

CIRCULAR NO: 109/2026

DATE: 20 AUGUST 2026

TO: ALL MEMBERS

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that an **Extraordinary General Meeting (EGM)** of the **Malaysian Plastics Manufacturers Association (MPMA)** will be held to consider and, if deemed appropriate, approve the proposed amendments to the **MPMA Rules**.

Upon approval by the members at the EGM, the proposed amendments will be submitted to the **Registrar of Societies (ROS)** for approval in accordance with the required procedures.

Details of the Meeting:

Date: **Thursday, 3 September 2026**

Time: **10.30 a.m.**

Platform: **Zoom (Virtual Meeting)**

Agenda:

1. To present the proposed amendments to the MPMA Rules as per **Appendix A**.
2. To consider and discuss the proposed amendments.
3. To consider and, if deemed appropriate, approve the proposed amendments to the MPMA Rules for submission to the Registrar of Societies (ROS).

Members are requested to confirm their attendance by registering via the link provided in the Reply Form by **Wednesday, 2 September 2026**.

Please note that attendance at the Extraordinary General Meeting is **open to MPMA members only**.

If you are unable to attend the meeting and wish to nominate a proxy, kindly complete and return the attached proxy form to ensure that the EGM has the required quorum.

Thank you.

MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION



EDDIE FONG SEAK FOH

Secretary-General

MPMA RULES BOOK AMENDMENTS

APPENDIX A

NO.	MPMA’S EXISTING RULES	PROPOSED CHANGES TO MPMA RULES	DETAILS OF AMENDMENT																								
1.	6.2 Annual Subscription Fee a) The annual subscription payable by each ORDINARY member shall be according to the number of employees of each member as follows: <table><thead><tr><th>Number of Employees</th><th>Subscription Fee Ringgit Malaysia (RM)</th></tr></thead><tbody><tr><td>20 employees & below</td><td>RM375.00 annually</td></tr><tr><td>21 to 50 employees</td><td>RM500.00 annually</td></tr><tr><td>51 to 100 employees</td><td>RM750.00 annually</td></tr><tr><td>101 to 150 employees</td><td>RM1,000.00 annually</td></tr><tr><td>151 employees & above</td><td>RM1,250.00 annually</td></tr></tbody></table> b) The annual subscription payable by each ASSOCIATE member shall be Ringgit Malaysia One Thousand Five Hundred (RM1,500.00) only.	Number of Employees	Subscription Fee Ringgit Malaysia (RM)	20 employees & below	RM375.00 annually	21 to 50 employees	RM500.00 annually	51 to 100 employees	RM750.00 annually	101 to 150 employees	RM1,000.00 annually	151 employees & above	RM1,250.00 annually	6.2 Annual Subscription Fee a) The annual subscription payable by each ORDINARY member shall be according to the number of employees of each member as follows: <table><thead><tr><th>Number of Employees</th><th>Subscription Fee Ringgit Malaysia (RM)</th></tr></thead><tbody><tr><td>20 employees & below</td><td>RM500.00 annually</td></tr><tr><td>21 to 50 employees</td><td>RM600.00 annually</td></tr><tr><td>51 to 100 employees</td><td>RM850.00 annually</td></tr><tr><td>101 to 150 employees</td><td>RM1,100.00 annually</td></tr><tr><td>151 employees & above</td><td>RM1,400.00 annually</td></tr></tbody></table> b) The annual subscription payable by each ASSOCIATE member shall be Ringgit Malaysia One Thousand Six Hundred and Fifty (RM1,650.00) only.	Number of Employees	Subscription Fee Ringgit Malaysia (RM)	20 employees & below	RM500.00 annually	21 to 50 employees	RM600.00 annually	51 to 100 employees	RM850.00 annually	101 to 150 employees	RM1,100.00 annually	151 employees & above	RM1,400.00 annually	Rule 6.2 reflects the changes in annual subscription fees by employee size. Rule 6.2 b) reflects the change of annual subscription fees payable by ASSOCIATE members.
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2.	Rule 23: Branch Committee A Branch Committee, made up of at least nine (9) members and not more than fifteen (15) members consisting of the following, shall be elected at every alternate Branch General Meeting: i. Chairman - 1 ii. Vice-Chairmen - 2 iii. Secretary - 1 iv. Assistant Secretary - 1 v. Treasurer - 1 vi. Internal Auditor - 1 vii. Public Relations - 1 viii. Welfare - 1 ix. Ordinary Members – up to four (4) x. Appointed Ordinary Members – up to two (2)	Rule 23: Branch Committee a) The Branch Committee for Northern, Perak and Johor branches, shall made up of at least nine (9) members and not more than fifteen (15) members consisting of the following, shall be elected at every alternate Branch General Meeting: i. Chairman - 1 ii. Vice-Chairmen - 2 iii. Secretary - 1 iv. Assistant Secretary - 1 v. Treasurer - 1 vi. Internal Auditor - 1 vii. Public Relations - 1 viii. Welfare - 1 ix. Ordinary Members – up to four (4) x. Appointed Ordinary Members – up to two (2)	Rule 23 a) states that the rule only applies for Northern, Perak and Johor branches.
		b) The Branch Committee for Sabah and Sarawak branches, shall made up of at least five (5) members and not more than seven (7) members consisting of the following, shall be elected at every alternate Branch General Meeting: i. Chairman - 1 ii. Vice-Chairmen - 1 iii. Secretary - 1 iv. Assistant Secretary - 1 v. Treasurer – 1 vi. Ordinary Members – up to two (2)	For Rule 23 b): Currently Sabah Branch has 13 members whilst Sarawak Branch has 21 members. In light of low membership count, this has impacted recruitment of members to join the Branch Committee. Therefore, it is proposed to reduce the numbers and make-up for Sabah and Sarawak Branch Committees.

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3.	Rule 24: Duties of Branch Office-Bearers a) The Chairman shall during his term of office chair at all General and Committee Meetings and shall be responsible for their proper conduct. He shall have a casting vote. b) One (1) of the Vice-Chairmen shall deputise for the Chairman during the latter's absence. c) The Secretary shall conduct the business of the Branch in accordance with the rules of the Association, and shall carry out the instruction of the General Meeting and of the Central Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall attend all meetings and record the proceedings. d) The Assistant Secretary shall assist the Secretary in all the administrative work of the Branch and shall act for him in his absence. e) The Treasurer shall be responsible for the finances of the Branch. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. f) The Internal Auditor shall be required to audit each year's account and present a report thereon, he	Rule 24: Duties of Branch Office-Bearers for Northern, Perak and Johor Branches a) The Chairman shall during his term of office chair at all General and Committee Meetings and shall be responsible for their proper conduct. He shall have a casting vote. b) One (1) of the Vice-Chairmen shall deputise for the Chairman during the latter's absence. c) The Secretary shall conduct the business of the Branch in accordance with the rules of the Association, and shall carry out the instruction of the General Meeting and of the Central Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall attend all meetings and record the proceedings. d) The Assistant Secretary shall assist the Secretary in all the administrative work of the Branch and shall act for him in his absence. e) The Treasurer shall be responsible for the finances of the Branch. He shall keep accounts of all its financial transactions and shall be responsible for their correctness.	Rule 24 states that the rule only applies for Northern, Perak and Johor branches.

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	may be required by the Chairman to undertake any interim audit and make a report to the Committee.	f) The Internal Auditor shall be required to audit each year's account and present a report thereon, he may be required by the Chairman to undertake any interim audit and make a report to the Committee	
		Rule 24A: Duties of Branch Office-Bearers for Sabah and Sarawak branches a) The Chairman shall during his term of office chair at all General and Committee Meetings and shall be responsible for their proper conduct. He shall have a casting vote. b) The Vice-Chairmen shall deputise for the Chairman during the latter's absence. c) The Secretary shall conduct the business of the Branch in accordance with the rules of the Association, and shall carry out the instruction of the General Meeting and of the Central Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall attend all meetings and record the proceedings. He will also be responsible for the role of Welfare and shall handle all the welfare matters of the Association. d) The Assistant Secretary shall assist the Secretary in all the administrative work of the Branch and shall act for him in his absence. He will also carry the responsibility of Internal Auditor where he will be required to audit	Rule 24A describes the restructuring of duties for the Office-Bearers in Sabah and Sarawak Branches, in view of the reduced number of committee members.

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		each year's account and present a report thereon, or undertake any interim audit when required and make a report to the Committee. e) The Treasurer shall be responsible for the finances of the Branch. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He will also carry the responsibilities of Public Relations for the promotion of the various activities to be carried out by the Association and shall represent the Association in dealing with external affairs on the instruction of the Committee.	
4.	Rule 25: Branch Accounts a) The Branch shall be allocated a percentage of the subscription fee which is determined by the Central Committee as branch funds. The following percentage of the subscription fee to be held by the Branch(es) as branch funds is as follows: i. Johor, Northern and Perak = 60% ii. Sabah & Sarawak = 70%	Rule 25: Branch Accounts a) The Branch shall be allocated a percentage of the subscription fee which is determined by the Central Committee as branch funds. The following percentage of the subscription fee to be held by the Branch(es) as branch funds is as follows: i. Johor, Northern and Perak = 50% ii. Sabah & Sarawak = 60%	Rule 25 reflects the changes of percentage share between Branches and Central for subscription fees.

EXTRAORDINARY GENERAL MEETING

REPLY/PROXY FORM

To: **MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION**

37, 1st Floor, Jalan 20/14, Paramount Garden, 46300 Petaling Jaya, Selangor.

T: 603 7876 3027 E: punitha@mpma.org.my

Attn: MPMA Secretariat/Ms Punitha

Name: _____

Company Name: _____

Company Stamp: _____

Signature: _____

Date: _____

- ☐ **YES, I will attend the EGM scheduled at 10.30 am on Thursday, 3 September 2026 via online.**

Please register here: <https://us02web.zoom.us/meeting/register/BVNB9cgbQkujlksfMvL5lg>
Once you have registered, you will receive the zoom link to join the EGM.

- ☐ **NO, I will not be able to attend the EGM scheduled at 10.30 am on Thursday, 3 September 2026 via online.**

I am **nominating** the below named **Proxy** to attend on my behalf and have completed the Proxy Form below.

Name of Your Proxy/Representative: _____

Company Name of Your Proxy/Representative: _____

Note: The Reply/Proxy Form should reach the Secretariat before the EGM on Thursday, 3 September 2026.