



PERSATUAN PENGURUSAN BANGUNAN MALAYSIA
BUILDING MANAGEMENT ASSOCIATION OF MALAYSIA

CONSTITUTION
(INCLUSIVE OF AMENDMENTS UP TO 30 May 2024)



MALAYSIA

AKTA PERTUBUHAN 1966
PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3
(Peraturan 5)

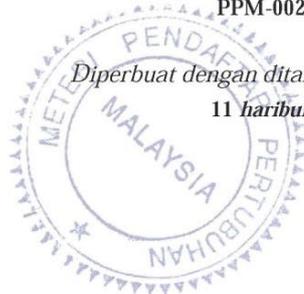
PERAKUAN PENDAFTARAN

Adalah diperakui bahawa
PERSATUAN PENGURUSAN BANGUNAN MALAYSIA (BUILDING MANAGEMENT ASSOCIATION OF
MALAYSIA)

*hari ini didaftarkan sebagai suatu pertubuhan di bawah Seksyen 7
Akta Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah*

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Diperbuat dengan ditandatangani oleh saya pada
11 haribulan April 2009



(DATO' ABDUL RAHMAN BIN OTHMAN)

Pendaftar Pertubuhan, Malaysia

Disahkan bahawa maklumat di atas adalah seperti yang dicatat dalam Daftar Pertubuhan

Tarikh migrasi: **24 haribulan Jun 2013**

No. Migrasi: **WKL1057/09**

Dokumen ini adalah cetakan komputer. Tandatangan tidak diperlukan.

**PERSATUAN PENGURUSAN BANGUNAN MALAYSIA
BUILDING MANAGEMENT ASSOCIATION OF MALAYSIA**

CONSTITUTION

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PERSATUAN PENGURUSAN BANGUNAN MALAYSIA
BUILDING MANAGEMENT ASSOCIATION OF MALAYSIA
CONSTITUTION

1. Name

The Society shall be known as **PERSATUAN PENGURUSAN BANGUNAN MALAYSIA** in Bahasa Malaysia and **BUILDING MANAGEMENT ASSOCIATION OF MALAYSIA** in English (hereinafter referred to as “The Association”). The Association, registered under the Societies Act, 1966, shall represent, and be managed by, stakeholders in the building management industry of Malaysia with an elected Executive Committee entrusted with the management of policies and operations of the Association. The area covered by the Association comprises all the States of Malaysia.

2. Definitions

In this Constitution, unless the context otherwise requires:

“Associate Member” or “Associate Members”, as applicable, mean the party or parties specified under Article 6(1) (c) of the Constitution.

“Building” means any object erected on the development area, and includes the common property of the building.

“Common Property”, in relation to a development area, means so much of the development area as is not comprised in any parcel, such as the structural elements of the building, stairs, stairways, fire escapes, entrances and exits, corridors, lobbies, fixtures and fittings, lifts, refuse chutes, refuse bins, compounds, drains, water tanks, sewers, pipes, wires, cables, and ducts that serve more than one parcel, the exterior of all common parts of the building, playing fields and recreational areas, driveways, car parks and parking areas, open spaces, landscape areas, walls and fences, and all other facilities and installations and any part of the land used or capable of being used or enjoyed in common by all the occupiers of the building.

“Constitution” means the Constitution of the Building Management Association of Malaysia.

“Corporate Member”, “Institutional Member”, or their respective plural version, as applicable, mean the party or parties specified under Article 6(1) (b) of the Constitution.

“Developer” means any person or body of persons (by whatever name described) who develops any land for the purpose of accommodation including accommodation for commercial, residential, leisure and industrial use including but not limited to high-rise commercial buildings, shopping complexes, shop-houses, flats, apartments, condominiums, serviced apartments and gated communities, and includes the executors, administrators and successors in title or permitted assigns of such person or body of persons.

“Joint Management Body” means the Joint Management Body established pursuant to Section 4 of the Building and Common Property (Maintenance and Management) Act, 2007.

“Management Corporation” means the Management Corporation established pursuant to Section 39 of the Strata Titles Act, 1985.

“Member” means Ordinary Member, or Associate Member, or Corporate or Institutional Member of the Association.

“Ordinary Member” or “Ordinary Members”, as applicable, mean the party or parties specified under Article 6(1)(a) of the Constitution.

“Property” or “Properties” means any land on the development area, and includes any building or part of a building that has been erected or is being erected on the land, and also includes a building or land intended for subdivision into parcels, or has already been subdivided into parcels pursuant to the Strata Titles Act, 1985.

“Building Manager” or “Building Facilities Manager” means any person or body corporate (by whatever name described) duly appointed to provide services for the maintenance and management of a residential and/or commercial building.

“Stakeholders in the building management industry of Malaysia” means registered societies, organisations and professional bodies representing developers, chambers of commerce and industry, architects, engineers, surveyors, real estate agents, property appraisers and valuers, shopping and high-rise complex managers, agents, managing agents, building managers, building facilities managers, owners of properties, residents, joint management bodies and management corporations that are eligible for membership pursuant to the provisions of Article 6 (Membership) of the Constitution.

3 Place of Business

The Association's registered place of business shall be A608, 6th Floor, Block A (Lobby No. 2), Damansara Intan, 47400 Petaling Jaya, Selangor Darul Ehsan. The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies.

4. Flags, Symbols, Badges or Other Insignia

The Association shall use the following symbol as its official logo in all its communications:

The capital letters "BMAM" appearing in reverse white within a grey-coloured box with red vertical borders on the left and right sides of the said box.

The colour grey symbolises the solidness of the Association, while shades of red symbolise the warmth and collective strength of the Association.

The colour concentration shall be:

Grey C 0%, M 0%, Y0% and k 35%

Red C 0%, M 100% and k 0%

The font type shall be:

GTAvanti Regular

The design, which is based on simple typography, symbolises modernity and innovation.

5. Aims and Objects

The aims and objects of the Association are:

- (a) To establish and maintain a register of competent and qualified practitioners in the building management industry of Malaysia. The said register shall comprise individuals, corporate bodies and such other organisations involved in the building management industry of Malaysia;
- (b) To promote cooperation, goodwill and understanding between all stakeholders in the building management industry of Malaysia;
- (c) To advance, inculcate awareness and promote best practices among all stakeholders in the building management industry of Malaysia;

- (d) To help improve and sustain the overall quality of building management in Malaysia;
- (e) To provide a forum for discussions with and between all stakeholders in the building management industry of Malaysia;
- (f) To seek participation and membership in committees and such other appropriate organs of management of the Government and other regulatory authorities as the representative of all stakeholders in the building management industry of Malaysia;
- (g) To make official representations to the Government and to other legislative and regulatory authorities for and behalf of all stakeholders in the building management industry of Malaysia;
- (h) To share resources, including but not limited to professional expertise, equipment, technology and human resources between stakeholders in the building management industry of Malaysia;
- (i) To conduct educational and training programmes with the view to upgrading the overall standard of building management in Malaysia
- (j) To undertake research, collect, collate, co-ordinate, and distribute by any means deemed advisable, data, information, ideas, knowledge, methods and techniques on the building management industry of Malaysia;
- (k) To seek, where appropriate, affiliation and accreditation with other like-minded professional, educational and training bodies to enhance professionalism in the building management industry of Malaysia and to upgrade the educational and training programmes of the Association;
- (l) To print and publish journals, magazines and newsletters with the view to promoting quality building management in Malaysia;
- (m) To promote professionalism in the building management industry of Malaysia;
- (n) To represent, defend and protect the collective interests of all stakeholders in the building management industry of Malaysia;
- (o) To perform such other functions for the overall promotion of the aims and objects of the Association.

6. Membership

- (1)
 - (a) Ordinary Membership shall be opened to registered societies, organisations and professional bodies representing developers, chambers of commerce and industry, architects, engineers, surveyors, real estate agents, property appraisers and valuers, shopping and highrise complex managers, agents, managing agents, building managers and building facilities managers;
 - (b) Corporate Membership and Institutional Membership shall be opened to registered corporate bodies, statutory institutions and societies representing agents, managing agents, building managers, building facilities managers, owners' associations, residents' associations, joint management bodies and management corporations;
 - (c) Where appropriate, other associations or civil society organisations, which are not direct stakeholders in the building management industry of Malaysia but have an indirect interest, may also be invited by the Association as Associate Members. Associate Members shall be eligible to attend all meetings upon invitation of the Association but shall not be eligible to vote or hold office in the Association.
- (2) Every application for membership shall be made on the prescribed form, along with the necessary supporting documents, and shall be forwarded to the Secretary General who shall, at the first convenient opportunity, submit it to the Executive Committee for approval. The Executive Committee may at its discretion reject any application without assigning any reason thereof.
- (3) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a Member of the Association and shall be entitled to all the privileges of membership.
- (4) Associations or organisations representing university or university-college student shall not be eligible for membership without the prior approval of the Vice-Chancellor of the university or university-college concerned.

7. Entrance Fee, Subscription and Other Dues

- (1) The entrance fee and annual subscription payable shall be as follows:

Entrance Fee	RM1,000.00	(Ordinary Member)
	RM500.00	(Corporate and Institutional Member)
	RM500.00	(Associate Member)
Annual Subscription	RM500.00	(Ordinary Member)
	RM250.00	(Corporate and Institutional Member)
	RM250.00	(Associate Member)

- (2) A Member that joins the Association on 1 January through 30 June of the calendar year (30 June being the cut-off date) shall be required to pay the full rate as annual subscription, while a Member that joins the Association on 1 July through 31 December (31 December being the cut-off date) shall be required to pay half the prescribed rate as annual subscription. Subsequent payments of annual subscriptions shall be at the full rate.
- (3) All annual subscriptions shall be payable to the Treasurer in advance within one (1) month of the date the same become due and payable.
- (4) Any Member which is in arrears of annual subscription shall receive a written notification signed by or on behalf of the Secretary General, and shall be denied the privileges of membership (or associate membership) until settlement of its account.
- (5) Any Member which is in arrears of annual subscription for a period of one (1) month after the date the same is due and payable shall, upon the expiry of thirty (30) days from the date of a written notice signed by or on behalf of the Secretary General, automatically cease to be a Member of the Association, provided that the Executive Committee is satisfied that the Member has received due notice of its debts.
- (6) The Executive Committee shall have the power to fix a re-entrance fee for any Member (or Associate Member) which has allowed its membership (or associate membership) to lapse through arrears.
- (7) Special subscriptions or levies for particular purposes may be raised from Members (or Associate Members) by resolution of the General Meeting of the Association. If any Member (or Associate Member) fails to pay such subscription or levy within such period as may be resolved, the due shall be treated in the same as arrears of annual subscription.

8. Resignation and Termination of Membership

- (1) Any Member that wishes to resign from the Association shall give two (2) weeks' notice in writing to the Secretary General and shall pay up all dues.
- (2) Any Member that fails to comply with the Constitution of the Association or has acted in a manner prejudicial to the aims and objects of the Association, or has brought disrepute to the Association may be expelled or suspended for a period of time as the Executive Committee deems fit. Before the Executive Committee expels or suspends the Member, the Member concerned shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear its position in person. The decision of the Executive Committee to suspend or expel a Member shall be final and conclusive. Such suspension or expulsion shall be enforced, unless otherwise reversed by a General Meeting upon appeal by the said Member.

9. Annual General Meeting

- (1) The supreme authority of the Association is vested in the Annual General Meeting of the members. At least one-third of the voting membership of the Association or the voting members present representing twice the total number of Executive Committee members, whichever is the lesser, must be present at a General Meeting for its proceedings to be valid and to constitute a quorum. A nominee representing a member organisation of the Association at the Annual General Meeting shall be a member of the Executive Committee or Management Committee of the respective member organisation concerned.
- (2) If a quorum is not present half an hour after the time appointed for the meeting, the meeting shall be postponed to a date (not exceeding thirty [30] days) to be decided by the Executive Committee. And if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to amend the Constitution of the Association or make any decision affecting the whole membership.

- (3) An Annual General Meeting of the Association shall be held not later than three (3) months after the close of each financial year on a date and a time and place to be decided by the Executive Committee.

The business of the Annual General Meeting shall be:

- (a) To receive the minutes of the previous Annual General Meeting;
 - (b) To receive the Executive Committee's Report on the activities of the Association during the previous year;
 - (c) To receive the Treasurer's Report and the Audited Accounts of the Association for the previous year;
 - (d) To elect an Executive Committee when applicable and to appoint Auditors for the ensuing year;
 - (e) To consider and approve amendments to the Constitution of the Association for which due written notice has been given;
 - (f) To deal with such other matters as may be put before it.
- (4) The Secretary General shall send to all members at least fourteen (14) days before the General Meeting an agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.
- (5) An Extraordinary General Meeting of the Association shall be convened:
- (a) Whenever the Executive Committee deems it desirable; or
 - (b) At the joint request in writing of not less than twice the number of Executive Committee members, stating the objectives and reasons for such meeting.
- (6) An Extraordinary General Meeting requisitioned by members shall be convened on a date within thirty (30) days of the receipt of such requisition.

- (7) Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary General to all members at least fifteen (15) days before the date fixed for the meeting.
- (8) Article 9(1) and (2) of the Constitution regarding the quorum and the postponement of an Annual General Meeting shall also apply to an Extraordinary General Meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by members, the meeting shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until the lapse of at least six months from the date thereof.
- (9) The Secretary General shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General Meeting as soon as possible after its conclusion.

10. Executive Committee

- (1) An Executive Committee consisting of the following, who shall be termed the office-bearers of the Association, shall be elected at the Annual General Meeting:

A President

A Deputy President

A Secretary General

A Treasurer

Three (3) Ordinary Committee Members

Four (4) Ex-Officio Committee Members appointed by the President from Corporate and Institutional Members representing Joint Management Bodies, Property Managers and Management Corporations as well as the Immediate Past President.

- (2) All office-bearers of the Association and every officer performing executive functions in the Association shall be Malaysian citizens.
- (3) Save for the Ex-Officio Committee Members drawn from Corporate and Institutional Members pursuant to Article 6(1)(b), names for the above offices in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the Annual General Meeting. Subject to the provisions of Article 11, all office-bearers shall be eligible for re-election.

- (4) The function of the Executive Committee which is entrusted with managing the policies and operations of the Association is to organise and supervise the day-to-day activities of the Association and to make decisions on matters affecting its running within the general policy laid down by the Annual General Meeting. The Executive Committee shall not act contrary to the expressed wishes of the Annual General Meeting without prior reference to it and shall always remain subordinate to the Annual General Meeting. It shall furnish a report to each Annual General Meeting on its activities during the previous year.
- (5) The Executive Committee may make such rules, regulations and bye-laws as may be expedient or necessary for the better carrying out of the provisions of the Constitution so long as the same are not in conflict with the provisions of the Constitution.
- (6) The Executive Committee shall meet at least four (4) times every calendar year but at intervals of not more than 4 months. The Secretary General shall issue at least seven (7) working days' notice in writing of each meeting to the Executive Committee Members. The President, acting alone, or not less than three (3) of its members acting together, may call for a meeting of the Executive Committee to be held at any time. At least one half of the Executive Committee Members must be present for its proceedings to be valid and to constitute a quorum.
- (7) Where any urgent matter requiring the approval of the Executive Committee arises and it is not possible to convene a meeting, the Secretary General may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Executive Committee is deemed to have been obtained:
 - (a) The issue must be clearly set out in the circular and forwarded to all Members of the Executive Committee;
 - (b) At least one-half of the Members of the Executive Committee must indicate whether they are in favour or against the proposal; and
 - (c) The decision must be by majority vote.

Any decision obtained by circular letter shall be reported by the Secretary General at the next Executive Committee Meeting and recorded in the minutes thereof.

- (8) Any member of the Executive Committee who fails to attend three (3) consecutive meetings of the Executive Committee without satisfactory explanation shall be deemed to have resigned from the Executive Committee.
- (9) In the event of the death or resignation of a member of the Executive Committee or insufficiency of membership of the Executive Committee, the respective member organisation shall have the power to nominate a substitute, who shall be a member of the Executive Committee or Management Committee of the member organisation concerned, to fill the vacancy until the next election of office-bearers.
- (10) The Executive Committee shall give instructions to the Secretary General and other officers for the conduct of the affairs of the Association. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Committee, or for any other reason which it deems good and sufficient in the interest of the Association.
- (11) The Executive Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the Constitution. The terms of reference of the sub-committee and its composition shall be determined by the Executive Committee. The sub-committee, to be headed by a member of the Executive Committee, may also co-opt other persons or organisations, including but not limited to Members and Associate Members of the Association, to participate in the proceedings of the sub-committee as and when deemed necessary.

11. Duties of Office-Bearers

- (1) The President shall, during his term of office, preside over all general meetings, all meetings of the Executive Committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting of the Executive Committee at the time they are approved. He shall sign cheques or withdrawal notices on behalf of the Association pursuant to Article 12 of the Constitution. The President shall serve a two-year term up to a maximum of two (2) consecutive terms.

- (2) The Deputy President shall deputise the President during the latter's absence. He shall sign cheques or withdrawal notices on behalf of the Association pursuant to Article 12 of the Constitution. The Deputy President shall serve a two-year term up to a maximum of two (2) consecutive terms.
- (3) The Secretary General shall conduct the business of the Association in accordance with the Constitution. He shall carry out the instructions of the General Meeting and of the Executive Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records of the Association. He shall attend all meetings, and record all proceedings. He shall keep a membership register, including but not limited to details (as applicable) such as name, identity card number, date and place of birth, occupation, name and address of employer, residential address and such other particulars or information deemed necessary for the proper functioning of the Association. He shall sign cheques or withdrawal notices on behalf of the Association pursuant to Article 12 of the Constitution. He shall file annual returns within sixty (60) days from the date of the Annual General Meeting with the Registrar of Societies. The Secretary General shall serve a two-year term up to a maximum of two (2) consecutive terms.
- (4) The Treasurer shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall sign cheques or withdrawal notices on behalf of the Association pursuant to Article 12 of the Constitution. The Treasurer shall serve a two-year term up to a maximum of two (2) consecutive terms.
- (5) The three (3) Ordinary Committee Members shall carry out such duties as directed by the President or the Executive Committee. They shall serve a two-year term up to a maximum of two (2) consecutive terms.
- (6) The Ex-Officio Committee Members shall carry out such duties as directed by the President or the Executive Committee. They shall serve a two-year term up to a maximum of two (2) consecutive terms.

12. Financial Provisions

- (1) Subject to the following provisions of the Constitution, the funds of the Association may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

- (2) The Treasurer may hold a petty cash advance not exceeding RM 1,000.00 at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Association.
- (3) All cheques or withdrawal notices on the Association's account shall be signed by office-bearers comprising one signatory drawn from each of the following groups as Joint Signatories:

Group A- President or Secretary General; and

Group B- Deputy President or Treasurer

In the absence of the President, or Deputy President, or Secretary General or the Treasurer for a long period, the Executive Committee shall by resolution appoint one of its members to sign in his place.
- (4) No expenditure exceeding RM5,000.00 at any one time shall be incurred without the prior approval of the Executive Committee, and no expenditure exceeding RM50,000.00 in anyone month shall be incurred without the prior approval of a General Meeting.
- (5) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet shall be prepared by the Treasurer and audited by the Auditors appointed under Article 13. The audited accounts shall be submitted for the approval of the next Annual General Meeting, and copies shall be made available at the registered place of business of the Association for the perusal of members.
- (6) The financial year of the Association shall commence on the 1st day of January and end on the 31st day of December every year.

13. Audit

- (1) Two (2) persons, who shall not be office-bearers of the Association, shall be appointed by the Annual General Meeting as Honorary Auditors. They shall hold office for one year and may be reappointed.
- (2) The Auditors shall be required to audit the accounts of the Association for the year, and to prepare a report or certificate for the Annual General Meeting. They may also be required by the President to audit the accounts of the Association for any period within their tenure of office, at any date, and to submit a report to the Executive Committee.

14 Interpretation

- (1) Between Annual General Meetings the Executive Committee shall interpret the Constitution of the Association and when necessary, determine any point on which the Constitution is silent.
- (2) Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting, the decisions of the Executive Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a General Meeting.

15. Advisory Board /Patrons

- (1) The Executive Committee shall, if it deems fit and necessary, appoint an Advisory Board which shall consist of not more than seven (7) members. Advisory Board members shall be qualified persons selected from stakeholders of the building management industry of Malaysia. The serving President and the immediate past President of the Association shall be ex-officio members of the Advisory Board. Members of the Advisory Board shall serve a two-year term up to a maximum of two (2) consecutive terms. Their appointment shall coincide with the election term of Executive Committee Members.
- (2) The Executive Committee shall, if it deems fit and necessary, appoint qualified persons as Patrons selected from Government, regulatory authorities or the stakeholders of the building management industry of Malaysia.
- (3) Persons appointed as Members of the Advisory Board and Patrons must give their consent in writing. Advisory Board members and the Patrons may attend Executive Committee Meetings upon invitation but shall not vote on any decision.

16. Prohibitions

- (1) None of the following games shall be played in the premises of the Association: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Tau Ngau, Tien Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a Half, all games of dice, bankers' games, all video games and all games of mere chance.
- (2) Neither the Association nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any trade union activities as defined by the Trade Unions Act, 1959.
- (3) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association, its office-bearers or members without prior approval from the authorities concerned.
- (4) "Benefits" as mentioned under Section 2 of the Societies Act, 1966 shall not be given by the Association to any of its members.

17. Amendments to Constitution

This Constitution shall not be amended except by resolution of a general meeting pursuant to Article 9. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the Constitution shall be forwarded to the Registrar of Societies within sixty (60) days of being approved by the General Meeting.

18. Dissolution

- (1) The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a General Meeting.
- (2) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a General Meeting.
- (3) Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.

.....
Name :
Position :

.....
Name:
Position: