

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

Rule 1. Name

The organization shall be known as the **MALAYSIA PALLET ASSOCIATION**.

Hereinafter referred as the "Association".

Rule 2. Place of Business

Its registered place of business and correspondence address shall be

35A, JALAN SELAT SELATAN 5A,
OFF JALAN BANTING, PANDAMARAN
42000 PORT KLANG
SELANGOR

or at such other place or places as may from time to time be decided on by the Management Committee. The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies.

Rule 3. Flags, Symbols, Emblems, Badges or Other Insignia

- (a) Flag - None
- (b) Symbol and emblem



"MPA" is an abbreviation of the words "Malaysia Pallet Association". On the right is the symbol shaped object of a "Pallet".

- (c) Badge - None

Rule 4. Aims and objectives

1. Act as a forum for members to communicate in relation to the issues currently associated with the pallet industry.
2. Provide technical advisory services and training related to pallet industry.
3. Gather relevant information and records relating to the pallet industry.
4. Communicate opinions and recommendations to the government and its agencies, as well the authorities or bodies within and outside Malaysia on the matter associated with pallet industry.
5. Have programmes to foster better relationships with other associations registered in order to foster the spirit of understanding.
6. Settle disputes among members of the Association and between

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

members of the Association with members of other organizations.

Rule 5. Membership

- (1) (a) Membership shall be opened to Ordinary Member and Associate Member.
- (b) Ordinary Member may be an individual or corporate member, each with one voting right, regardless of number of representatives at the general meeting.
- (c) Associate Member shall not be entitled to vote.

A. Individual Member

- i. Citizenship Malaysian.
- ii. Minimum age 18 years.
- iii. Residential location Malaysia.
- iv. Race All.
- v. Gender Male or female.
- vi. Religion All.
- vii. Other criteria Must be directly and actively involved in the pallet industry at management and decision making level as approved in writing for admission by the Management Committee.

B. Corporate Member

- i. Domicile Malaysia.
- ii. Types of Corporate Member Sdn Bhd, Berhad, approved business partnership, sole proprietorship or registered organization.
- iii. Representatives for Sdn Bhd, Berhad or business partnerships Maximum two (2).
- iv. Representative for sole proprietorship or all other organizations. One (1) only.
- v. Other criteria Must be directly and actively involved in the pallet industry as approved in writing for admission by the Management Committee.

C. Associate Member

- i. Domicile Open.

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

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| ii. | Types of Associate Member | Sdn Bhd, Berhad, approved business partnership, sole proprietorship, foreign companies, registered organization or as approved in writing for admission by the Management Committee. |
| iii. | Representatives for Sdn Bhd, Berhad or local business partnerships | Maximum two (2). |
| iv. | Sole proprietorship or foreign registered business organization. | One (1) only. |
| v. | Other criteria | Indirect business activities involved in the pallet industry as approved in writing for admission by the Management Committee. |
| D. Honorary Member | | Any former President who have served two terms and willing to act as advisor or any person that is approved in writing for admission by the Management Committee, subject always to the policy set by the Management Committee as sanctioned. |
| E. Life Member | | Nil |
| F. Junior Member | | Nil |

(2) Every application for membership shall be made in the prescribed form accompanied with the prescribed entrance fee and first annual subscription made in favour of the Association. The application shall be proposed by a member and seconded by another member and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Management Committee for approval. The Management Committee may at its discretion approve for admission or reject any application without assigning any reason thereof and the prescribed entrance fee and first annual subscription, if rejected, shall be refunded to the applicant, interest free.

(3) Every applicant whose application has been approved as aforesaid shall, upon clearance 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 accordingly.

Rule 6. Entrance fees, subscriptions and other dues

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

Entrance fee (one-time)	RM50-00
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RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

Annual subscription for	
(a) Ordinary Member	RM500-00
(b) Associate Member	RM1,000-00

- (2) All annual subscription shall be payable to the Treasurer in advance before end of January of each year.
- (3) Any member who allows his arrears to fall beyond February annually from due payment of subscriptions shall receive a written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until settlement of outstanding account is done.
- (4) Any member who allows his arrears to fall beyond March annually from due payment of subscription shall automatically be suspended as a member of the Association, and the Management Committee may direct legal action be taken against the member concerned, provided that they are satisfied that the member has received due notice of the debts concerned.
- (5) The Management Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse beyond March annually and charge interest at a daily rate of 8% per annum from beginning of January to date of realized payment.
- (6) Special subscriptions or levies for particulars purposes may be raised from members by resolution of the general meeting of the Association. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of annual subscription with a daily interest of 8% per annum from date of approval.

