[NAME OF JMB / MANAGEMENT CORPORATION] — [DEVELOPMENT NAME]
NOTICE OF ANNUAL GENERAL MEETING

To: every proprietor of [development name]
Date of notice: [dd/mm/yyyy] (at least 14 days before the meeting; at least 21 days if any item is a special resolution)

Place: [venue]
Date: [dd/mm/yyyy]
Time: [__:__]

AGENDA AND PROPOSED RESOLUTIONS
1. Minutes of the last annual general meeting held on [date]
2. Audited accounts for [financial year], with the auditor's report
3. Election of the [joint] management committee
4. Charges: [confirm / vary] the Charges at [RM ___ per ___ ]
5. Sinking fund: contribution of [___ % of the Charges, not less than 10%]
6. Rate of interest on late payment: [___ % per annum, not above 10%]
7. [Special resolution: text written out in full]
8. [Each other proposed resolution, written out in full]
9. [Motions requested by proprietors: [list]]
10. Other matters to be considered: [list]

YOUR VOTE
You are entitled to vote in person or by proxy. Proxy forms must be deposited at [registered address] not less than 48 hours before the meeting. A person may be proxy for only one proprietor.
An owner whose Charges, sinking fund contribution or other money due and payable in respect of their parcel are in arrears on the seventh day before the meeting is not entitled to vote (Second Schedule, para 21(2)).

ENCLOSED
- Minutes of the last annual general meeting
- Audited accounts with the auditor's report

Notice posted on the notice board on [date]. List of persons entitled to vote will be posted at least 48 hours before the meeting.

[Name], [Chairman / Secretary], [JMB / MC]