



FEDERATION OF MALAYSIAN MANUFACTURING
(Formerly Known as FEDERATION OF MALAYSIAN MANUFACTURERS)
(196801000309 / 7907-X)

FMM Selangor & Kuala Lumpur Branch

NOMINATION FORM

We, the undersigned, wish to propose and second the following candidate(s) for election to the **FMM Selangor and Kuala Lumpur Branch** for 2025/2026 and 2026/2027 at the forthcoming **39th Annual General Meeting** to be held on **Tuesday, November 4, 2025 at 11.00 a.m. (registration at 10.30 a.m.)**

Name of Proposer (Company) :

Name and Designation of
Company's Authorised
Representative * :
(NAME) (DESIGNATION) (SIGNATURE)

Name of Seconder (Company) :

Name and Designation of
Company's Authorised
Representative * :
(NAME) (DESIGNATION) (SIGNATURE)

ACCEPTANCE OF NOMINATION

	Name of Member Company	Name of Company's Representative ** (Nominee)	Designation	Signature of Representative Accepting Nomination
1.
2.
3.
4.

Notes :

- i. * Refers to the named Authorised Representative of Member whose name has been registered with the Federation.
- ii. ** Refers to the named Authorised Representative of Member who must be at Senior Management level and whose name has been registered with the Federation.
- iii. This Form should be returned together with the FMM Code Of Conduct - Anti-Bribery And Corruption Integrity Pledge and FMM Code of Conduct - Conflict of Interest Policy to the **FMM Selangor and Kuala Lumpur Branch Office, No. 8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan by 17/10/2025 before 5.15 pm. Any late submission will be treated as invalid and will not be accepted for consideration of the candidacy.**
Nominee can obtain the FMM Code Of Conduct - Anti-Bribery And Corruption Integrity Pledge and FMM Code of Conduct - Conflict of Interest Policy via email to fmmselangor@fmm.org.my or call FMM at 03-5569 2950 / 4471 / 4171 for a copy of it
- iv. It is the responsibility of the candidate, proposer and seconder to ensure they are registered in the records of FMM as the Authorised Representative of their company, and that their company's membership is not in suspension.
- v. FMM will conduct a Due Diligence (DD) check based on the Malaysian Anti-Corruption Commission (MACC)'s database on the nominees. In the event that the name comes up on the search, the nominee may be disqualified from participating in the Branch Committee election at the Annual General Meeting.

Please do read and follow the rules and procedures for nomination to the FMM Branch Committee and appointment of proxy.



**FEDERATION OF MALAYSIAN MANUFACTURERS (FMM)
COUNCIL, BRANCH COMMITTEES, AND WORKING COMMITTEES**

**CODE OF CONDUCT
ANTI-BRIBERY AND CORRUPTION INTEGRITY PLEDGE**

1. Preamble

- a. The Members of the FMM Council, Branch Committees and Working Committees, employees, staff, related Business Associates are to serve as role models and are committed to uphold the highest standards of integrity and accountability, to act according to the core values and guiding principles of FMM and to promote Anti-Bribery and Corruption Policy, Anti-Bribery Management System ISO 37001 Standards and principles.
- b. To ensure a Malaysian business environment that practices good governance and conducts its business in an ethical manner, FMM signed a Memorandum of Collaboration with Transparency-International Malaysia on December 6, 2007, to advocate and promote integrity, accountability, transparency and an intolerance of corruption in daily operations and business transactions.
- c. FMM, as a constituent member of the National Chambers of Commerce and Industry Malaysia (NCCIM), also signed a pledge on behalf of the business community on December 9, 2010, to fight corruption. The signing was held in conjunction with World Anti-Corruption Day 2010, and was witnessed by the Prime Minister of Malaysia.
- d. FMM in conjunction with its 50th Anniversary on July 2, 2018 also signed the Malaysian Anti-Corruption Commission Corruption Free Pledge which was also signed by all the FMM Branches nationwide.
- e. In its role as the voice of industry and also as the liaison between the public and private sectors, FMM has access to numerous contacts and highly confidential information which are exclusively made known only to FMM for it to formulate policies and strategies that best serves the interest of the manufacturing sector and industries.

- f. As the premier economic organisation, FMM's name and reputation is highly regarded by the business communities locally and abroad. Companies and organisations may approach FMM for support and/or endorsement to lend weight to their events/activities. Any support and/or endorsement must be reviewed by the FMM Council, Branch Committees, or Working Committees and given without any benefits being accrued to individuals.
- g. All Members of the FMM Council, Branch Committees, and Working Committees undertake to sign the Code of Conduct – Anti-Bribery and Corruption Integrity Pledge to declare that their participation in FMM and its activities are for the common good and interests of businesses and industries in the country. They shall not exploit their position and involvement in FMM for personal gains.
- h. This document is supplementary to and shall be read in conjunction with the Code of Conduct – Anti-Bribery and Corruption Integrity Pledge for FMM Council, Branch Committees and Working Committees booklet first issued on November 20, 2002, and its subsequent updates.
- i. The term Working Committees shall cover all committees, sub-committees, task forces, working groups, sub-groups, and by whatever name they may be called, which are formed by the FMM to carry out the objectives of the organisation.
- j. Words denoting the male gender shall include the female. Words importing the singular number shall include the plural number and vice-versa.

