



The Institution of Engineers, Malaysia

Bangunan Ingenieur, 60/62, Jalan 52/4, Peti Surat 223, 46720 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Telephone: 603 - 7968 4001 • Fax: 603 - 7957 7678 • E-mail: sec@iem.po.my • IEM Homepage: <http://www.iem.org.my>

December 2002

Dear Sir/Madam

MEMBERSHIP RENEWAL NOTICE AND ANNUAL SUBSCRIPTION FOR 2003

We are pleased to attach herewith your membership renewal notice.

1. Please be informed that in accordance with Bylaws Section 4.1 and 4.2, the annual subscription rates for 2003, which will become due from 1st January 2003 are as follows:

FELLOWS	:	RM185.00
MEMBERS	:	RM110.00
AFFILIATES	:	RM110.00
GRADUATES , who on the 1st January 2003		
- have attained the age of 30	:	RM110.00
- have not attained the age of 30	:	RM 70.00
STUDENTS , who on the 1st January 2003		
- have attained the age of 24	:	RM 70.00
- have attained the age of 24 and are bona fide students of institutions of higher learning	:	RM 20.00
- have not attained the age of 24	:	RM 20.00

2. Mode of Payment

Payments may be made as follows:-

- 2.1 IEM Head Office Secretariat - By cash or cheque/money order/postal order/bank draft/credit card (Visa or Master)
2.2 By post - cheque/money order/postal order/bank draft
2.3 By credit card - Visa or Master

Payments are to be made payable to "**The Institution of Engineers, Malaysia**" and returned together with the attached **Form A**. Kindly write your name and membership number at the back of your cheque/money order and include **RM0.50 bank commission for outstation cheques**.

3. Overseas Members

Members residing overseas are advised to pay by credit card. (Visa or Master ONLY) Kindly use the attached **Form A**. Payments by foreign cheques are not advisable unless in absence of other alternatives; an extra RM50.00 is required for bank commission and handling.

4. IEM Affinity Programme - Direct Access CardHolders

All cardholders are reminded that automatic deduction of your Annual Subscription will be implemented from 1st January 2003 onwards. It is therefore **NOT** necessary for Cardholders who have signed up for this facility to remit payment. Kindly contact Direct Access to enable/disable this facility. However the following conditions will render a member's card not debitable:-

- a) credit limit exceeded b) blocked card - lost card or non payment of credit card bill

5. Transfer of Grades

Members, whose applications for transfer of grades are pending, are advised to remit the subscription for their existing grades. You will be notified of the difference in fee payable when Council approves your application.

6. Change of Address

Kindly mark with an (X) in **Form A** if you wish to change your address from the one printed on the mailing envelope.

7. Membership Survey

In line with our Quality Policy to provide excellent service to our members, we have prepared a membership survey (**Form B**). Please complete the form to assist us to improve our services.

8. Donation / Contribution

Over the years, IEM had established the following funds for various purposes:

- Benevolent Fund to provide bereavement relief, retrenchment assistance etc.
 Education Fund to provide scholarships
 Building Fund for purpose of expansion and acquisition of premise

Your generosity would be greatly appreciated. Kindly attach **Form C** together with your donation.

We thank you for your prompt action on the renewal of membership. Should you have any query, please do not hesitate to contact any of our Secretariat staff.

Thank you.

Ir. Oon Chee Kheng
Hon. Treasurer

NOTE: For Hon. Fellows, Life Members and Members exempted from paying the Annual Subscription, this notice is for information only.

FORM A: SUBSCRIPTION

Hon. Secretary
The Institution of Engineers, Malaysia
P.O. Box 223, Jalan Sultan
46720 Petaling Jaya Selangor Darul Ehsan

Note: For members who had partially paid their subscription for year 2003, kindly remit only the balance.

Dear Sir,

ANNUAL SUBSCRIPTION 2003

Enclosed herewith a Cheque/Bank Draft/Money Order/Postal Order* No..... for RM..... being my annual subscription for 2003.

Please charge to my card the amount of RM..... being my subscription annually in future.
(Direct Access Card Holders with Standing Instructions, please do not fill up this section)

Please charge to my card the amount of RM..... being my annual subscription for 2003.
(Direct Access Card Holders with Standing Instructions, please do not fill up this section)

Card: Visa MasterCard Expiry Date:

M	M	/	Y	Y
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Card Number:

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Name: Grade & M'ship No

Address: New Address (Please \checkmark if yes)

Date:

Telephone: (Office)

(House)

Signature

Organisation:

Type: Consulting/Contracting/Government/Manufacturing/Academic/Research/Others _____

E-mail:

Payments are to be made payable to "The Institution of Engineers, Malaysia". Kindly write your name and membership number at the back of your cheque/money or postal order and include RM0.50 bank commission for outstation cheques or RM50.00 for foreign cheques. Receipts will only be issued upon verification and receipt of payment from our Bankers.

