

## STRATA MANAGEMENT ACT 2013

## STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT) REGULATIONS 2015

## FORM 14

[Subregulation 23(1)]

**NOTICE OF EXTRAORDINARY GENERAL MEETING OF  
JAYA ONE MANAGEMENT CORPORATION**

To:

ALL PROPRIETORS CONSTITUTING THE JAYA ONE MANAGEMENT CORPORATION,

**NOTICE IS HEREBY GIVEN THAT** the Extraordinary General Meeting of Jaya One Management Corporation convened under the Strata Management Act 2013 ("the Act"), will be held at The Residence, Function Room, Level 8, Jaya One, **Lot 72A, Jalan Universiti, 46200 Petaling Jaya, Selangor** on **Friday, 23<sup>rd</sup> November 2018** at **10.00am** for the following purposes:

**AGENDA**

1	Opening Address by Chairman
2	Motion 1: To replenish the Sinking Fund on the deficiency of an amount of RM 966,474
3	Motion 2 : To approve the Budget for Year 2019
4	Motion 3 : To propose to increase the maintenance charges for 2019

Dated:

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**LEE KIM SENG**  
**CHAIRMAN**

Jaya One Management Sdn Bhd  
No. 33-7 Block C, Jaya One,  
No. 72A, Jalan Universiti,  
46200 Petaling Jaya,  
Selangor, Malaysia.

**NOTE:**

1. One half of the person entitled to vote present either in person or by proxy shall constitute a quorum at a general meeting. If within half an hour of the time appointed for a general meeting a quorum is not present, those proprietors entitled to vote who are present shall constitute a quorum.
2. Any matter that requires a decision at a general meeting shall be decided on a show of hands unless a poll is demanded by a proprietor or his proxy.
3. Each proprietor (who is not a co-proprietor) shall have one vote in respect of each parcel on a show of hands, and on a poll shall have such number of votes as that corresponding with the number of share units or provisional share units assigned to his parcel or provisional block.
4. No proprietor shall be entitled to vote if, on the seventh day before the date of the meeting, all or any part of the Charges or contribution to the sinking fund or any other money due and payable in respect of his parcel, are in arrears.
5. Co-proprietors may vote by means of a jointly appointed proxy appointing anyone of them or any other person. In the absence of a proxy, co-proprietors shall not be entitled to vote on a show of hands except where a unanimous resolution is required, provided that any co-proprietor may demand a poll. On a poll, any one co-proprietor may demand a poll and on a poll, each co-proprietor shall be entitled to such number of the votes attaching to his parcel as is proportionate to his interest in the parcel.
6. A proxy shall be entitled to vote on a show of hands or by poll.
7. A proxy need not be a proprietor. A person may act as proxy for only one proprietor at any one general meeting.
8. An instrument appointing a proxy shall be in writing under the hand of the proprietor making the appointment or his attorney. If the proprietor appointing the proxy is a company, society, statutory body or any other body, the appointment of proxy should be under seal or under the hand of an officer or its attorney duly authorized.
9. A proprietor may use the proxy form attached, if suitable. The instrument appointing a proxy shall be deposited at the registered address of the management corporation provided in this notice of meeting not less than forty-eight hours before the time appointed for holding the meeting or any adjournment of the meeting.

Kindly **TAKE NOTICE** of the following matters:

Appointment of proxy:

- (i) Proxy form must be submitted to the Management Corporation 48 hours before the EGM;
- (ii) One person can only act as a proxy for one proprietor ONLY;
- (iii) Co-owners should jointly appoint a proxy or appoint anyone of them, failing which co-owners will not be entitled to vote by hands;
- (iv) Proprietors who owns more than one unit are required to appoint one proxy for one unit;
- (v) Companies who appoints proxy is reminded that Board Resolution shall be submitted with the Proxy Form and executed with a company seal; and
- (vi) If the proxy has been appointed by the owners' lawyer, Power of Attorney has to be submitted with the Proxy Form.

Appointment of proprietor's representative:

- (i) Proprietor's Representative Form must be submitted to the Management Corporation 48 hours before the EGM;
- (ii) Board resolution must be passed for the appointment of proprietor's representative;
- (iii) Board resolution should also be passed if the company would like to nominate the proprietor's representative to be elected as a committee member;
- (iv) The appointment must be executed with a company seal;
- (v) All Board Resolution shall be submitted with the Proprietor's Representative Form; and
- (vi) If the proprietor's representative has been appointed by the proprietor's lawyer, Power of Attorney has to be submitted with the Proprietor's Representative Form