Note : Business Associates includes actual and potential clients, customers, joint-ventures, joint-venture partners, outsourcing providers, contractors, consultants, sub-contractors, suppliers, vendors, agents, distributors, representatives and intermediaries and investors which can reasonably expose FMM to bribery and corruption risks.

2. FMM Integrity Statement

Making Malaysian industries globally competitive in a world in which government, politics, business, civil society and the daily lives of people uphold the principles of integrity.

3. FMM Conflict of Interest Policy

The Members of the FMM Council, Branch Committees, and Working Committees agree to comply fully with the FMM Conflict of Interest Policy which is attached in Annex 1.

4. Integrity Guidelines

- a. The Members of the FMM Council, Branch Committees, and Working Committees shall uphold the vision and mission of FMM, pursue, maintain and safeguard the long term direction and sustainability of FMM and its interests and reputation, and refrain from doing anything for personal agenda or motives that is not in the interest of FMM.
- b. The Members of the FMM Council, Branch Committees, and Working Committees shall declare their interests in projects/discussions/issues where there is a conflict between their

duties to FMM and their own personal interests. Personal interests include instances where the person will gain financially or personally, or where the information is of value to another company/organisation. Persons who are involved in business activities similar to that carried out by FMM, especially income-generating activities, must also declare their interest to the Council, Branch Committees, or Working Committees on which they sit.

- c. In cases where there is conflict of interest, the person shall after declaring his interest, abstain from discussion and voting (if there is any) on the matter. If the conflict of interest is substantive and long term, the person may have to resign from the FMM Council, Branch Committees, and Working Committees of which he is a member.
- d. The Members of the FMM Council, Branch Committees, and Working Committees who are involved in businesses which are in competition with FMM's income-generating activities shall not sit on committees/ project teams/ discussion groups which handle such activities.
- e. The Members of the FMM Council, Branch Committees, and Working Committees shall not divulge or use any information which he had obtained from FMM for personal gains or return of benefits in the form of position, salary, or revenue of any kind.

5. Practical Guidelines

- a. The Members of the FMM Council, Branch Committees, and Working Committees shall treat the other Members of the FMM Council, Branch Committees and Working Committees and staff with respect and consideration.
- b. The Members of the FMM Council, Branch Committees, and Working Committees shall communicate and consult with the other Members of the FMM Council, Branch Committees, and Working Committees openly and collegially and in a manner that assists each Member to fulfill his duties and responsibilities faithfully and efficiently.
- c. The Members of the FMM Council, Branch Committees and Working Committees shall endeavor to make decisions by consensus, and shall support, abide by and be bound by all collective actions and decisions made by the FMM Council, whether or not they disagreed with or objected to them.
- d. The Members of the FMM Council, Branch Committees, and Working Committees shall keep confidential all its discussions, communications, actions, and matters except to the extent required to be acted upon.
- e. The Members of the FMM Council, Branch Committees, and Working Committees shall respect the privacy and private lives of their colleagues when dealing with personal information.
- f. The Members of the FMM Council, Branch Committees, and Working Committees shall endeavor not to disrupt the operations of the Secretariat and shall direct all requests of the Secretariat or its staff to the Chief Executive Officer.

6. Governance

- a. A Member of the FMM Council, Branch Committees and Working Committees who has lost the confidence of the FMM Council, Branch Committees and Working Committees in his ability to discharge his duties or responsibilities effectively or has breached any part of this Code of Conduct shall be deemed to have resigned from office if a vote of no-confidence is passed by not less than 75% of the Members of the FMM Council, Branch Committees and Working Committees present and voting at a meeting of the FMM Council, Branch Committees and Working Committees respectively. Such resignation, if not provided in the statutes or Branch By-Laws of FMM, shall be ratified according to the process required to effect the removal of the member from office.

I accept and agree to adhere to the principles and terms of this Code of Conduct, including Annex 1, and would declare to the FMM any situation where there is a likely conflict of interest.

Name/IC

Position

Signature

Date

Witness by

Name/IC

Position

Signature

Date



FMM Conflict of Interest Policy

1. Definition of Conflict of Interest

Situation where business, financial, family, political or personal interest could interfere with the judgement of person in carrying out their duties for the organisation (FMM).

2. Applicability

This policy applies, except as otherwise stated, to every person associated with FMM, its Secretariat or any of members in the FMM Council, Branch Committee and/or Working Committees. The “interests of any person associated with FMM” include the interests of any person with whom they have a close personal relationship, including their spouse, life partner, children, parents, siblings or other close family members.

3. General Policy

- a. Every person associated with FMM (according to paragraph 1) must avoid or manage any potential real or perceived conflict of interest (inter alia by refraining from any decision making or voting on matters subject to a potential conflict of interest), and openly acknowledge any potential or actual conflict of interest which arises through his/her association with FMM.
- b. Conflicts of interest may arise from time to time in the course of such persons’ activities and decisions. They may arise in their work for FMM with regard to pecuniary or financial interests, or interests that impede them in their duty to act in the best interests of FMM.

- c. Members of the FMM Council, Branch Committees and Working Committees shall declare their financial and non-financial interests on the contract, tender, business activities which could potentially lead to or could conceivably be perceived as a conflict of interest. Such declaration shall be at the meeting/occasion where such conflict could arise, or if of a long term or general nature be lodged with the FMM Secretariat at the Head Office or Branches as where appropriate.

4. Remunerated Work Contracts and Consultancies

- a. FMM is represented at private and public sectors by persons from member companies who are not employees of FMM but act for or on behalf of FMM on a voluntary basis. Many of such individuals may have business, professional and other affiliations.
- b. Members of the FMM Council, Branch Committees and Working Committees may not perform remunerated work for the FMM secretariat, unless approved so by the FMM Council or the Branch Committees.
- c. FMM Council, Branch Committees and Working Committee members may apply and compete for remunerated work contracts with FMM, provided they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilise privileged information and do everything to contradict the perception of having utilised privileged information.
- d. In addition, they will not exercise their board/committee function to the extent it relates to the conditions of the contract or the selection or supervision of such contract. In other words, they do not need to be disqualified in such cases because of their affiliation with FMM, but neither may they be given the “inside track”. When doing non-FMM related work, board/committee members or their companies shall not utilise privileged FMM information, and shall also be sensitive to the perception that they might be utilising such information.
- e. Resource persons active anywhere in FMM or companies or other organisations with which such individuals are affiliated, may apply and compete for remunerated work contracts with FMM, provided they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not use privilege information and do everything to contradict the perception of having utilised privileged information. In other words, they do not need to be disqualified because of their affiliation with FMM, but neither may they be given the “inside track”. When doing non-FMM related work, resource persons shall not utilise privileged FMM information, and shall also be sensitive to the perception that they might be utilising such information.

- f. FMM will be transparent in their decision-making processes when commissioning paid work, and will follow transparent tender procedures.

5. Gift, Hospitality, Donations, Entertainment and Similar Benefits or that through FMM Whistleblowing Channels

No person associated with FMM or any of its Council, Branch Committees or Working Committees, unless it is approved by the Presidential Committee, shall accept any gift, entertainment, loan or anything else of value from any organisation or individual if it could be reasonably construed or perceived that the gift is reasonably be received as bribery and motivated by a wish to influence FMM.

6. How to Deal with a Possible Conflict of Interest

- a. Any Potential conflicts of interest shall be identified and declared by the person in potential conflict, or reported to other members of the Council, Branch Committees or Working Committees as soon as they become aware of such potential conflict of interest. If problems are identified before commitments are made or questionable actions have occurred, embarrassment can be avoided and alternatives can be explored.
- b. Such disclosure or report shall be made to the President of FMM or the Chief Executive Officer of FMM.
- c. The evaluation of a potential conflict of interest shall be made by the FMM Council or the Governance & Ethics Committee established by the FMM Council. In the event of conflicting views, the decision of the FMM Council shall rule.
- d. The FMM Council, Branch Committees and Working Committees are responsible for ensuring that all persons associated with the activities of FMM or any of its Branches and Representative Offices are made aware of the policy and procedures regarding conflict of interest. In addition, these policy and FMM Anti-Bribery and Corruption procedures shall be made available to the general membership through publication, such as on the website or in a newsletter.

7. Disclosure of Payments to FMM Council, Branch Committee or Working Committee Members

When FMM makes payment – excluding approved reimbursement expenses for members’ representation/participation in activities of FMM – to a member of FMM, this shall be declared in full in the annual Financial Statement and Annual Report of FMM. Such reporting shall also outline the Procurement/Tender procedures conducted that led to such payment.

8. FMM Governance & Ethics Committee

The FMM Council has established a Governance & Ethics Committee for the purpose of providing advice on ethical questions to anybody associated with the movement of good governance and transparency practised by FMM. The Terms of Reference and contact details of the FMM Governance & Ethics Committee can be obtained from the Secretariat.

9. Scope of this Policy

This policy sets the minimum standards. Individual Codes of Conduct and Conflict of Interest policies developed by members' companies shall complement this policy of good governance and business integrity.