

**SAMPLE OF THE ' CONFIRMATION OF
OFFICIAL REPRESENTATIVE / ALTERNATE REPRESENTATIVE '**

MUST BE ON MEMBER'S LETTERHEAD

Date :

Honorary Secretary General
Malaysian Association of Tour and Travel Agents (MATTA)
No. 11, Jalan 1/76
Desa Pandan
55100 Kuala Lumpur

Dear Sir,

We, being a member of the Malaysian Association of Tour and Travel Agents (MATTA), Membership No. _____, hereby confirm that our Official Representative and/or Alternate at all MATTA functions are as follows:-

		Full Name as per Identity Card or Passport	Identity Card Number / Passport Number* <i>* For Foreigners only</i>	Position in Company Director/Employee#
1.	Official Representative			
2.	Alternate Representative			

Licence No. _____ issued by the Ministry of Tourism. Date of Expiry : _____
(Certified true copy of Ministry of Tourism licence attached)

Type of Licence issued by the Ministry of Tourism:-
[] Ticketing [] Inbound [] Outbound

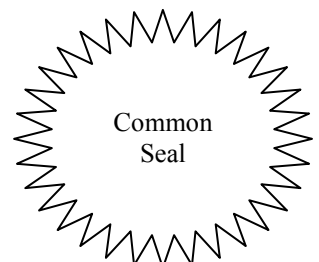
Bumiputera Equity: _____% (Members whose Bumiputera Equity is 51% and more will be classified as Bumiputera Members).

We hereby declare and confirm that the above information supplied is correct and that we are bound by the MATTA Constitution and Code of Ethics, Societies Act 1966 and other existing laws of Malaysia. Any false declaration will be subject to the due process under MATTA Constitution and all existing laws of the country.

Signed this _____ day of _____ 2009.

Name :
Designation :
(Remark : Director as per Form 49)

Name :
Company Secretary
(Ref. No: _____)



Company Stamp

SAMPLE SDN. BHD.
(Company No:)
(Incorporated in Malaysia)

Mr/Ms B
Company Secretary
(Ref: No:)

**CERTIFIED EXTRACT OF DIRECTORS' RESOLUTION IN WRITING PASSED ON
(Date) PURSUANT TO ARTICLE (Number) OF THE COMPANY'S ARTICLES OF
ASSOCIATION**

We, the undersigned, being all the directors of the Company for the time being, do hereby RESOLVE:

APPOINTMENT OF OFFICIAL AND ALTERNATE REPRESENTATIVES

1. THAT the following persons be and are hereby appointed as representatives of the Company pursuant to Section 147(3) of the Companies Act, 1965, in the position indicated against their respective names, to exercise all its rights and privileges to attend and vote on the Company's behalf at all meetings of Malaysian Association of Tour and Travel Agents and at all adjournments thereof and to sign all members' circular resolutions and these appointments shall remain in force until revoked by the Company in writing:

Full Name as per Identity Card/Passport	Company Position	Type of Representation
X (NRIC No.)	<i>DIRECTOR/ EMPLOYEE*</i>	OFFICIAL REPRESENTATIVE
Y (NRIC No.)	<i>DIRECTOR/ EMPLOYEE*</i>	ALTERNATE REPRESENTATIVE

2. THAT the directors of the Company do hereby confirm and certify that Mr/Ms X (NRIC No.) and Mr/Ms Y* (NRIC No.) stated above, is/are an employee(s) of the Company.

3. THAT the Directors of the company do hereby authorise any one of the Directors of the Company to execute the Statutory Declaration for confirmation of employee(s) appointed as representative(s).

4. THAT the Common Seal of the Company be and is hereby authorised to be affixed onto the "Confirmation of Official Representative/Alternate Representative" Form, copy of the "Certified extracts of the foregoing resolutions" and Certificates pursuant to Section 147(5) of the Companies Act 1965 in the presence of a Director and the Company Secretary.

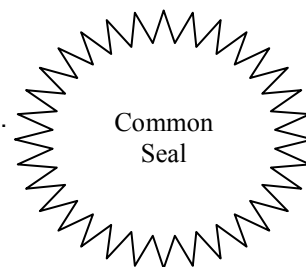
5. THAT a Certified True Copy of the latest FORM 49 submitted to the Suruhanjaya Syarikat Malaysia be forwarded to the Malaysian Association of Tour and Travel Agents and that the common seal of the Company be and is hereby authorised to be affixed onto this Certified True Copy in the presence of a Director and the Company Secretary.

