

MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF PERBADANAN
PENGURUSAN VISTA KOMANWEL B ON 21ST SEPTEMBER 2013 AT 2.30 PM AT
THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL,
57700 KUALA LUMPUR.

Registered Attendees

No.	Unit No.	Name of Registered Proprietor	Name of Attendee	Attendee Status	Voting Rights
1.	B-27-06	Chong Sau Ching	Chong Sau Ching	Proprietor	1
2.	B1-06-03	Chong Siew Han	Chong Siew Han	Proprietor	1
3.	B-25-08	Chow Yue Wing	Chow Yue Wing	Proprietor	1
4.	B2-07-05	-	Chua Guat Hong	Observer	0
5.	B1-3A-01	Chuai Teck @ Chai Teck	Chuai Teck @ Chai Teck	Proprietor	1
6.	B2-05-06	Eeswaran a/l Naga Segaram	Eeswaran a/l Naga Segaram	Proprietor	1
7.	B-29-08	Foo Weng Fatt & Hwang Kee Fun & Gan Teck Long	Gan Teck Long	Proprietor	1
8.	B-01-06	Henry Lee Sin Fook	Henry Lee Sin Fook	Proprietor	1
9.	B-15-04	Hon Seow Mee	Hon Seow Mee	Proprietor	1
10	B2-09-04	Khaw Eng Sun & Ngoo Poh King	Khaw Eng Sun	Proprietor	1
11	B2-18-05	Loh Mei Sin	Loh Mei Sin	Proprietor	1
12	B-26-08	Peng Yee Hock	Peng Yee Hock	Proprietor	1
13	B1-01-07	Shukhen Dutt a/l Pankaj Kumar Dutt	Shukhen Dutt a/l Pankaj Kumar Dutt	Proprietor	1
14	B2-15-01	Stanley Keith Rodgers	Stanley Keith Rodgers	Proprietor	1
15	B1-18-04	Tan Siew Ling	Tan Siew Ling	Proprietor	1
16	B-24-07	Teh Teong Khuan	Teh Teong Khuan	Proprietor	1
17	B-25-05	Lim Chee Sing / Chang Lily	Wong Wei Wen	Proxy	1
18	B2-03-03	Yong Wai Mun	Yong Wai Mun	Proprietor	1
19	B-25-02	Yew Kok Onn	Yew Kok Onn	Proprietor	1
TOTAL REGISTERED VOTERS					18 (17 Proprietors + 1 Proxy)

Representative from Raine, Horne & Zaki Property Management Sdn Bhd

No.	Name
1.	Mr. P. Selvakumaran
2.	Mr. Kumar Kanthan
3.	Mr. Barani Kumar
4.	En. Mohamad Helmi Jamil
5.	Puan Norfitriafzan
6.	Cik Nor Fadilah
7.	Puan Nor Haslina
8.	Ms. Suhashini

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1.0 Notice of Annual General Meeting

1.1 The notice of meeting was taken as read.

2.0 In-attendance:

a) Proprietors and Proxy:

As registered in the attendance list attached.

b) Representatives from Raine, Horne & Zaki Property Management Sdn Bhd (RHZPM):

As registered in the attendance list attached

3.0 Management Corporation (MC) Meeting

3.1 The Annual General Meeting of Management Corporation (MC) was held on 21st September 2013 pursuant to the Strata Title Act 1985.

3.2 At 2.30 pm, a total of eighteen (19) attendees were present with eighteen (18) of them eligible voters and one (1) being observer. The meeting was called to order to transact all business and also the election of office bearers.

4.0 Introduction

4.1 The meeting started off with a welcome address from the representative of Raine, Horne & Zaki Property Management Sdn Bhd, Mr. P. Selvakumaran who explained to all present that the parcel proprietors who were present were required to elect a Chairman to preside the meeting as per the requirement stated under the 2nd Schedule of the Strata Titles Act 1985 (Act 318).

4.2 The floor unanimously agreed to choose the Chairman of Perbadanan Pengurusan Vista Komanwel B term 2012/2013, Mr. Terrence Chai to conduct the meeting.

The following matters were discussed and deliberated:

5.0 Agenda 1 ~ Chairman's Address

5.1 The Chairman of Perbadanan Pengurusan Vista Komanwel B for term 2012/2013, Mr. Terrence Chai welcomed all attendees to the meeting. He thanked the council members and also the management team, Raine, Horne & Zaki Property Management Sdn Bhd for their continuous support.

