeting held on 7th May 2008.
- 3) To receive the Secretary's Report for the year 2008/09.
- 4) To receive the Audited Treasurer's Report for the year ending 31 December 2008
- 5) To elect members of the Board of Governors for the year 2009/2010
- 6) To elect Nominating Committee 2009/2010.
- 7) To re-appoint external Auditors.
- 8) Other matters arising.
- 9) Adjourn to dinner.

We append below the nominated candidates for Board of Governors for year 2009/2010 except for the position of President and Immediate Past President.

No.	Title	Name	Membership No.
1.	President	Ir Khew Swee Lian, Philip	8062358
2.	President Elect	Mr Chan Jian Wen	08048231
3.	Vice President	Ir Chen Thiam Leong	5062552
4.	Hon. Secretary	Mr Lim Soon Chin, Dennis	8094663
5.	Hon. Treasurer	Mr Tan Boon Hong	8101515
6.	1 st Ordinary Board Member	Mr Hen Seak Chong	5202941
7.	2 nd Ordinary Board Member	Mr Chan Weng Loon, Jack	8094666
8.	3 rd Ordinary Board Member	Mr Phang Chen Faut, Stephen	8009202
9.	Immediate Past President	Ms Irin Kang Siew Foon	5152361

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 18th May 2009. 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 18th May 2009. 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 18th May 2009.

Thank you.

Yours faithfully
ASHRAE Malaysia Chapter

Chan Jian Wen
Hon. Secretary 2008/2009

The Honorary Secretary
ASHRAE Malaysia Chapter

Fax: 603-7847 4460

Re: MASHRAE 24th ANNUAL GENERAL MEETING 2008/2009 – 22nd MAY 2009.

I, Membership No. hereby confirm that I will/will not be attend the 24th Annual General Meeting on 22nd May 2009 at 6.00 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: MASHRAE 24th ANNUAL GENERAL MEETING 2008/2009 – 22nd MAY 2009 - PROXY FORM

I, Membership No.
hereby appoint to vote on my behalf at the 24th Annual General
Meeting of the Chapter, to be held on 22nd May 2009 (Friday) and at any adjournment thereof.

Signed this day of 2009

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

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Signature of Member

To:

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

Tel: 603-7846 2496/012-2861 319 / Fax: 603-7847 4460

NOMINATION FORM FOR BOARD OF GOVERNORS

TERM: 1ST JULY 2009– 30TH JUNE 2010

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

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