Rule 7. Resignation and termination

- (1) Any member who wishes to resign from the Association shall give two weeks' notice in writing to the Secretary and shall pay up all dues.
- (2) Any member who fails to comply with the Rules of the Association or has acted in a manner to bring disrepute upon the Association may be expelled or suspended for a period of time as the Management Committee deems fit. Before the Management Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

Rule 8. General Meeting

- (1) The supreme authority of the Association is vested in a general meeting of its members. At least one-third of the voting membership of the Association or the voting members present represent twice the total number of Management Committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

- (2) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Management 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 alter the Rules of the Association or make any decision affecting the whole membership.
- (3) An annual general meeting of the Association shall be held annually within six months from the financial year ended fixed on 31 December, on a date, time and place to be decided by the Management Committee. The business of the annual general meeting shall be:-
 - (a) To table the minutes of the previous annual general meeting, if applicable.
 - (b) To table the Management Committee's Report on the activities of the Association during the previous year;
 - (c) To table the Treasurers' Report and the audited accounts of the Association for the previous year;
 - (d) To elect a Committee;
 - (e) To appoint honorary auditors for the ensuing year; and
 - (f) To deal with such other matters as may be put before it.
- (4) The Secretary shall send to all members at least 21 days before the annual 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 shall be made available at the registered place of business of the Association for the perusal of members. All such documents and correspondences may be sent by electronic mail, if not by normal postal mail to all members entitled to such information.
- (5) An extraordinary general meeting of the Association shall be convened:-
 - (a) Whenever the Management Committee deems it desirable; or
 - (b) At the joint request in writing of not less than twice the number of Management Committee members or at least one-fifth members, whichever is more, stating the objects and reasons for such meeting.
- (6) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (7) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least twenty one days before the date fixed for the meeting by electronic mail or normal postal delivery.
- (8) Rule 8(1) and 8(2) regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the proviso if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

requisitioned by the members the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

- (9) The Secretary 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) The President shall sign all the general meeting minutes and the Secretary shall enter such minutes so signed into the minutes book and it shall be conclusive evidence of the proceedings thereat.

Rule 9. Management Committee

- (1) A Management Committee consisting of the following, who shall be termed the office-bearers of the Association, shall be elected at the annual general meeting:-
 - (a) A President
 - (b) A Deputy President
 - (c) Three Vice Presidents
 - (d) A Secretary
 - (e) A Treasurer
 - (f) Eleven Committee Members
- (2) All office bearers of the Association and every officer performing executive functions in the Association shall be Malaysian citizens. At every annual general meeting, one-third or nearest one-third of the Management Committee members shall retire.
- (3) 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. All office bearers shall serve for a term of two years and retire. However, an office bearer may continue to hold such office up to a maximum of three consecutive terms only. All the retiring office-bearers shall be eligible for re-election upon retirement at annual general meeting.
- (4) The function of the Management Committee is to organize 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 general meeting. The Management Committee may not act contrary to the express wishes of the general meeting without the prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.
- (5) The Management Committee shall meet at least once every four months with 21 days written notice of each meeting to be given to the members by electronic mails or ordinary postal mail. The President acting alone, or not less than three members of its Management Committee acting together may call for a meeting of the Management Committee to be held

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

at any time. At least one half of the Management Committee members must be present for its proceedings to be valid and to constitute a quorum.