5.2 He explained on the previously approved projects whereby these projects are still pending completion. The projects are namely, construction of the new guardhouse, resurfacing of internal road which is targeted to complete at the end of this year, extension and general repairs to the clubhouse, upgrading of main lift lobby for all three blocks.

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- 5.3 He also explained that four (4) projects have been completed such as new timber flooring and aircond has been installed at MPH, the gymnasium has been laid with timber flooring and new equipments haven been purchased, additional pergola was constructed at the swimming pool deck together with new tables and chairs and landscape has been upgraded at the pool deck area and planter boxes.
- 5.4 There are several projects that have been planned to be implemented in future such as lift modernization and Block B1 and B2, to paint the lift lobbies with washable paints, to construct a cafeteria at the clubhouse and to replace all common area lighting to LED light fittings.
- 5.5 Mr. Terrence also highlighted on the problems faced such as traffic problem whereby many drivers are using the link in front of Vista Komanwel B as a shortcut to Kesas highway. As such, the council has written officially to Dewan Bandaraya Kuala Lumpur (DBKL) to join the missing sectional link of road connecting Covelia Condominium to Taman Esplanade to ease this problem. The second problem that the Chairman highlighted was the-illegal hawkers mushrooming at the road kerbs in between Vista Komanwel B and Vista Komanwel C which is causing an eye sore. This matter has also been highlighted to the local authorities for their further action.

5.6 Without further delay, the Chairman requested to proceed to the next agenda on adoption of the past minutes.

6.0 Agenda 2 ~ Adoption of minutes of the 2nd AGM 2012 held on 21st July 2012.

6.1 The members of the floor looked through the meeting minutes and there were no changes proposed. As such, the minutes of the previous Annual General Meeting held on 21st July 2012 was proposed to be adopted by Mr. Stanley Keith Rodgers of unit no. B2-15-01 and was seconded by Mr. Teh Teong Khuan (B-24-07). There were no objections recorded.

7.0 Agenda 3 ~ Annual Report 2012/2013

7.1 **Summary by Chairman**
Covered under item 5.0

7.2 **Finance & Admin Subcommittee**
Will be deliberated further by the Head of Finance under item 8.0.

7.3 **Facilities Subcommittee**

Mr. Terrence Chai explained that the facilities subcommittee will review on the service provider's performance and their contracts. He explained that all service providers are signed on a month to month basis except lift maintenance contract which has been signed annually.

He also explained on the progress for approved projects starting with the upgrading of the main lift lobby for all three (3) blocks. The designs for these blocks have been prepared

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and currently pending confirmation. The second project in line is extension and general repairs to club house whereby it is currently at the tender stage. The third project is the resurfacing of internal roads and paths within Vista Komanwel B compound whereby this project is estimated to complete by year end 2013.

7.4 Operations Subcommittee

Mr. Yong Wai Mun explained on the service providers of Vista Komanwel B whereby security services is provided by Special Squad Security Services with a total of seven (7) guards for a total contract amount of RM30,500.00. Cleaning services is provided by ADMA Services with a total of ten (10) cleaners and contract amount is RM15,000.00. Pest control services commenced at 1st September 2010 for a contract amount of RM750.00 whereas termite treatment is by NPC Pest Control amounting RM29,000.00.

7.5 Health, Safety and Environment Subcommittee

Mr. Stan Rodgers explained on fire fighting equipment deliberating that the standby pumps are in good condition and the wet riser nozzles have been replaced as many were stolen. He also explained on the emergency access at the main entrance which has been enlarged for easy access of BOMBA in case of emergency, He also explained on the stray cats whereby enforcement was done by Dewan Bandaraya Kuala Lumpur in January 2013.

7.6 Question and Answers by Terrence, Stan & Yong

Q1. Mr Khaw from B2-09-04 expressed dissatisfaction on the performance, for example cleaners do not sweep and clean the staircase area.

Q2. Mr Khaw, B2-09-04 pointed out strict enforcement must be taken on strictly no planter box on parapet at the balcony. He had witness the planter box fell from B2-01-04.

Q3. Mr Khaw, B2-09-04 witnessed couple used fire hose to was car and urged management to stop this incident.

Q4. Mr Henry Lee from B-01-06 pointed out all the problem concerning cleaning service was due to poor supervision and urged management to improve the service.

Q5. Mr Henry Lee, B-01-06 expressed frustration on the unsolved problem of throwing rubbish from the higher floor and urged. Stray cats and crows were found were commonly seen at the roof of TNB substation.

A: Mr Terrence urged the property manager to look into all the above-mentioned problems which raised by the parcel owners.

