



## MALAYSIA AUTOMATION TECHNOLOGY ASSOCIATION

Our ref: FMM/IG/MATA/35.1.1

March 7, 2016

**To: Members of the Malaysia Automation Technology Association (MATA)**

Notice is hereby given that the 4<sup>th</sup> Annual General Meeting of the Malaysia Automation Technology Association ("Association") will be held as follows:-

Date : March 31, 2016 (Thursday)  
Time : 4.00 p.m. – 6.00 p.m.  
Venue : VIP Room, Peninsula Chinese Cuisine,  
Lot 10, 3<sup>rd</sup> Floor, Evolve Concept Mall,  
Pacific Place @ Ara Damansara,  
Jalan PJU 1A/4, Ara Damansara, 47301 Petaling Jaya, Selangor  
(location map attached)

The Agenda of the 4<sup>th</sup> Annual General Meeting is as follows:

1. Guidelines Pertaining to Malaysian Competition Act
2. President's Address
3. Confirmation of Minutes of the 3<sup>rd</sup> Annual General Meeting held on April 21, 2015
4. To Receive and Adopt the Report of the MATA Executive Committee for the Year Ended December 31, 2015.
5. To Receive and Adopt the Balance Sheet and Audited Accounts for the Year Ended December 31, 2015
6. Appointment of Honorary Auditors for Year 2016
7. Other Matters

By Order of the Executive Committee

Ong Khim Hong  
Secretary

**Malaysia Automation Technology Association**

**Note:**

- 1) A Reply Form is attached for members to confirm participation at the AGM



**REPLY FORM**

To: MATA Secretariat (Attn: Pn Hasliana / Pn Sharina)

Fax: 03-6277 6714 Email: hasliana@fmm.org.my / sharina@fmm.org.my

**Confirmation of Attendance**

**4<sup>th</sup> Annual General Meeting of MATA  
March 31, 2016 - Thursday**

*Please tick "√" where appropriate.*

- I will attend the above meeting
- I would not be able to attend the meeting but would send a proxy to attend.  
The completed proxy form is attached herewith.
- I am unable to attend the meeting and would not send any representative/proxy to attend on my company's behalf

*Submitted by:*

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

Company: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**PROXY FORM**

We, \_\_\_\_\_  
*(Name of Member Company)*

being a member of the Malaysia Automation Technology Association, hereby appoint

\_\_\_\_\_  
*(Name of Proxy)*

of

\_\_\_\_\_  
*(Name of Member Company)*

as our proxy on our behalf at the 4<sup>th</sup> Annual General Meeting of Malaysia Automation Technology Association, to be held on Thursday, March 31, 2016 at 4.00 p.m. at the VIP Room, Peninsula Chinese Cuisine, Lot 10, 3<sup>rd</sup> Floor, Evolve Concept Mall, Pacific Place @ Ara Damansara, Jalan PJU 1A/4, Ara Damansara, 47301 Petaling Jaya, Selangor

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

**Note:**

- 1) Please complete the proxy form and forward to the MATA Secretariat, Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur at fax: 03-6277 6714 or email: hasliana@fmm.org.my / sharina@fmm.org.my **not later than March 28, 2016 (Monday).**