- (6) Where any urgent matter requiring the approval of the Management Committee arises and it is not possible to convene a meeting, the President may obtain such approval by means of a circular letter or in like form being each independently signed by each Management Committee member. The signed circular may be emailed to a designated electronic address and shall have equal validity as the original circular so signed respectively unless the contrary is proven and accepted by majority of the Management Committee. The following conditions must be fulfilled before a decision of the Management 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 Management Committee;
 - (b) At least one-half of all the members of the Management Committee must indicate whether they are in favour or against the proposal; and
 - (c) The decision must be by a majority vote.
- (7)
 - (a) Any decision obtained by circular letter shall be confirmed by the President and Treasurer collectively by email and reported by the Secretary to the next Management Committee meeting and recorded in the minutes thereof.
 - (b) A shorter notice of Management Committee meeting may be send if written consent by email or post is obtained by at least 75% of the Management Committee members.
- (8) Any member of the Management Committee who fails to attend three consecutive meetings of the Committee without satisfactory explanation shall be deemed to have resigned from the Management Committee.
- (9) In the event of the death or resignation of a member of the Management Committee, the candidates who received the next highest number of votes at the previous election for the post affected, shall be invited to fill the vacancy. If there is no such candidate or if such candidate declines to accept the office, the Management Committee shall have the power to co-opt any other member of the Association to fill the vacancy until the election in the next annual general meeting.
- (10) The Management Committee shall give instructions to the Secretary 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 Management Committee, or for any other reason which it deems good and sufficient in the interest of the Association.
- (11) The Management 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 Rules. Any members can become members of these sub-Committee.

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

Rule 10. Duties of Office Bearers

- (1) The President shall during his term of office, chair all general meetings and all meetings of the 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 at the time they are approved. He shall, in conjunction with either the Treasurer or Secretary, sign all cheques for and on behalf of the Association.
- (2) The Deputy President shall be authorised to deputize for the President during the latter's absence.
- (3) The Secretary shall conduct the business of the Association in accordance with the Rules, and shall carry out the instructions of the general meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He shall attend all meeting, and record all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He shall act as an authorised signatory with the President; sign such cheques for and on behalf of Association. He shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- (4) An Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.
- (5) 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 act as an authorised signatory with the President; sign such cheques for and on behalf of Association.
- (6) The Management Committee members shall carry out such duty as directed by the President or the Management Committee.

Rule 11. Financial Provisions

- (1) Subject to the following provisions in this Rules, 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 a sum of RM1,000-00 at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Management Committee. The bank account shall be in the name of the Association.
- (3) All cheque or withdrawal notices on the Association's account shall be signed by the President and countersigned either by the Secretary or the Treasurer or such authorised signatories as the Management Committee may directs.
- (4) No expenditure exceeding RM5,000-00 at any one time shall be incurred without the prior sanction of the Management Committee, and no expenditure exceeding RM50,000-00 in any one month shall be

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

incurred without the prior sanction of a general meeting. Expenditure less than RM500-00 at any one time may be incurred by solely by the President or the Secretary or the Treasurer.

- (5) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and approved by the Management Committee before being audited by the Honorary Auditors appointed under the Rule 8(3)(e). The audited accounts shall be tabled at the 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 January and end on the 31st December every year.

Rule 12. Honorary Auditors

- (1) An approved company auditor, or two members, who shall not be office bearers of the Association, may be appointed, by the annual general meeting as Honorary Auditors and shall hold office until the conclusion of the annual general meeting.
- (2) The Honorary Auditor shall audit the accounts of the Association for each financial year and prepare an audit report or certificate for the annual general meeting.

Rule 13. Trustees

- (1) Three Trustees, who must be over 21 years of age, shall be appointed at the annual general meeting and shall hold office during the pleasure of the Association. They shall have vested in them all immovable property whatsoever belonging to the Association upon execution of a Deed of Trust.
- (2) The Trustee shall not sell, withdraw or transfer any of the property of the Association without the consent and authority of a general meeting of members.
- (3) A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reasons, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee the vacancy shall be filled by a new Trustee appointed by a general meeting.

Rule 14. Interpretation

- (1) Between annual general meetings the Management Committee shall interpret the Rules of the Association and when necessary, determine any point on which the Rules are silent.
- (2) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting the decisions of the Management Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

general meeting.

Rule 15. Advisor / Patron

The Management Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Association. The person appointed must give his consent in writing.

Rule 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 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 in the Trade Union 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) No University/College student can be allowed to be a member of the Association without the prior written approval from the Vice Chancellor of the university concerned.
- (5) "Benefits" as mentioned under Section 2 of the Societies Act, 1966 shall not be given by the Association to any of its member.

Rule 17. Amendments of Rules

These Rules may not be amended except by resolution of a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the Rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

Rule 18. Dissolution

- (1) The Association may be voluntarily dissolved by a special resolution of not less than three-quarter of the total voting membership present in a general meeting convened for such purpose.
- (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 14 days of its dissolution.

RULES OF MALAYSIA PALLET ASSOCIATION

(PPM-006-10-12092012)

Name :
Position :

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Position :