



**Perbadanan Pengurusan Emerald Residence
(STRATA/PER/DBD/3/2017/JLD.2)**
(Management Corporation of Emerald Residence)
Pejabat Pengurusan, 1-04-1, Emerald Residence
Jalan Bukit Belah, 11920 Bayan Lepas, Penang
Email Address : emeraldresidencepenang@gmail.com
Contact No: +6010 385 7970

**THIS NOTICE IS IMPORTANT AND
REQUIRES YOUR IMMEDIATE ATTENTION**

CIRCULAR TO ALL PROPRIETOR(S) OF EMERALD RESIDENCE

In relation to

**THE EXTRAORDINARY GENERAL MEETING OF MANAGEMENT CORPORATION
OF EMERALD RESIDENCE WITH THE STRATA MANAGEMENT ACT 2013
(ACT 757)**

Meeting Pack

(Note: For Ease of reference, kindly bring along the meeting pack during the Extraordinary General Meeting)

Date and time of the Extraordinary General Meeting of Management Corporation of Emerald Residence : (No Adjournment for EGM Will Be Held)	10th January 2026 (Saturday), 10.00 am (Registration commences at 9.30 am)
Last day and time for lodging the proxy form:	8th January 2026 (Thursday), at/ before 10.00 am
Venue: Community Hall, Level 4, Emerald Residence, Jalan Bukit Belah, 11920 Bayan Lepas, Pulau Pinang	

The Notice is dated 1st December 2025



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Date: 1st December 2025

Dear Emerald Residence proprietor(s),

Notice of the Extraordinary General Meeting of Management Corporation of Emerald Residence

Pursuant to the second schedule, Provisions for Management Corporation (Second Schedule – Subsections 22(2), 56(2) and 63(5) Clause 10(1) Extraordinary General Meeting of the Strata Management Act 2023 (Act 757), explained that the Emerald Residence Management Corporation shall hold its Extraordinary General Meeting for the consideration of external wall crack rectification works, installation of awning at motorcycle parking lots, and installation of EV chargers within the premises.

In compliance thereof, the Management Corporation Committees has resolved to convene its **Extraordinary General Meeting of Management Corporation of Emerald Residence on 10th January 2026 (Saturday) 10.00 am at Emerald Residence, Community Hall, Level 4, Emerald Residence, Jalan Bukit Belah, 11920 Bayan Lepas, Pulau Pinang.**

All proprietor(s) are hereby invited to attend the Extraordinary General Meeting of Management Corporation of Emerald Residence, and the agenda of the meeting is enclosed. In the interest of staying on schedule, we kindly request that you arrive early. The registration process will begin at **9.30 am**. The meeting will start as soon as the quorum is reached or at **10.30 am**, whichever is earlier.

If you are unable to vote in person at the Extraordinary General Meeting, you may complete, sign and deposit the appointment of Proxy Form which is attached together with this Notice and Agenda, in accordance with the instructions stated therein, at the Management Office (**1-04-01, Emerald Residence, Jalan Bukit Belah, 11920 Bayan Lepas, Penang**). **48 hours before the scheduled time of the Extraordinary General Meeting of Management Corporation of Emerald Residence, which is at or before 10.00 am, on 8th January 2026 (Thursday)**.

A proxy shall be entitled to vote on a show of hands or by poll. A proxy need not be proprietor. A person may act **as proxy for only one proprietor** at any one general meeting. 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 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. **Co-proprietor may vote by means of a jointly appointed proxy or appointing any one of them or any other person** (e.g. Co-proprietor of a parcel shall together file in a proxy form in not less than **forty-eight (48) hours** before the time of the meeting either to appoint a jointly appoint proxy (if they are appointing a third party as a proxy) or to appoint any one of them as a proxy to attend the EGM, even if both of them will be present during the EGM). Please note that in the absence of a proxy, Co-proprietor shall not be entitled to vote on a show of hands.

Please also note that eligibility for voting at this Extraordinary General Meeting of Management Corporation of Emerald Residence shall be subjected to the settlement of all outstanding charges or contribution to the sinking fund, or any other money due and payable to the Management Corporation in respect of his parcel



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are in arrears for the period ending **31th December 2025 (December 2025 Billing)** and the settlement must be completed not be later than **3rd January 2026 (Saturday) before or at 10.00 am** in accordance to second schedule, provisions for the Management Corporation (Subsections 21(2) of the Strata Management Act 2013 (Act 757), failing which the relevant proprietor(s) shall only be allowed to attend but not to vote.

In addition, we enclose the relevant forms and documents for your attention:

- a) Notice of the Extraordinary General Meeting of Management Corporation of Emerald Residence.
- b) Appointment of Proxy Form / Co – ownership Form, and Letter of Authority.
- c) Summary of Quotation for (Refer Appendix A):
 - i. External wall cracks rectification works
 - ii. Installation of awnings at motorcycle parking lots
 - iii. Installation of EV chargers

Please bring along the above documents to the Extraordinary General Meeting of Management Corporation of Emerald Residence **(for item b which must be submitted 48 hours before the Extraordinary General Meeting of Management Corporation of Emerald Residence, which is on 8th January 2026 before or at 10.00 am).**

We look forward to your presence and participation during the Extraordinary General Meeting of Management Corporation of Emerald Residence.

Should you have queries, please contact the Management Office at +6010-3857970.