Please mark (X) in the appropriate box(es).

I allow my address & phone contact to be given to others if requested.

Please send me an application form for IEM Affinity Card Programme.

IEM is interested to gather the following information about your motor insurance. Kindly complete the following section.

Motor Insurance Details	Vehicle (1)	Vehicle (2)	Vehicle (3)
Vehicle Number:			
Motor Insurance Expiry Date:			

* Please delete where not applicable

FORM B : MEMBERSHIP SURVEY

Dear Sir/Madam

In striving to serve our members better, we seek your feedback on shortcomings if any, on services/assistance provided to you. Please complete the following questionnaire and return to us on or before

Name : _____ Membership No.: _____

Rating (Please ✓ in the appropriate box)

1	2	3	4	5
Poor	Below average	Satisfactory	Good	Excellent

No

1	2	3	4	5
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A. How do you rate the service/assistance provided to you,

1. at your last visit/telephone call/e-mail to IEM (HQ/Branch*), the Secretariat

i. responded promptly to enquiries or requests for assistance
 ii. provided accurate information/assistance
 ii. staff were friendly and courteous

2. when you pay your annual subscription fee and/or entrance/transfer fee, how would you rate the promptness of response in

i. delivery of certificates/membership cards
 ii. issuance of receipts
 iii. verification on whether payment was received

3. Quality of service (in general)

i. Bulletin
 ii. Journal
 iii. Evening Talks
 iv. Technical Visits
 v. Courses and Seminars
 vi. Credit Cards: Direct Access
 vii. Credit Cards: Standard Chartered Bank
 viii. Insurance Schemes

B. How would you rate your interest in participating in the following Affinity programmes of the Institution.

i. Credit Card: Direct Access/Standard Chartered*
 ii. Insurance Schemes: Motor/Professional Indemnity/other General*

C. What other services/benefits do you propose that the Institution should provide?

D. What areas do you recommend the Institution to improve on

* Delete whichever is not applicable

Signature _____

Date _____

FORM C: DONATIONS

IEM BENEVOLENT FUND

The objective of the **IEM Benevolent Fund** is to provide relief to persons who are incapacitated by or suffering from hardship, sickness, age, accident or other infirmity (whether bodily or mental) and who are unable to pay for their own care. The persons qualified to receive such relief shall be:-

- i) persons who are for the time being or have at any time been corporate members or non-corporate members of The Institution of Engineers, Malaysia (past or present members), or,
- ii) the wives, husbands, widows, widowers, children or other relatives or dependents of such past or present members,
- iii) any other persons that the Trustees may in their discretion deem fit.

For this purpose, the Board of Management of the IEM Benevolent Fund is appealing for your generous support and is proposing a voluntary donation of RM50.00 for the year 2003. However, you are entirely free to donate more or less than the mentioned amount. All donations are to be made payable to the "**IEM Benevolent Fund**".

IEM EDUCATION FUND

The **IEM Education Fund** was set up on 11 May 1979 with the objective of contributing towards the further progress and advancement of all disciplines of the Engineering profession. The IEM Education Fund provides scholarships and educational loans, and also the provision of grants and sponsorships for seminars, conferences, research and other related engineering educational activities.

The Board of Management for the IEM Education Fund is appealing for your generous support and had suggested a voluntary donation of RM50.00 for 2003. However, you are entirely free to donate more or less than the mentioned amount. All donations are to be made payable to "**IEM Education Fund**".

All donations to the IEM Education Fund are tax-exempted.

IEM BUILDING FUND

The IEM intends to purchase another building or land due to rapid expansion in activities and more space is required to provide better services to its members. In this respect, the Board of Management for the IEM Building Fund is appealing for your generous support to build up the Building fund. It is sincerely hoped that all members will take it upon themselves to do their bit for the Institution. The Board is proposing a voluntary donation of RM100.00 for the year 2003. However, any generous gesture, big or small, will be most welcome. All donations are to be made payable to "**IEM Building Fund**".

I enclose herewith a Cheque/Bank Draft/Credit Card**/Money or Postal Order No..... for RM..... being my donation for **IEM Benevolent Fund**.

I enclose herewith a Cheque/Bank Draft/Credit Card**/Money or Postal Order No..... for RM..... being my donation for **IEM Education Fund**.

I enclose herewith a Cheque/Bank Draft/Credit Card**/Money or Postal Order No..... for RM..... being my donation for **IEM Building Fund**.

** My credit card details are as follows:

Card: Visa MasterCard Expiry Date:

M	M	/	Y	Y
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name: M'ship No & Grade

Address: New Address (Please if yes)

Date:

Telephone: (Office)

(House) Signature

E-mail: