



**PERSATUAN KERTAS MALAYSIA  
MALAYSIA PAPER ASSOCIATION  
4307/88 (Selangor)**

Registered address: 305 (Suite 1) Block E Phileo Damansara 1, No. 9 Jalan 16/11, Off Jalan Damansara  
46350 Petaling Jaya, Selangor Darul Ehsan.

Telephone: 03-7665 1873 Facsimile: 03-7665 1739

Date: 8 October 2020

Dear Executive Committee Members,

**NOTICE OF VIRTUAL MEETING OF MALAYSIA PAPER ASSOCIATION 4307/88 (Selangor)  
EXECUTIVE COMMITTEE MEETING (VIA VIRTUAL MEETING – ZOOM APP)**

Due to the unprecedented global coronavirus-19 pandemic, all public gathering should be avoided. An Executive Committee Meeting shall be held virtually.

We wish to inform you that an Executive Committee Virtual Meeting of the Association has been scheduled as follows:

|                   |   |
|-------------------|---|
| Date              | <b>22 October 2020, Thursday</b>  |
| Time              | <b>4.30 p.m.</b>  |
| Join Zoom Meeting | To participate in the Executive Committee Meeting via Virtual Meeting, using Zoom Application:<br><br><a href="https://us04web.zoom.us/j/79636593929?pwd=d2lCcTM4TU41Z2wzM1Nsd1RRYWpjdz09">https://us04web.zoom.us/j/79636593929?pwd=d2lCcTM4TU41Z2wzM1Nsd1RRYWpjdz09</a><br><br>Meeting ID: please contact our moderator<br>Password: please contact our moderator<br><br><i>Note:</i><br><i>Be sure to access the link about 10 minutes before the start of meeting.</i><br><br><i>If this will be your first time using the Virtual Meeting Platform, please try the link at least 24 hours in advance to ensure there are no technical problems. If you need assistance before or during the meeting, contact our moderators Ms Windy or Ms Yat at 03-76651738.</i> |
| Agenda            | <ol style="list-style-type: none"><li>1. To confirm the Minutes of the previous meeting</li><li>2. Matters Arising</li><li>3. To receive the Honorary Secretary's Report</li><li>4. To receive the Honorary Treasurer's Report</li><li>5. Any other matters</li></ol>   |



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Should you require any further information or clarification, kindly contact the undersigned at 013-390 2233

By order of the Executive Committee  
**PERSATUAN KERTAS MALAYSIA  
MALAYSIA PAPER ASSOCIATION  
4307/88 (Selangor)**

A handwritten signature in blue ink, appearing to be 'f ap', is written over the printed name and title of Mr Andrew Pang.

**Mr Andrew Pang  
Honorary Secretary**

**Please reply not later than 19 October 2020**

**I am able / unable to attend the Executive Committee Virtual meeting on 22 October 2020**

**Name of Representative       :**  
**Company Name                :**  
**Signature                      :**

**Date                               :**