8.0 Agenda 4 ~ To adopt/deliberate the Audited Accounts as at 31st December 2012 by Perbadanan Pengurusan Vista Komanwel B

8.1 Mr. Kumar Kanthan, Head of Finance and representative from Raine, Horne & Zaki Property Management Sdn Bhd deliberated on the audited accounts for the year ending 31st December 2012.

8.2 He explained that based on the income and expenditure statement, the income has increased a total of 6% compared to year 2011 respectively RM905,623.00 to RM1,914,332.00. He also highlighted that the previous audit was only six (6) months as the Management Corporation was

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formed in July 2011. Mr. Kumar also mentioned that the major assets have increased for year 2012 as construction of guard house contributes RM194,590.00 whereas installation of access card, barrier gate and CCTV holds a total amount of RM241,333.00.

- 8.3 There were also several other income to the management fund being insurance claims for lift damage due to lightning and damage to PCB door access amounting RM92,822.00.
- 8.4 The summary of bank balance as at 31st August 2013 in the fund of Vista Komanwel B is RM460,272.62 in the maintenance fund, RM158,009.30 in the sinking fund, RM1,100,000.00 in fixed deposit.
- 8.5 As there were no question raised Mr. Eeswaran a/l Naga Segara from unit no: B2-05-06 proposed to adopt the audit report for the year ending 31st December 2012 and this was seconded by Mr. Stanley Keith Rodger from unit no: B2-15-01.
- 9.0 Agenda 5 ~ To decide whether to confirm, vary or extend insurances affected by the Management Corporation.
- 9.1 Mr. Terrence Chai preceded with the next agenda and explained to all that they may choose to continue with the existing policy or to terminate and suggest a new insurer. The current insurer is Tokio Marine Insurance Malaysia Berhad and the coverage is from 15th January 2013 till 14th January 2014. He briefly explained on the types of insurance purchase as below:
- a. Fire Insurance Policy
Sum insured is for a total of RM100,000,000.00 and the total premium is RM60,019.47. This policy covers impact damage, strike, riot, pipe and water tank burst, and many others. The premium amount is billed to the owners based on the built up area respectively.
 - b. Public Liability Insurance Policy
Sum insured is for a total of RM2,000,000.00 and the total premium is RM710.00. This policy covers third party claim from any mishap that occurs within the premises of Vista Komanwel B.
 - c. Burglary Insurance Policy
Sum insured is for a total of RM100,000.00 and the total premium is RM360.00. This policy covers burglary claims of the common property in Vista Komanwel B.
 - d. Error & Omissions Policy
Sum insured is for a total of RM2,000,000.00 and the total premium is RM2,390.000. This policy covers the interest of the Management Council should there be any legal case against them with regards to the operational matters of the apartment.
- 9.2 As there were no questions raised, Mr Johnny Yew from B-25-02 proposed to adopt the existing insurance till the expiry and this was seconded by Ms. Khaw Eng Sun from unit no. B2-09-04. There were no objections recorded.

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10.0 Agenda 6 ~ To decide whether to increase the amount of service charge and sinking fund paid by the parcel owners from the current sum of RM0.17 per square feet to RM0.19, RM0.20 or RM0.22 cents per square feet to be determined by the floor of which 10% from the approved charges to be contributed to the sinking fund or to maintain the existing charges.

10.1 Mr. Terrence proceeded with the next agenda on determining the amount of service charge and sinking fund that needs to be paid by the proprietors. He presented the existing and proposed budget as well as comparison between Vista Komanwel B and the surrounding apartments/condominiums in Bukit Jalil. Vista Komanwel B is currently being charged the lowest rate at RM0.17 per square feet whereas the surrounding properties are charged between RM0.20 to RM0.22.

There were several questions raised with regards to this agenda:

Question 1 raised by Mr. Khaw Eng Sun (proprietor) of unit no B2-09-04:

What is the collection percentage here in Vista Komanwel B?

Answer by Mr. Terrence Chai, Chairman of Annual General Meeting :

Approximately 90%. However with 100% collection we will only be at par with the expenses.

Question 2 raised by Mr. Eeswaran a/l Naga Segara (proprietor) of unit no B2-05-06:

If we vote for an increase in the rate, will this maintain from this point on or can we revise it later after evaluating the accounts?

Answer by Mr. Terrence Chai, Chairman of Annual General Meeting :

The agreed rate will remain until agreed otherwise by the members of the floor in an Extraordinary General Meeting or the upcoming Annual General Meeting.

Question 3 raised by Mr. Yew Kok Onn (proprietor) of unit no B-25-02:

In the budget presented to us, general repairs are speculated to reduce. Could you please explain on this.

