



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

(Company No: 243042-U)

(Incorporated in Malaysia)

PROXY FORM

I/We Membership No.), being member(s) of National Institute of Occupational Safety and Health (the “Institute”), hereby appoint (Name).....(Membership No.....), NRIC/Company No..... of.....

as my/our proxy to vote on my/our behalf at the Twenty-Fifth (26th) Annual General Meeting of the Institute to be held at Dewan Rafflesia, Tingkat 2, Menara NIOSH, Lot 1, Jalan 15/1, Seksyen 15, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, on Thursday 27 June 2019 at 10.00 a.m and at any adjournment thereof.

My / Our votes are as follows:

Resolution No.	Descriptions	For	Against																									
1	<p><i>“THAT the Institute's Audited Financial Statements for the financial year ended 31 December 2018 together with the Reports of the Directors and Auditors thereon be hereby received and adopted”</i></p> <p>(Resolution 1)</p>																											
2	<p><i>“THAT subject to approval by the Minister in charge of companies, the following persons be elected as directors of the Institute:</i></p> <p>..... (Resolution 2 (i))</p> <p>..... (Resolution 2 (ii))</p> <p>..... (Resolution 2 (iii))</p> <p>..... (Resolution 2 (iv))</p> <p>..... (Resolution 2 (v))”</p>																											
3	<p><i>“THAT subject to approval by the Minister in charge of companies:</i></p> <p><i>The member of the Board appointed by the Institute may be paid the following salary and/or fixed allowance:</i></p> <table><tr><th>No</th><th>Position</th><th>Fixed Salary per month RM</th><th>Fixed Allowance per month RM</th><th>Attendance allowance per meeting RM</th></tr><tr><td>1</td><td>Chairman</td><td>0</td><td>10,000.00 – 5,000.00</td><td>450.00 – 600.00</td></tr><tr><td>2</td><td>Non-Executive Directors</td><td>0</td><td>3,000.00 – 5,000.00</td><td>450.00 – 600.00</td></tr><tr><td>3</td><td>Executive Director</td><td>19,500.00 - 30,000.00</td><td>3,000.00 – 5,000.00</td><td>450.00 – 600.00</td></tr><tr><td>4</td><td>Executive Secretary</td><td>14,500.00 - 25,000.00</td><td>3,000.00 – 5,000.00</td><td>450.00 – 600.00</td></tr></table>	No	Position	Fixed Salary per month RM	Fixed Allowance per month RM	Attendance allowance per meeting RM	1	Chairman	0	10,000.00 – 5,000.00	450.00 – 600.00	2	Non-Executive Directors	0	3,000.00 – 5,000.00	450.00 – 600.00	3	Executive Director	19,500.00 - 30,000.00	3,000.00 – 5,000.00	450.00 – 600.00	4	Executive Secretary	14,500.00 - 25,000.00	3,000.00 – 5,000.00	450.00 – 600.00		
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	<p><i>but not excessively given shall be approved by the members of the Institute and Minister charged with the responsibility for companies.</i></p> <p><i>The conditions which allow salary and fixed allowance to be given are:-</i></p> <p><i>the Institute must be financially sound (based on the annual audited financial statements of the Institute];</i></p> <p><i>the member of the Board are satisfied, before entering the agreement, that it is in the interest of the Institute for that person to provide those services for that amount; and the maximum amount is reasonable in the circumstances and is set out in the written agreement and should not exceed the amount approved for in the Constitution.</i></p> <p><i>Any change to the amount of the salary and fixed allowance are subject to the approval by the members of the Institute and Minister charged with the responsibility for companies.</i></p> <p>(Resolution 3)</p>		
4	<p>“THAT subject to approval by the Minister in charge of companies, the monthly allowance of the vice chairman be increased from RM3,000.00 to RM7,000.00.”</p> <p>(Resolution 4)</p>		
5	<p>“THAT Messrs. Zalghani & Co. be re-appointed as the auditors of the Institute for the financial year ending 31 December 2019 and the directors be authorised to fix their remuneration in accordance with Section 271(4) of the Companies Act, 2016.</p> <p>(Resolution 5)</p>		

Signature :

Dated :

Company Chop (Corporate member only)

*Article 9.1 of the Institute’s Memorandum & Articles of Association states that the Board shall consist of not more than 15 members of which 2/3 shall be the Government Nominees appointed by the Minister and they shall include the Chairman, Executive Director, and Executive Secretary. The remaining Board members shall be appointed by the members at the Annual General Meeting.

- The instrument appointing a proxy shall authorise the proxy to demand, or join in demanding, a vote in accordance with S. 337(1) of the Companies Act, 2016.
- A vote give in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death insanity revocation of aforesaid shall have been received by the Institute at the office before the commencement of the meeting or adjournment of the meeting or adjourned meeting at which the proxy is used.
- An ordinary member can only act as proxy for a maximum of three (3) members.
- The attendance of a member who act as a proxy of other member(s) shall be counted as one (1) quorum.

Notes:

- All proxy forms must be completed and deposited at the Office of Executive Secretary at Lot 1, Jalan 15/1, Seksyen 15, 43650 Bandar Baru Bangi, Selangor Darul Ehsan **before 10:00 a.m. on 25 June 2019 by hand/post or fax 03 8922 2967.**