

吉隆坡暨雪兰莪中华总商会
2021年线上常年会员大会指南

日期 : 2021年6月26日(星期六)

时间 : 上午11时正

配合政府为了阻断新冠肺炎病毒的传播而设定防疫标准作业程序,以及在保障会员安全的前提下,吉隆坡暨雪兰莪中华总商会(隆雪中总)将举行线上常年会员大会。

会员大会将通过线上会议方式(ZOOM)进行。会员须预先报名登记出席。

线上会议前的报名登记

程序	行动
线上常年会员大会之前	
(a) 通知会员出席线上常年会员大会	线上会员大会通告、2020常年报告书、报名表格、及委托代表通知书将通过电邮传给会员。 委托代表通知书截止日期为 2021年6月18日(星期五), 12.00noon 。 出席线上大会报名截止日期为 2021年6月23日(星期三) 。
(b) 报名登记	会员可透过以下方式报名: (i) 会员大会通告上的 线上报名链接 : http://bit.ly/klscceciagm2021 或 (ii) 填具报名表格。公司或商团的合法代表必须以隆雪中总会员名册和会员证之授权代表为准,并于 2021年6月23日(星期三)前 将报名表格电邮或传真呈交至隆雪中总秘书处。 或 (iii) 若会员欲委托代表出席线上会员大会,委托书须于 2021年6月18日(星期五)中午12时正前 以快递、挂号信或亲自送交隆雪中总秘书处。 (iv) 会员大会当天,受托人将取代原合法代表。 (v) 商团及公司会员在委托代表通知书截止日期后至会员大会当天,不可通过书面更换合法代表。 秘书处审核报名后,会员将收到确认电邮,告知参与 线上会员大会 的详情。 每一位会员所收到都是个人专用会议链接/编码, 请不要与其他人共享该链接/编码 。

(c) 投票权	<p>(i) 选举委员会会议决定，除了入会未满一年者外，凡于6月23日以前缴清年捐之会员皆有投票权。</p> <p>(ii) 根据本会章程第4.1.5项规定，凡商团或公司会员，派出之代表必须是马来西亚华裔公民。每人最多只能代表三个商团会员或公司会员或两者的组合（不包括其本身的个人会员）。</p> <p>(iii) 参与线上会议的附属会员无投票权。</p>
---------	--

线上常年会员大会当天

程序	行动
登入大会线上系统 (ZOOM)	<p>会员可透过由秘书处/大会系统发出的确认电邮中的个人专用会议链接/编码出席线上常年会员大会。</p> <p>线上常年会员大会将于2021年6月26日上午10时30分开放进入，会员们请于2021年6月26日上午11时之前参加大会。</p>
参与直播	<p>线上出席者可以通过聊天室功能提交问题，大会主席将尽力回答所提出的问题。</p> <p>所有出席者都将被调至静音。若有需要于会上发言，您可以聊天室功能表明您的意愿，大会主席将请负责人取消静音。会员发言时请连接视讯。</p>
线上投票	<p>会员根据议程各事项举手示意呈赞成、反对或弃权表决。</p> <p>如有需要，投票将以线上方式进行，会员可对提呈事项在线上做表决。</p>
董事选举	<p>当大会主席宣布常年会员大会结束，交由选举委员会主席汇报董事选举事宜。</p>
结束远程参与	<p>选举委员会主席报告完毕，直播将终止。</p>

备注:

1. 会员大会的线上直播质量将取决于会员当时所在位置的互联网宽频和连接的稳定性。
2. 若有任何询问，请于办公时间联络隆雪中总秘书处，电话：03-4253 2135、012-691 2524。

*A1-28-21/SM

INFORMATION NOTES REGARDING KLSCCCI VIRTUAL AGM 2021

Date	:	26 th June 2021 (Saturday)
Time	:	11.00 am

In conformity to the Government’s Standard Operating Procedures (SOP) and measures established to curb the widespread of COVID-19 pandemic, and in order to ensure the safety of members, KLSCCCI will hold its Annual General Meeting **VIRTUALLY**.