Thank you,

Date: 1st December 2025

Yours faithfully,

On behalf of Management Corporation of Emerald Residence

Name : Ong Yi kai
Designation : Chairman



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THIS NOTICE IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

1. If you are not a registered unit owner, please return this Notice and its enclosure to The Management immediately at the following address:

(1-04-01, Emerald Residence, Jalan Bukit Belah, 11920 Bayan Lepas, Penang.)

2. If you have Sold Your Unit and completed the memorandum of transfer (MOT), please immediately hand this Notice and all its EGM packages to the new unit owner. Please also provide Emerald Residence with the full particulars of the new owner. Otherwise, you can proxy your buyer.
3. Please furnish Emerald Residence with a photocopy of the Strata Title to update the management office 7 days before the EGM date.

NOTE:

1. One half of the proprietors 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 with the consent of EGM Chairman.
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 poll shall have such number of votes as that corresponding with the number of share units or provisional share units assigned to his unit or provisional block.
4. **No proprietor shall be entitled to vote if, on the seventh day before 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 unit, are in arrears.**
5. Co-proprietor may vote by means of a jointly appointed proxy appointing anyone of them or any other person. In the absence of a proxy, co-proprietor 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 unit 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 unit 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 for holding the meeting or any adjournment of the meeting.



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STRATA MANAGEMENT ACT 2013

STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT) REGULATIONS 2015

Notice of the Extraordinary General Meeting of Management Corporation of Emerald Residence.

To: ALL PROPRIETOR(S) CONSTITUTING MANAGEMENT CORPORATION OF EMERALD RESIDENCE.

NOTICE IS HEREBY GIVEN THAT the Extraordinary General Meeting of Management Corporation of Emerald Residence convened under subsection 57(3) of the Strata Management Act 2013 ('the Act'), will be held at **Community Hall, Level 4, Emerald Residence, Jalan Bukit Belah, 11920 Bayan Lepas, Pulau Pinang on 10th January 2026 (Saturday) at 10.00 am** for the following purposes:

AGENDA(S):

1. To appoint the Chairman of the Extraordinary General Meeting of the Management Corporation of Emerald Residence.
2. To consider and approve the proposal for rectification works to repair the external wall cracks.
3. To consider and approve the installation of awnings at the motorcycle parking lots.
4. To consider and approve the installation of Electrical Vehicle (EV) chargers within the premises.

Date: 1st December 2025

Yours faithfully,

On or behalf of Management Corporation of Emerald Residence



Name: Ong Yi Kai

Designation: Chairman



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Extraordinary General Meeting of Management Corporation of Emerald Residence

Strata Management Act 2013 (Act 757)

Appointment of Proxy / Co-Ownership

(For Individual owner or multiple owners to appoint a proxy)

To: **MANAGEMENT CORPORATION OF EMERALD RESIDENCE**

c/o EAD PROPERTY MANAGEMENT SDN BHD

1-04-01,

Emerald Residence, Jalan Bukit Belah

11920 Bayan Lepas,

Pulau Pinang.

Email: emeraldresidencepenang@gmail.com

THE EXTRAORDINARY GENERAL MEETING OF THE MANAGEMENT CORPORATION OF EMERALD RESIDENCE ON 10th JANUARY 2026.

*I/*We _____ (*Full Name*) *NRIC No. / *Passport No.:

of _____ (*address*) *am a
proprietor/ *are co-proprietor in respect of parcel No: _____ and
appoint: _____ (*Full Name*), *NRIC No. / *Passport No.:
_____ (*address*) as *my/*our
proxy to vote for *me/*us at the Extraordinary General Meeting of Management Corporation of
Emerald Residence in respect to be held at Community Hall, Level 4, Emerald Residence, Jalan
Bukit Belah, 11920 Bayan Lepas, Pulau Pinang, on 10th January 2026 (Saturday) at 10.00 am or
at any adjourned thereof.

Dated this _____ Day of _____ 2026

*Signature(s)/*seal of proprietor(s)

*Signature of Proxy

Name : _____

*Designation : _____

To be submitted to the Management Office during office hours not later than 48 hours before the Extraordinary General Meeting.



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Extraordinary General Meeting of Management Corporation of Emerald Residence

Strata Management Act 2013 (Act 757)

LETTER OF AUTHORITY

(For a company to appoint a representative)

To: **MANAGEMENT CORPORATION OF EMERALD RESIDENCE**

C/o EAD PROPERTY MANAGEMENT SDN BHD

1-04-01,

Emerald Residence, Jalan Bukit Belah

11920 Bayan Lepas,

Pulau Pinang.

Email: emeraldresidencepenang@gmail.com

**EXTRAORDINARY GENERAL MEETING OF MANAGEMENT CORPORATION EMERALD RESIDENCE ON
10th JANUARY 2026.**

We, the undersigned Proprietor(s) of Unit as describe below, bearing the assessment address as describe below HEREBY APPOINT our representative as described below: -

NAME OF PROPRIETOR(S)

DESCRIPTION OF UNIT NO.

NAME OF REPRESENTATIVE

NRIC/PASSPORT OF REPRESENTATIVE

(whose signature appears below) to be our representative at the Extraordinary General Meeting of Management Corporation of Emerald Residence to be held at the place, date and time as stated in the Notice of Meeting.

If the proprietor is a Company and the Director is attending on behalf of the Company, kindly bring along Form 49 for verification purpose. On the other hand, you can also authorize manager to represent the Company, provided that Letter of Authority is given to the Manager.

Dated this _____ Day of _____ 2026

Signature of Director(s) of the Company
With Company Chop

Specimen Signature of representative