Answer by Mr. Terrence Chai, Chairman of Annual General Meeting :

Our general repairs are very high mainly due to repairs of lifts. With the resolution to modernize the lift, we speculate for cost of repairs to reduce.

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The council members proposed for an increase of RM0.03 cents whereby the new rate shall be RM0.20. Members of the floor were required to vote and the results are as follows:

In favor to increase rate to RM0.20	9
Object the increase to RM0.20	7
Abstain	2

10.2 As the majority has voted for the increase, the new service charge rate shall be RM0.20 beginning 1st January 2014 onwards.

11.0 Agenda 7 ~ To determine whether to vary or maintain the 10% interest payable by the purchasers in respect of late payment charges towards the Management Fund.

11.1 The meeting continues with the next agenda on determining the interest payable in respect to late payment charges. Mr. Terrence Chai explained that currently the interest payable for debtors are 10% per annum for a term of thirty (30) days. Mr. Johnny Yew from unit no. B-25-02 proposed to maintain the interest rate and this was seconded by Mr. Gan Teck Long from unit no. B-29-08. There were no objections recorded.

12.0 Agenda 8 ~ To determine the number of Council Members and to elect the Council Members of the Management Corporation for term 2013/2014.

12.1 The following agenda was to elect the Council Members of the Management Corporation for term 2013/2014. Mr. Terrence explained to the members of the floor on the eligibility to be a council members which includes one can only be nominated to be part of the council should he/she be a proprietor and not a proxy and all outgoings should be fully settled as at 31st August 2013.

12.2 It was unanimously decided to elect ten (10) council members and the nominations are as follows:

<u>Candidate</u>	<u>Proposed by</u>	<u>Seconded by</u>
Shukhen Dutt (Unit no : B1-01-07)	Stanley Keith Rodgers (Unit no : B2-15-01)	Chuai Teck @ Chai Teck, Terrence (Unit no : B1-3A-01)
Tan Siew Ling, Michelle (Unit no : B1-18-04)	Shukhen Dutt (Unit no : B1-01-07)	Teh Teong Khuan (Unit no : B-24-07)
Yew Kok Onn (Unit no : B-25-02)	Tan Siew Ling, Michelle (Unit no : B1-18-04)	Shukhen Dutt (Unit no : B1-01-07)
Chow Yue Wing (Unit no : B-25-08)	Shukhen Dutt (Unit no : B1-01-07)	Tan Siew Ling, Michelle (Unit no : B1-18-04)
Teh Teong Khuan (Unit no : B-24-07)	Chow Yue Wing (Unit no : B-25-08)	Yew Kok Onn (Unit no : B-25-02)

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Chuai Teck @ Chai Teck, Terrence (Unit no : B1-3A-01)	Yew Kok Onn (Unit no : B-25-02)	Teh Teong Khuan (Unit no : B-24-07)
Stanley Keith Rodgers (Unit no : B2-15-01)	Teh Teong Khuan (Unit no : B-24-07)	Shukhen Dutt (Unit no : B1-01-07)
Henry Lee Sin Fook (Unit no : B-01-06)	Tan Siew Ling, Michelle (Unit no : B1-18-04)	Teh Teong Khuan (Unit no : B-24-07)
Khaw Eng Sun (Unit no : B2-09-04)	Chuai Teck @ Chai Teck, Terrence (Unit no : B1-3A-01)	Tan Siew Ling, Michelle (Unit no : B1-18-04)
Chong Siew Han (Unit no : B1-06-03)	Tan Siew Ling, Michelle (Unit no : B1-18-04)	Chuai Teck @ Chai Teck, Terrence (Unit no : B1-3A-01)

12.3 As there were no further nominations and all ten (10) seats to council members have been filled, no voting was required. As such, all the above names shall form the council members of Perbadanan Pengurusan Vista Komanwel B. There were no objections recorded.

13.0 Agenda 9 ~Special Resolutions

13.1

(A) To present and deliberate on the proposal in the modernization program for lifts at Block B1 & B2 at an estimated cost of RM600,000.00

(B) To present and deliberate on the proposal in the modernization program for lifts at B Tower at an estimated cost of RM600,000.00

Mr. Terrence explained that the lifts in Vista Komanwel B are now fifteen (15) years old and its about high time that the lifts are modernized. He also added that spare parts for the lifts are very difficult to be obtained as most parts are almost obsolete.

