



## THE MALAYSIAN INSTITUTE OF ARBITRATORS

Unit 508, Lobby 2, 5<sup>th</sup> Floor, Block A, Damansara Intan, Jalan SS20/27,  
47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia.  
Tel (603) 77265311 Fax (603) 77265322 Email: info@miarb.com

Our Ref: MIArb/AGM/2013-2014

Date: 16 May 2013

**TO: ALL Members,**

- 1) **AGM 2012/2013**
- 2) **Election to Council**

We enclose herewith:-

- 1) Notice of AGM 2012/2013
- 2) Nomination papers for election of the respective Office Bearers (namely the President, Deputy President, Honorary Secretary) and 2 ordinary Council members for 2013/2015 pursuant to Clause 15.5 to 15.7 of the Rules of the Institute.

Please note that the completed **Nomination Form** must be received by the Secretariat **by 6.00 pm on 4 June 2013 (Tuesday)**. Members are reminded that they have to settle their 2013 subscription to be eligible to vote or stand as a candidate in the elections or as a Proposer and Seconder for the Candidate.

Members are encouraged to stand for office to enable the Institute to operate effectively as the effectiveness and standing of the Institute will depend on the active support of the general membership. Members should make every effort to be present to ensure a quorum for the AGM.

In order to facilitate catering for refreshments, we would appreciate if you could confirm your attendance by **4 June 2013** by **EMAIL/FAXING** the attached Reply Slip. Refreshments will be served from 5.30 pm onwards. We look forward to your attendance and support at the AGM on 11 June 2013.

Thank you.

Yours sincerely,

**Hor Shirley**  
**Honorary Secretary**

REPLY SLIP

To: The Honorary Secretary, MIArb

Fax : 603-77265322

Email: info@miarb.com

I, \_\_\_\_\_ M/ship No. \_\_\_\_\_  
confirm that I will be attending the **Annual General Meeting on 11 June 2013 (Tuesday) at 6.00 p.m.**  
**at the MIArb Office, Unit No. 508, Lobby 2, 5th Floor, Block A, Damansara Intan, Jalan SS20/27,**  
**47400 Petaling Jaya, Selangor.**

Signature : .....

Date:.....



## THE MALAYSIAN INSTITUTE OF ARBITRATORS

Unit 508, Lobby 2, 5<sup>th</sup> Floor, Block A, Damansara Intan, Jalan SS20/27,  
47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel (603) 77265311 Fax (603) 77265322 Email: [info@miarb.com](mailto:info@miarb.com)

---

### NOTICE OF ANNUAL GENERAL MEETING 2013

---

Our Ref: MIArb/AGM/2013-2014

Date: 16 May 2013

**TO: ALL Members,**

**NOTICE IS HEREBY GIVEN THAT THE 21<sup>st</sup> ANNUAL GENERAL MEETING** of the Institute will be held as follows:

**Date : 11 June 2013 (Tuesday)**

**Time : 6.00 p.m.**

**Venue : MIArb Office, Unit No. 508, Lobby 2, 5<sup>th</sup> Floor, Block A, Damansara Intan, Jalan SS20/27, 47400 Petaling Jaya, Selangor**

---

### AGENDA

1. President's Message.
2. To confirm Minutes of the 20<sup>th</sup> Annual General Meeting for the year 2011/2012.
3. To receive the Council's report on the working of the Institute during the year 2012/2013.
4. To receive the Treasurer's report and the audited accounts of the Institute for the year ending 31<sup>st</sup> December 2012.
5. To elect Council members for the year 2013/2015.
  - 5.1 Election of Office Bearers and Council Members for the year 2013/2015 pursuant to Clause 15.5 to 15.7 of the Rules of the Institute in respect of the following positions:-
    - a) President
    - b) Deputy President
    - c) Hon. Secretary
    - d) Two (2) Ordinary Council Members
6. To appoint two (2) Hon. Auditors for the year 2013/2014.
7. To re-appoint the External Auditors M/s. Wong Weng Foo & Co.
8. To deal with such other matters as may be presented.

  
Hor Shirley  
Honorary Secretary



## NOMINATION FORM FOR MIARB COUNCIL 2013/2015

---

Position Nominated\*: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Signature: \_\_\_\_\_ MIArb Membership no: \_\_\_\_\_

---

### Proposed By:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

MIArb Membership No: \_\_\_\_\_

### Seconded By:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

MIArb Membership No: \_\_\_\_\_

---

### AGREEMENT OF THE CANDIDATE

I, \_\_\_\_\_ the above-named Candidate, hereby agree that I will serve if elected into Council.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Nomination Forms are to be duly completed and returned to the Hon. Secretary at The Malaysian Institute of Arbitrators, Unit 508, Lobby 2, Level 5, Block A, Damansara Intan, Jalan SS20/27, Petaling Jaya by **6.00 pm 4 June 2013 (Tuesday)**. The forms should be placed in a sealed envelope and marked 'Nomination Form' on the outside.

**Candidate's Statement**

Candidates standing for election shall complete this form which is to be returned together with the nomination form. The completed form will be distributed to all members upon their registration at the AGM.

- 1. Position nominated: \_\_\_\_\_
- 2. Name of Candidate: \_\_\_\_\_
- 3. Primary Profession: \_\_\_\_\_
- 4. Academic Qualification: \_\_\_\_\_
- 5. What would you contribute to the Institute if elected (in not more than 100 words)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NB:** All candidates will be given an opportunity to present themselves orally at the AGM.

*\*Positions available for nomination to the Council for the term 2013/2015 are President, Deputy President, Honorary Secretary and 2 Ordinary Council Members.*