PERTUBUHAN AKITEK MALAYSIA

APPENDIX A - HOW TO PARTICIPATE IN THE VIRTUAL PAM AGM AND EGM

1. Further to the amendments to the PAM Constitution and Byelaws approved by the Registrar of Societies (ROS) in 2022, PAM is now allowed to hold its Annual General Meetings (AGM) and Extraordinary General Meetings (EGM) virtually.

2. The following are instructions on how to participate in the virtual PAM AGM and EGM.

3. Members may attend the AGM at the primary place (PAM Centre) or from your respective home, office, or any location with good internet connection. **PLEASE NOTE: All Corporate Members wishing to vote on the resolutions at the AGM / EGM are required to log in and register on www.pamelection.org.my** even though you attend physically at PAM Centre. Physical voting by show of hand/secret paper ballot will not be exercised for hybrid AGM/EGM to avoid double-voting.

3. **To log in to the Virtual AGM /EGM portal, please follow these steps:**

   4.1 Go to www.pamelection.org.my. If u remember your password, you may skip until step 4.5.

   4.2 Click First Time Log In.

   4.3 Log in using Membership No and choose sms /email registered with PAM to receive TAC.

   4.4 Create password.

   4.5 Login at www.pamelection.org.my and select 'Attend AGM/EGM'.

   4.6 Enter Membership No and Password and click 'CORPORATE' if you are a Corporate Member (Ordinary Corporate, Fellow, Retired).

   Click 'NON -CORPORATE' if you are a Non-Corporate (Graduate, Academic, Associate Graduate, or Student Member) .

4. **Please follow these steps to vote on the resolutions presented at the AGM or EGM:**

   4.1 After logging in, register your **intent to attend** the AGM and EGM by clicking the 'Register for AGM/EGM' button.

   4.2 On the day of the AGM/EGM, register your **attendance** by clicking the 'Click here to attend the AGM/EGM' button.

   4.3 To start voting, click 'View AGM/EGM Resolutions' in the portal and select a resolution. **Voting for resolutions will only be activated on the day of the AGM/EGM** by the Chairman of the meeting when it is time to vote, after the presentation of the matter for voting. However, you may read the Resolution/s at least 14 days before the date of AGM or EGM.

   4.4 Click one of the choices for each Resolution: YES / NO / ABSTAIN and click Submit.

4.5 The results will be portrayed on the screen and subsequently announced by the Chairman of the meeting.

4.6 The Chairman will table the next Resolution if any, for voting.

5. Etiquette of virtual participation at the AGM/EGM.

5.1 Rename your Zoom profile to your real name.

5.2 Turn on your video or camera, especially when speaking.

5.3 Stay muted until you speak, raise your hand if you wish to speak.

5.4 Control background noise to the best of your ability.

5.5 Listen and don't talk over others.

5.6 As this is a discussion between members of the Institute, you are expected to adhere to decorum. No heckling, harassment, or rude behaviour. You may be muted or removed from the proceedings if you fail to adhere to the Chairman's instructions.

5.7 If important or related to an ongoing discussion, you may send a chat message related to the topic of discussion so as not to interrupt the person speaking.

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