After much deliberation, the floor decided to approve the said resolution. This resolution was proposed to be adopted by Mr. Gan Teck Long from unit no. B-29-08 and seconded by Mr. Eeswaran a/l Segaram of unit no. B2-05-06. There were no objections recorded.

13.2 To deliberate on the traffic flow change exiting B1 using a proposed passage in between B1 & B Tower and if approved to mandate the council to carry out a trial run for three (3) months whether acceptable or otherwise

Mr. Terrence proceeded with the next agenda and explained on the reasons for the proposed change. He explained that with this change, the traffic will reduce immediately and shifting of delivery goods activity in front of B Tower will be much easier. It will also be convenient and safer for residents to park their vehicles at the covered car park in front of B Tower. By this change, it will also be convenient and safer for heavy vehicle at B Tower to exit as currently they require making a u-turn to exit. This change will also create a shortcut for vehicles exiting from Block B1 and there will be less hassle for residents to access into B Tower's main lobby.

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There was one question raised with regards to this agenda :

Question raised by Mr. Wong Wei Wen (proxy) of unit no B-25-05:

With this change, I believe the reserved parking will be occupied. Are there any arrangement for those occupying these bays?

Answer by Mr. Terrence Chai, Chairman of Annual General Meeting :

The occupants will be informed accordingly after the council have decided on the next course of action.

As there were no further questions, the floor decided to approve the said resolution. This resolution was proposed to be adopted by Mr. Chow Yue Wing from unit no. B-25-08 and seconded by Mr. Henry Lee of unit no. B-01-06. There were no objections recorded.

13.3 To seek approval from members of the floor to allow all penthouse units at Block B1 and B2 to install awning similar to B Tower's penthouse

The next agenda was to obtain the mandate from the members of the floor to allow units at Block B1 and B2 to install awning similar to B Tower's penthouse at the owners own expense. This resolution was proposed to be adopted by Mr. Gan Teck Long from unit no. B-29-08 and seconded by Mr. Khaw Eng Sun of unit no. B2-09-04. There were no objections recorded.

13.4 To deliberate and table a motion to only allow owners residing in Vista Komanwel B to obtain rights to park second (2nd) vehicles in the lots allocated.

Mr. Terrence explained that this resolution is mainly to ensure that only owners residing in Vista Komanwel B is given the rights to obtain the second parking bay. This is as many owners who are not residing in Vista Komanwel B are obtaining the second parking and letting it out to outsiders (students of International Medical University) for the purpose of additional income. This resolution was proposed by the council to be changed to "To amend the House Rules to incorporate the following:

"Only owners/residents who are presently residing at Vista Komanwel B shall be allowed to obtain a 2nd car park lot (white bay). This privilege shall be extend to the owner/resident only and the owner/resident shall not sub-let/permit the use to any third party. The MC shall reserve the right to revoke this privilege in the event of any breach".

This motion was proposed to be adopted by Mr. Gan Teck Long from unit no. B-29-08 and seconded by Mr. Khaw Eng Sun of unit no. B2-09-04. There were no objections recorded.

14.0 Agenda 10 ~ To transact any other business of which due notice shall be given in writing addressed to the Hon. Secretary before 12.00pm, 7th September 2013 to be sent to the management office as the above address.

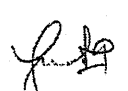
There were no notices sent to the Hon. Secretary within the said time however the Chairman allowed any other queries to be raised during the meeting.

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There was a proposal to charge RM50.00/day for as clamping fee. Mr. Terrence mentioned that this proposal will be further discussed during the council's monthly meeting and will implemented should all be agreeable towards it.

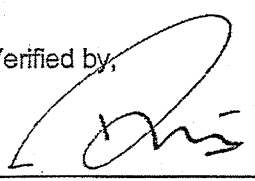
There being no other matters, Mr. Terrence thanked all for their attendance and time. The meeting ended at 4.15pm.

Minuted by,



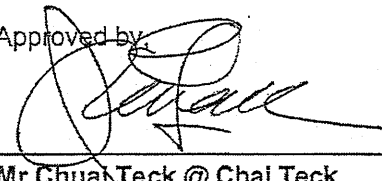
Mr. Selvakumaran/Ms Suhashini
Raine, Horne & Zaki Property Management Sdn Bhd.
Date :

Verified by,



Ms Tan Siew Ling
Secretary for term 2012/2013
Perbadanan Pengurusan Vista
Komanwel B
Date : 24/10/2013

Approved by,



Mr Chuan Teck @ Chai Teck
Chairman for term 2012/2013
Perbadanan Pengurusan Vista
Komanwel B
Date : 24/10/2013