6. THAT the directors do hereby confirm and certify that the bumiputra equity ownership in the Company is%.

Dated:

.....
Mr/Ms A
Director

.....
Mr/Ms B
Company Secretary
(Ref: No:)



*delete as appropriate

SAMPLE SDN BHD
(Company No:)
(Incorporated in Malaysia)

CERTIFICATE PURSUANT TO SECTION 147(5) OF THE COMPANIES ACT, 1965

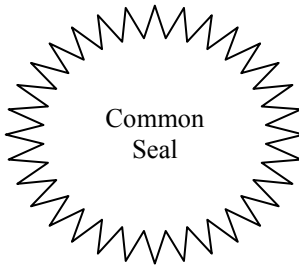
This is to certify that *Mr/Ms*.....(NRIC No.....) has been appointed as the Official Representative and that *Mr/Ms*.....(NRIC No.....) has been appointed as the Alternate Representative of **SAMPLE SDN BHD** to attend and vote on the Company's behalf at all meetings of Malaysian Association of Tour and Travel Agents and at all adjournments thereof and to sign all members' circular resolutions and that such appointment shall remain in force until revoked by the Company in writing.

Dated:

The Common Seal of
SAMPLE SDN BHD

was affixed hereunto

in the presence of



.....
Mr/Ms A
Director

.....
Mr/Ms B
Company Secretary
(Ref: No:)

SAMPLE SDN BHD
(Company No: _____)
(Incorporated in Malaysia)

STATUTORY DECLARATION

I, Mr/Ms _____ (*name of Director*) (NRIC No _____), being a Director of **SAMPLE SDN BHD** , do solemnly and sincerely declare that the following representative(s) :-

a) Mr/Ms _____ (NRIC No _____) and/or

b) Mr/Ms _____ (NRIC No _____)

is/are the employee(s) of the Company, And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provision of the Statutory Declaration Act, 1960.

Subscribed and solemnly declared by the aboved-named _____)

_____ (*name of Director*) at _____)

_____ in the _____ on _____)

(*Named Director to sign*)

Before me,

Commissioner for Oaths

Please attached all the necessary documents as per the check list below:

<i>Item</i>	<i>Documents</i>	<i>Submitted</i>
1.	<i>Confirmation of Official and Alternate Representatives (Company letterhead) under Common Seal by Director and Company Secretary.</i>	
2.	<i>Certified Extracts of Directors' Resolutions, duly certified true copy and under Common Seal by Director and Company Secretary.</i>	
3.	<i>Certificate appointing Official and Alternate Representatives under Common Seal by Director and Company Secretary.</i>	
4.	<i>Latest Form 49 submitted to Suruhanjaya Syarikat Malaysia duly certified true copy by Company Secretary and under Common Seal by Director and Company Secretary.</i>	
5.	<i>Certified true copy of Ministry of Tourism licence.</i>	
6.	<i>a) Latest copy of Borang A (EPF) or Borang 8A (Socso) duly certified true copy by Company Secretary, if Official/Alternate representative(s) is/are the employee(s) of the company, or b) Statutory Declaration by Director, if representative(s) (item 6 (a) above) does not contribute to EPF and Socso.</i>	
7.	<i>Latest Annual Return submitted to Suruhanjaya Syarikat Malaysia duly certified true copy by Company Secretary (For Bumiputera Members Only).</i>	

Members are reminded of the following:-

Who can be an OFFICIAL DELEGATE and an ALTERNATE DELEGATE
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- **As per MATTA Constitution Article VII, Item 3.3**

Each Member shall nominate ONE OFFICIAL DELEGATE and ONE ALTERNATE DELEGATE to exercise all its rights and privileges. Such delegates shall be EMPLOYEES or DIRECTORS of the member. A delegate shall only represent ONE MEMBER at any one time.

- **As per MATTA Consitution Article VIII, Item 2 Breach of the Constitution**

Item 2.1:

Any member who fails to abide by the constitution or who for any reason causes moral or material damage to the Association may be censured, suspended or expelled from Membership by the Executive Council. Such decision shall require a two-thirds majority of the Executive Council by secret ballot. The member concerned shall have the right to be heard beforehand by the Executive Council. A member or members of the Executive Council who may be involved in the case shall have no vote in the decision. Any member aggrieved by the decision of the Executive Council may seek redress from a general meeting whose decision shall be final.