The **VIRTUAL AGM** will be conducted through **teleconferencing method (ZOOM)**. **Members are required to register in advance to attend this virtual AGM.**

Pre-Meeting RSVP to Attend Virtual AGM

Procedure	Action
BEFORE THE VIRTUAL AGM DAY	
(a) Notify Member to attend Virtual AGM	<p>Notice of meeting, Annual report 2020, Registration Form and Proxy Form (soft copy) delivered to the members through e-mail.</p> <p>Submission of Proxy Form close on 18th June 2021 (Friday), 12.00 noon.</p> <p>Registration for Virtual AGM is opened until 23rd June 2021 (Wednesday).</p>
(b) Register to attend Virtual AGM	<p>Members may register through :</p> <ul style="list-style-type: none"> (i) Registration link in notice of meeting: http://bit.ly/klsccciagm2021 <u>OR</u> (ii) Fill up registration form. The Authorised Representatives of trade associations or corporates shall be those as stated in the KLSCCCI List of Members and KLSCCCI Membership Cards. Registration Form shall be delivered to the Secretariat of KLSCCCI through e-mail or fax <u>by 23rd June 2021 (Wednesday)</u>. <u>OR</u> (iii) For member who appoints a proxy to attend, proxy form shall be delivered to the Secretariat of KLSCCCI by hand, courier or registered post <u>before 12:00 noon on 18th June 2021 (Friday)</u>. (iv) A proxy will supersede the original authorised representative at the AGM. (v) From the closing date of Proxy Form until the AGM, change of authorized representative of Trade Association Members and Corporate Members will not be accepted. <p>After verification of your registration by Secretariat, member will receive notification e-mail with details of registration to attend virtual AGM.</p> <p>The meeting link is unique for every member. This link should not be shared with others.</p>

(c) Voting Rights	<p>(i) The Election Committee decided that, except for members whose approved membership is less than one year, members who settled their subscriptions before 23rd June 2021 (Friday) have the right to vote.</p> <p>(ii) In accordance with Clause 4.1.5 of KLSCCCI Constitution, Trade Association or Corporate Members shall be represented by the authorized representatives who shall be Malaysian citizens of Chinese origin. Each person shall represent not more than three (3) Trade Association Members or Corporate Members or its combination thereof (not including own Individual Membership).</p> <p>(iii) Associate members who attended the virtual AGM have no right to vote.</p>
-------------------	---

On The VIRTUAL AGM Day

Procedure	Action
ON THE VIRTUAL AGM DAY	
(d) Login to System (ZOOM)	<p>To participate in the KLSCCCI AGM online, the member may click on the meeting link stated in the confirmation e-mail from the system on the day of the Virtual AGM to engage in the proceedings of the AGM remotely.</p> <p>Access to the meeting will be available from 10.30 a.m. on 26th June 2021. Please note that member are advised to access the meeting no later than 11.00 a.m. on 26th June 2021 to be able to participate in the meeting.</p>
(e) Participate through live streaming	<p>The Chairman of the Meeting will try to respond to relevant questions submitted by remote participants. Questions may be submitted via the chat message box.</p> <p>Members will be muted upon entry to the meeting. For members who wish to speak at the meeting, you may type your request at the chat box to indicate your intention. Chairman of meeting will notify the Host to unmute accordingly.</p> <p>Members need to on their video while speaking / commenting.</p>
(f) Online remote voting	<p>Member shall vote for, against or abstain according to the agenda of meeting.</p> <p>The e-voting will be conducted by poll where necessary. Members may indicate your votes for matters that are tabled for voting.</p>
(g) Election of Council Members	<p>Upon the announcement by the Chairman of the Meeting on the closure of the AGM, Election Committee Chairman shall proceed to brief on the matters pertaining to Election of Council Members to all members.</p>
(h) End of remote participation	<p>After the briefing of Election Committee Chairman, the live streaming will end.</p>

NOTES:

1. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote members.
2. If you have general queries prior to the meeting, please contact KLSCCCI Secretariat at Tel: 03-4253 2135, 012-691 2524 during office hours.

*A1-28-21/SM