# MINUTES OF ANNUAL GENERAL MEETING, WITH THE FILING CHECKLIST

JMB or MC · Strata Management Act 2013 (Act 757), Second Schedule, paras 7 and 15 to 17 · Peninsular Malaysia and Labuan

Name of the development and its MC or JMB (with registered address)

Date, place, start and finish time of the meeting

Chairman of the meeting (elected by the proprietors present who are entitled to vote, from among the proprietors, para. 16)

Person who wrote the minutes (optional; the Act puts the keeping of minutes on the management committee, para. 7(1), and names no office for the writer)

Date of the last AGM (once in each year, and not more than fifteen months before this one, para. 10(2); leave blank for a first AGM)

Notice: date it was given and how (at least 14 days, para. 12(1))

## Checks on the meeting (tick what applies)

- ☐ The notice was given to every proprietor at least 14 days before the meeting, with the audited accounts with the auditor's report and, for a later AGM, the minutes of the last AGM (para. 12(1) and (3); minutes of the last AGM: not applicable for a first AGM)
- ☐ The list of persons entitled to vote was put up on the notice board at least 48 hours before the meeting (para. 14)
- ☐ A quorum was present: one half of the proprietors entitled to vote, in person or by proxy (para. 15(1)); or, if no quorum was present within half an hour after the time appointed, those proprietors entitled to vote who were present (para. 15(2))
- ☐ The quorum was counted by persons (the proprietors), not by parcels or share units: a proprietor with several parcels counts once
- ☐ JMB only: the developer counted as one person, regardless of the number of parcels in the development area which have not been sold (s. 22(2)(f))
- ☐ The chairman was elected by those proprietors present who are entitled to vote from among the proprietors (para. 16)
- ☐ Entitlement to vote was checked against para. 21(2): "A proprietor shall not be entitled to vote if, on the seventh day before the date of the meeting, all or any part of the Charges, or contribution to the sinking fund, or any other money due and payable to the management corporation in respect of his parcel are in arrears."

## Attendance (one row per proprietor represented: a proprietor with several parcels is one row; a person who attends for his own parcel and holds one proxy makes two rows, that is two proprietors for the quorum; JMB: the developer is one row)

| Proprietor represented (name) | Parcel no. (every parcel he holds) | Present in person or by proxy | Proxy's name (if by proxy) | Entitled to vote under para. 21(2)? (yes or no) | Signature of the person present |
|---|---|---|---|---|---|
| | | | | | |

| Proprietor represented (name) | Parcel no. (every parcel he holds) | Present in person or by proxy | Proxy's name (if by proxy) | Entitled to vote under para. 21(2)? (yes or no) | Signature of the person present |
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**Quorum: number of proprietors (persons, not parcels) entitled to vote, number present in person or by proxy (JMB: the developer counted as one person), and the time the quorum was reached**

**Accounts presented and the auditor's report (the AGM considers the accounts, para. 10(1))**

**Election of the management committee (all its members are elected at each AGM, para. 2(4))**

## Resolutions (decided on a show of hands unless a poll is demanded by a proprietor or his proxy, para. 17(1))

| Resolution | Show of hands or poll | Result (for, against) | Casting vote used by the chairman? (para. 17(6)) |
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## If you are a management corporation (MC): after the meeting

| Step and rule | Date done | By whom |
|---|---|---|
| Display a copy of each resolution on the notice board (within 21 days after it is passed, para. 7(2)(b)) | | |
| Extend copies of the minutes to all proprietors, or display the minutes on the notice board (within 28 days of the general meeting, para. 7(9)) | | |
| File certified true copies with the Commissioner of Buildings (COB): the audited accounts with the auditor's report presented to the meeting, the resolutions and the minutes (within 28 days of the general meeting, para. 7(8)) | | |
| If the Charges were confirmed or varied: issue a notice in Form 15 to all proprietors and display a copy (within 28 days after the meeting, reg. 24) | | |

| Step and rule | Date done | By whom |
|---|---|---|
| If additional by-laws were made by special resolution: file a certified true copy with the COB (within 30 days of the passing of the special resolution, s. 70(6)) | | |

## If you are a joint management body (JMB): after the meeting

| Step and rule | Date done | By whom |
|---|---|---|
| File a certified true copy of the audited accounts with the auditor's report with the COB (within 14 days of the accounts being audited, s. 26(1)(c)) | | |
| If the Charges were confirmed or varied: issue a notice in Form 5A to all parcel owners and display a copy (within 28 days after the meeting, reg. 13) | | |
| If additional by-laws were made by special resolution: file a certified true copy with the COB (within 14 days from the date of the passing of the special resolution, s. 32(6)(b)) | | |
| Name of the JMB: inform and register it with the COB (within 30 days from the date of the first annual general meeting, s. 20(1)) | | |
| Minutes and resolutions: the Second Schedule applies to a JMB with modifications (s. 22(2)); para. 7 wording for a JMB is for your lawyer to confirm | | |

**Signed by the chairman of the meeting or the secretary (para. 7(5)): name and role**

Name, signature and date

Working template prepared by Unitify as a reference. It is not a prescribed form and not legal advice. It rests on the Strata Management Act 2013 (Act 757) and the Strata Management (Maintenance and Management) Regulations 2015 as read in the official gazette texts on 16 November 2026, and it covers Peninsular Malaysia and Labuan only. The minutes signed by the chairman of the meeting or the secretary are admissible as prima facie evidence of the facts stated in them (para. 7(5)). This reflects the official text of Act 757 (2013) and the 2015 Regulations as we read them on 16 November 2026. We could not read a consolidated version; check for later amendments with your lawyer or the COB. Have your lawyer check it before you use it.