NOTICE OF ANNUAL GENERAL MEETING

JMB or MC · Strata Management Act 2013 (Act 757), Second Schedule, paras 12 to 14 · Peninsular Malaysia and Labuan

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

Date of the last AGM (an AGM is due once in each year, and not more than fifteen months can lapse between two; none for a first AGM, whose notice is the prescribed Form 5 or Form 14)

Place, date and time of the meeting

Date of this notice and how it is served (personally, registered post, or attached at the address)

Last date and time for a proprietor's written motion at the registered office (not less than seven days before the time of the meeting)

Date and time the list of persons entitled to vote goes on the notice board (at least 48 hours before the meeting)

Who gives the notice (tick one)

- ☐ Management corporation (MC)
- ☐ Joint management body (JMB)

Notice

1. Notice is given to every proprietor (every parcel owner, for a JMB) that the annual general meeting of the body named above will be held at the place, on the date and at the time stated above (para. 12(1) and (2)(a)).
2. The meeting will consider the accounts, the election of the management committee (the joint management committee, for a JMB) and the other matters listed below (paras 10(1) and 2(4)).
3. You may vote at the meeting in person or by proxy. If you are not a co-proprietor you have one vote for each parcel on a show of hands and, on a poll, the number of votes that corresponds with the share units attached to your parcel (para. 21(1)). Co-proprietors vote through a proxy they appoint jointly or through one of them (para. 22(1)).
4. The Act says: "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." (para. 21(2)).
5. The list of the names of the persons entitled to vote will be put up on the notice board at least 48 hours before the meeting (para. 14).
6. A proprietor may require a motion to be put on the agenda of the next general meeting by written notice deposited at the registered office not less than seven days before the time for holding the meeting (para. 13(1)).

Enclosures (annual general meeting, para. 12(3))

- ☐ A copy of the minutes of the last annual general meeting (not applicable for a first AGM)
- ☐ A copy of the audited accounts together with the auditor's report on the accounts
- ☐ Form of proxy (optional: our proxy template, not a prescribed form)

Matters on the agenda (tick those that apply, and list each proposed resolution below)

- ☐ Consideration of the accounts
- ☐ Election of the management committee (all its members are elected at each annual general meeting, para. 2(4))
- ☐ Confirming or varying the Charges: if so, a notice in Form 15 (MC) or Form 5A (JMB) follows within 28 days after the meeting
- ☐ A special resolution (for example additional by-laws: s. 70 for an MC; s. 32 for a JMB): at least 21 days' notice specifying the proposed resolution must have been given (s. 2)

Each proposed resolution and any other matter to be considered (para. 12(2)(b) and (3)(c); a motion not in the notice cannot be put unless it amends a motion that was noticed, para. 12(4))

Person signing the notice for the body (name and office)

Name, office, 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. Only the notice of the first annual general meeting has a prescribed form (Form 5 for a JMB; Form 14 for an MC). 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.