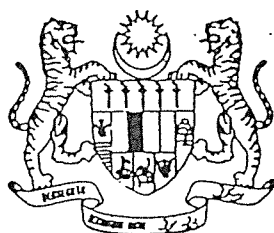


INSTITIUT KIMIA MALAYSIA  
THE MALYSIAN INSTITUTE OF CHEMISTRY



MALAYSIA

Warta Kerajaan  
SERI PADUKA BAGINDA  
DITERBITKAN DENGAN KUASA

*HIS MAJESTY'S GOVERNMENT GAZETTE*  
*PUBLISHED BY AUTHORITY*

Jil. 22  
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19hb Januari 1978

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PERUNDANGAN (A)

CHEMISTS ACT 1975  
CHEMISTS (GENERAL) RULES 1977

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## CHEMISTS ACT 1975

## CHEMISTS (GENERAL) RULES 1977

In exercise of the powers conferred by section 12 of the Chemists Act *Act 158.* 1975, the first Council of the Malaysian Institute of Chemistry, with the approval of the Minister, makes the following rules:

## PART I

## PRELIMINARY

1. These rules may be cited as the Chemists (General) Rules 1977, and shall be deemed to have come into force on the 1st November 1977. *Citation and commencement.*
2. In these rules, unless the context otherwise requires, "President" and "Vice-President" mean respectively the President and Vice-President of the Institute. *Interpretation.*

## PART II

## ADMINISTRATION

3. (1) The Secretary shall convene a meeting of the Council whenever required to do so by the President or by at least two members of the Council making their requisition in writing. *Meetings of the Council.*
- (2) Where a meeting is convened on the requisition of members of the Council, the notice of meeting shall state the nature of the business to be conducted at the meeting, and no other business shall be conducted at the meeting.
- (3) The Secretary shall give to members of the Council at least seven days' notice in writing of a meeting, specifying the place, date, and time of, and the business to be conducted at, the meeting.
- (4) Any unintentional omission to give notice of a meeting, as required by paragraph (3), to, or the non-receipt thereof by, one or more members of the Council shall not in any way affect the validity of, or prejudice anything done or agreed to at, the meeting.
- (5) No disciplinary matter shall be considered at a meeting unless copies of all available documents relating thereto have been supplied to members of the Council at least seven days before the meeting.
- (6) A resolution shall be proposed and seconded before being put to the vote.
- (7) Voting shall be by show of hands or by secret ballot as may be decided by the President or the member presiding.
- (8) A declaration by the President or the member presiding that a resolution has been carried or has been defeated by a particular majority shall be decisive, and a record of such a declaration in the minutes of the meeting shall be conclusive evidence of the matters declared.
- (9) Only members who are present in person may vote at a meeting.
- (10) The proceedings of the Council at each meeting shall be preserved in the form of written or printed minutes, authenticated, after confirmation, by the signature of the chairman of the next meeting.
- (11) The minutes shall contain a record of the motions and amendments that have been proposed and adopted or negatived, with the names of the proposer and seconder of each motion or amendment.

(12) At a meeting, the minutes of the previous meeting shall be taken as read, but any member may move that the minutes or certain portions thereof be read with a view to making such correction thereof or addition thereto as may be found to be necessary.

(13) After the close of a meeting, a copy of the minutes of the meeting shall be sent to each member of the Council.

**Committees.** 4. (1) The Council may from time to time by resolution appoint committees composed of its members or partly of its members and partly of other members of the Institute and may by resolution at any time dissolve any committee so appointed.

(2) A committee appointed under paragraph (1) may invite any person to attend its meetings and to take part in its deliberations but such person shall have no vote.

(3) The Secretary shall be a member of every committee.

**Secretary.** 5. (1) The Secretary shall consult the President on any business, other than business of a routine nature, requiring attention before each meeting of the Council.

(2) The Secretary shall record and keep the minutes of all meetings of the Council, shall send notices of meetings, and shall perform such other functions as may be determined by the Council.

(3) The Secretary shall prepare on behalf of the Council an annual report of the activities of the Institute for presentation at the annual general meeting of the Institute.

**Assistant Secretary.** 6. The Council shall appoint an Assistant Secretary from among its members to assist the Secretary in his duties.

**Treasurer.** 7. (1) The Council shall appoint a Treasurer from among its members.

(2) The Treasurer shall receive and be responsible for all moneys payable or paid to the Institute and shall present—

(a) at each meeting of the Council, a statement of account showing receipts and expenditure as on the last day of the month previous to that in which the meeting is held; and

(b) at each annual general meeting of the Institute, the audited annual statement of account together with the auditors' report.

**Control of funds.** 8. (1) The funds of the Institute, whencesoever acquired or derived, shall be applied solely for or towards the promotion or attainment of the objects of the Institute, and no portion thereof shall be paid, directly or indirectly, by way of dividend, bonus, profit, or salary, to any member of the Council or of the Institute.

(2) Nothing in subsection (1) shall prevent the payment in good faith of reasonable and proper remuneration to any member of the Institute for services actually rendered to the Institute, or the payment of interest at a rate not exceeding six per centum per annum on money lent by any member to the Institute, or the payment of reasonable and proper rent for premises let by any member to the Institute.

(3) No member of the Council shall be appointed to any salaried office of the Institute.

(4) No remuneration or other benefit in money or money's worth shall be given by the Institute to any member of the Council, except by way of reimbursement of out-of-pocket expenses.

(5) The funds of the Institute shall not be used to pay fines imposed on members by any court.

9. All payments received shall be deposited to the credit of the account of the Institute with a bank or banks approved by the Council, but the Treasurer may keep as petty cash a sum not exceeding two hundred ringgit. Banking of payments.

10. All cheques on the bank account of the Institute shall, unless and until otherwise from time to time resolved by the Council, be signed by the Treasurer and the President or, in the President's absence, the Vice-President or Secretary. Signing of cheques.

11. (1) The Council shall cause to be kept and maintained proper accounts and records relating to— Accounts.

- (a) the assets and liabilities of the Institute; and
- (b) all moneys received and spent by or under the authority of the Institute.

(2) The books of account and records shall be kept in the custody of the Treasurer or of such other person or at such place as the Council may determine.

12. The accounts of the Institute shall, at least once a year, be audited by one or more properly qualified auditor or auditors to be appointed by the Institute. Audit.

13. (1) The Secretary shall give to members of the Institute at least twenty-one days' notice in writing of an annual general meeting of the Institute and at least fourteen days' notice in writing of any other general meeting of the Institute, specifying the place, date, and time of, and the nature of the business to be conducted at, the annual general meeting or other general meeting. Meetings of the Institute.

(2) If the purpose, or one of the purposes, of a general meeting is to make rules under section 8 of the Act or to amend rules made under section 8 or 12 of the Act, including these rules, the notice of meeting shall contain or be accompanied with particulars of the proposed rules or amendments.

(3) Any unintentional omission to give notice of a meeting, as required by paragraph (1), to, or the non-receipt thereof by, one or more members of the Institute shall not in any way affect the validity of, or prejudice anything done or agreed to at, the meeting.

(4) The business of an annual general meeting shall be—

- (a) to receive and consider the annual report of the Institute;
- (b) to receive and consider the annual statement of account of the Institute and the auditors' report;
- (c) to fill by election vacancies in the Council;
- (d) to appoint a properly qualified auditor or auditors and to determine his or their remuneration;
- (e) to consider any other matter of which notice in writing has been given to the Secretary by a member at least fourteen days before the meeting.

(5) The quorum for a general meeting shall be one-quarter of the total membership or thirty members, whichever is the less, personally present and entitled to vote.

(6) No business shall be conducted at any general meeting unless the quorum is present.

(7) If after half an hour from the time appointed for a general meeting a quorum is not present, the meeting, if convened upon a requisition of members, shall be dissolved, but in any other case it shall stand adjourned to the same day in the next week and shall then be held at the same time and place; and if at the adjourned meeting a quorum is not present, those members who are present and entitled to vote, whatever their number, shall constitute a quorum and may conduct the business for which the meeting was called.

*Voting at meetings of the Institute.*

14. (1) Subject to paragraph (7), every question submitted to a general meeting shall be decided by a simple majority of votes.

(2) Voting shall be by a show of hands or by secret ballot.

(3) In case of an equality of votes the chairman shall, whether voting is by a show of hands or by secret ballot, have a second or casting vote in addition to the vote to which he is entitled as a member.

(4) In the event of a ballot, two scrutineers shall be elected by the members present by a show of hands.

(5) Every member personally present shall have one vote.

(6) There shall be no proxy votes.

(7) The making of rules under section 8 of the Act or the amendment of rules made under section 8 or 12 of the Act, including these rules, shall be by a resolution passed by at least two-thirds of the members present and entitled to vote.

*Meetings of the Institute other than general meetings.*

15. (1) The Council may arrange for meetings to be held for the dissemination of the knowledge of chemistry or of matters considered by the Council likely to further the objects of the Institute.

(2) Such meetings may be in the nature of lectures, discussions, seminars, or other similar gatherings.

(3) The Council shall determine the conditions of admission to such meetings and the manner in which they shall be conducted.

*Report of proceedings.*

16. No report of the proceedings at any meeting of, or conducted by, the Institute or any branch thereof shall be made or published except with the prior consent of the Council.

*Notices and applications.*

17. (1) The period of notice of a meeting of the Council or the Institute shall be exclusive both of the day on which the notice is served or deemed to be served and of the day of the meeting.

(2) A notice sent by post shall be deemed to have been served on the day following that on which the envelope or wrapper containing the notice was posted, and a certificate signed by any member of the Council, stating that the envelope or wrapper containing the notice was properly addressed, stamped, and posted on a particular day, shall be sufficient proof of the matters stated.

(3) A notice, if given by advertisement in two leading newspapers, shall be deemed to have been served on the day when the advertisement was first published in both newspapers.

(4) Unless the Council otherwise decides in any particular case, a notice or application to the Council or the Secretary shall be sufficient notice or application if it is signed by the person or persons giving or

making it and given to the Secretary, or addressed to him and left at his office, between the hours of ten in the forenoon and four in the afternoon of any working day, except Saturday, or is forwarded to him at his office by prepaid post; and every person giving the notice or making the application shall be entitled to an acknowledgement by the Secretary of the receipt thereof.

18. No member of the Institute shall, without the express sanction of the Council, publish or communicate to any person who is not a member any matter which is or purports to represent, or is likely to be construed as representing, any policy or view of the Institute. Publication of policy matters.

### PART III

#### REGISTRATION OF MEMBERS

19. (1) The register of members shall be in Form 1 in the Schedule. Register of members.

(2) The fee for an inspection of the register is ten ringgit.

20. (1) An application for admission as a member of the Institute under section 16 of the Act must be made in Form 2 in the Schedule. Application for admission.

(2) Every application must be accompanied with—

- (a) subject to paragraph (3), the applicant's original certificate of qualification in chemistry;
- (b) a certified copy of the applicant's birth certificate;
- (c) a certified copy of the applicant's citizenship certificate; and
- (d) three recent photographs of the applicant of passport size.

(3) If the Registrar is satisfied that the applicant is genuinely unable to produce his original certificate of qualification in chemistry, he may accept a copy thereof certified by the person for the time being authorized to issue such a certificate or he may accept such other proof of qualification as the Council considers sufficient.

(4) The Council may call for such further proof of identity as it thinks necessary, to supplement the proof contained in or submitted with the application.

21. (1) The fee for admission as a member is one hundred ringgit and shall be paid at the time of application as processing fee and the rest refunded to the applicant. Admission fee.

(2) If the application is not successful, a sum of twenty ringgit shall be retained as processing fee and the rest refunded to the applicant.

22. (1) The certificate of registration as a member shall be in Form 3 in the Schedule. Certificate of registration.



(2) The photograph of the member which is affixed to the certificate of registration shall be endorsed with the signature of the Registrar.

(3) All certificates of registration shall be signed by the President and the Registrar and sealed with the common seal of the Institute.

(4) If any person to whom a certificate of registration has been issued ceases to be registered as a member of the Institute, he shall, within fourteen days of so ceasing, send his certificate of registration to the Registrar for cancellation.

Annual retention on register.

23. (1) An application by a member for retention on the register for any year must be made in Form 4 in the Schedule before the 1st January of the year.

(2) The retention fee is fifty ringgit.

(3) The annual certificate of retention shall be in Form 5 in the Schedule.

(4) A late fee of twenty ringgit shall be payable if the application is made after the 1st January.

(5) If no application for retention on the register is made by a member before the 30th June of the year for which retention is due, his name shall be removed from the register and a fresh application must be made if he desires to be again admitted as a member of the Institute.

(6) The Council may, on written request, reduce or waive the retention fee of a member who is travelling abroad for any purpose for a period of twelve months or more.

Application for upgrading.

24. An application for upgrading to the Associateship or Fellowship grade must also be made in Form 2 in the Schedule and must be accompanied with a processing fee of twenty ringgit which shall not be refundable.

Practical experience.

25. The practical experience required under section 17 of the Act is the experience of working under the supervision of a registered chemist of at least the Associateship grade or a person with qualifications no less than those required for the Associateship grade of the Institute.

#### PART IV

#### EXAMINATIONS

Final examinations of the Institute.

26. The final examinations of the Institute listed in the Second Schedule to the Act shall consist of two parts, namely, Part I and Part II.

Qualification to sit for examinations.

27. The following persons are qualified to sit for the final examinations, namely—

- (a) pass degree graduates, with a pass in chemistry, from a University not recognized by the Government; and

(b) persons who possess the Higher School Certificate or an equivalent qualification and have undertaken a course or courses equivalent to the syllabus of the Institute for Part I or Part II of the final examinations.

28. (1) The Secretary shall, on written request from any person, supply to him a copy of the syllabus for the final examinations of the Institute. Supply of copies of syllabus.

(2) The Council may charge a fee for copies of the syllabus to defray the cost of printing.

29. (1) The examinations shall be held annually, provided there are candidates, at times and places to be fixed by the Council. Holding of examinations.

(2) At least ninety days before the date set for an examination, the Secretary shall make a public announcement of the date and place of the examination and the closing date for applications.

30. (1) The examinations shall be conducted by a Board of Examiners to be appointed by the Council. Board of Examiners.

(2) The fees to be paid to members of the Board of Examiners shall be fixed by the Council.

(3) The Board of Examiners shall present to the Council the results of each examination with their comments not later than sixty days after the date when the examination ended.

31. (1) An application to sit for an examination must be made in Form 6 in the Schedule. Application.

(2) An application duly completed, together with the examination fee, must reach the Secretary at least sixty days before the date set for the examination.

(3) If the application is rejected, the fee shall be refunded in full.

32. The examination fee is two hundred ringgit. Fee.

33. Candidates for examinations shall be required to produce documentary proof of their identity before they are allowed to sit for the examinations. Proof of identity.

34. (1) The Secretary shall communicate the results of an examination to the candidates not later than thirty days after the results are received from the Board of Examiners. Results and certificates.

(2) A certificate in Form 7 in the Schedule shall be issued to successful candidates.

(3) The certificate shall be signed by the President and by the Chairman of the Board of Examiners and shall be sealed with the common seal of the Institute.

SCHEDULE  
FORM 1  
(Rule 19 (1))  
REGISTER OF MEMBERS

<i>No. of Certificate</i>	<i>Name</i>	<i>Address</i>	<i>Date of Registration (Admission)</i>	<i>Grade of Membership</i>	<i>Qualification</i>	<i>Date of Qualification</i>	<i>Remarks</i>

## FORM 2

(Rules 20 (1) and 24)

APPLICATION FOR ADMISSION AS A MEMBER OF THE  
MALAYSIAN INSTITUTE OF CHEMISTRYThe Secretary,  
Malaysian Institute of Chemistry,  
.....  
.....

Sir,

I apply to be admitted as a member of the Malaysian Institute of Chemistry under Section 16 of the Chemists Act 1975.

## I. PERSONAL PARTICULARS

1. Grade of Membership applied for.....
2. Name in full.....  
*(Use block capitals. Give names in normal sequence. Underline surname to be used for indexing.)*
3. Identity Card No.....
4. Address (office).....  
.....
5. Tel. No. ....
6. Address (private).....  
.....
7. Tel. No.....
8. Address (laboratory).....  
.....
9. Tel. No. ....
10. Date of birth.....
11. Place of birth.....  
.....
12. Sex.....
13. Marital status.....
14. Citizenship.....
15. Race.....
16. Public honours: decorations.....  
.....

II. HIGHER EDUCATION

17. Graduate studies

<i>Name of Institution</i>	<i>Year</i>	<i>Subject</i>	<i>Grade</i>	<i>Remarks</i>

*(Give detailed results for each year, if available, and state degree obtained, with class of honours and date of graduation. If your degree is a pass degree, state whether or not your university provided for honours degrees when you graduated.)*

18. Post-graduate studies

<i>Name of Institution</i>	<i>Year</i>	<i>Degree or Diploma</i>	<i>Field of Research</i>

## III. EXPERIENCE

19. Experience since graduation

<i>Appointment</i>	<i>Nature of Appointment or Duties</i>	<i>Employer/Name of Organisation</i>	<i>Period (Dates)</i>

## IV. PROFESSIONAL QUALIFICATIONS

20. Membership of professional organizations

<i>Name of Professional Organization</i>	<i>Grade of Membership</i>	<i>Date of Admission</i>

## V. OTHER RELEVANT INFORMATION

21. List out thesis produced and other works published. Describe in detail your experience in chemistry, your scientific and technological achievements, the responsibilities of your present employment, and the size and structure of your organization. State the number of qualified chemists and other staff under your control and give any other information which will indicate your professional maturity and responsibility.

(If space is insufficient, additional information may be typewritten on a separate sheet.)

VI. REFERENCES

22. Give the names of three persons, preferably chemists in responsible positions, who are able and willing to reply to the Institute's enquiries concerning you. One of them must be the person who was immediately responsible for your recent work. Collectively the three persons should be able to reply to enquiries concerning your entire career since graduation. No person should be named without his express permission.

<i>Name (Block capitals)</i>	<i>Designation</i>	<i>Address</i>	<i>Period known to Applicant</i>

23. I append—

- (a) my original certificate of qualification in chemistry/a copy of my original certificate of qualification in chemistry certified by \_\_\_\_\_ being the person for the time being authorized to issue such a certificate;
- (b) a certified copy of my birth certificate;
- (c) a certified copy of my citizenship certificate;
- (d) three recent passport-size photographs of myself;
- (e) the registration fee of \$100 (\$20 for an application for upgrading).

REMINDER

*Penalty for False Pretences.* Section 25 (a) of the Chemists Act 1975: "Any person who procures or attempts to procure registration or a certificate of membership under this Act by knowingly making or producing or causing to be made or produced any false or fraudulent declaration, certificate, application, or representation, whether in writing or otherwise, is guilty of an offence and is liable to a fine of one thousand dollars or to imprisonment for one year."

Date \_\_\_\_\_  
 \_\_\_\_\_  
 (Usual signature of applicant)

24. *Statement of identity by a registered chemist or some other person holding a responsible public position:*

I, \_\_\_\_\_, a \_\_\_\_\_,  
 \_\_\_\_\_, hereby affirm that the applicant \_\_\_\_\_  
 \_\_\_\_\_ is known to me personally.

Date \_\_\_\_\_  
 \_\_\_\_\_  
 (Signature and designation)

For Official Use

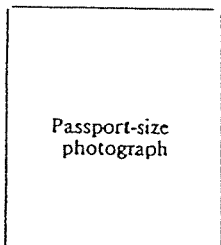
1. Date application received \_\_\_\_\_
2. Application No. \_\_\_\_\_
3. Fee received \_\_\_\_\_
4. Date referred to referees \_\_\_\_\_
5. Date considered by Council \_\_\_\_\_
6. Grade of membership approved by Council \_\_\_\_\_
7. Date applicant notified \_\_\_\_\_
8. Membership Certificate Number \_\_\_\_\_

FORM 3  
(Rule 22 (1))

CERTIFICATE OF ADMISSION AND REGISTRATION AS A  
MEMBER OF THE MALAYSIAN INSTITUTE OF CHEMISTRY

Certificate No. .... Date .....

This is to certify that .....  
of .....  
has been admitted and registered as a .....  
of the Malaysian Institute of Chemistry under the provision of the Chemists Act 1975.



(Photograph to be endorsed with  
the signature of the Registrar).

Given under the Seal of the Institute by Resolution  
of the Council this ..... day of ..... 19 .....

.....  
*Registrar,*  
*Malaysian Institute of Chemistry*

.....  
*President,*  
*Malaysian Institute of Chemistry*

(This Certificate is issued subject to the provisions of the Chemists Act 1975 and the Chemists (General) Rules 1977).

FORM 4  
(Rule 23 (1))

APPLICATION FOR RETENTION ON THE  
REGISTER OF MEMBERS

The Secretary,  
Malaysian Institute of Chemistry,  
.....

Sir,

I desire that my name be retained on the register of members for the year 19..... and apply accordingly.

Certificate of Registration Number.....  
Name.....  
(Block letters)  
Address.....

I hereby declare that I am the person whose particulars are given above.

I enclose \$50 in payment of the retention fee \*and \$20 in payment of the late fee.

Date.....  
(Usual signature of applicant)

\* Delete if not applicable.

(This application must be made before the 1st January of the year for which retention is desired. A late fee of \$20 is payable if the application is received after that date).



FORM 5  
(Rule 23 (2))  
ANNUAL RETENTION CERTIFICATE

This is to certify that \_\_\_\_\_  
(Name in full)  
of \_\_\_\_\_  
(Address)  
who is registered under the Chemists Act 1975, and whose Certificate of Registration bears the number \_\_\_\_\_, has been retained on the register of members of the Malaysian Institute of Chemistry until the 31st December 19\_\_\_\_.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

\_\_\_\_\_  
*Registrar*  
*Malaysian Institute of Chemistry*

Fee \$50 paid.

FORM 6  
(Rule 31 (1))

APPLICATION TO SIT FOR THE FINAL EXAMINATIONS OF  
THE MALAYSIAN INSTITUTE OF CHEMISTRY

The Secretary,  
 Malaysian Institute of Chemistry,  
 \_\_\_\_\_  
 \_\_\_\_\_

Sir,

I apply to sit for the final examinations of the Institute and provide the following particulars:

1. Name in full \_\_\_\_\_
2. Identity Card No. \_\_\_\_\_
3. Address \_\_\_\_\_  
 \_\_\_\_\_
4. Tel. No. \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Place of birth \_\_\_\_\_
7. Sex \_\_\_\_\_
8. Marital status \_\_\_\_\_
9. Citizenship \_\_\_\_\_
10. Race \_\_\_\_\_
11. Educational background (give details of education at school and higher levels)
12. Experience

<i>Appointment</i>	<i>Nature of Appointment of Duties</i>	<i>Employer (Name of Organization)</i>	<i>Period (Date)</i>

## 13. Professional qualifications

<i>Name of Professional Organization</i>	<i>Grade of Membership</i>	<i>Date of Admission</i>
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## 14. I enclose—

- (a) certified copies of documents evidencing my qualifications;
- (b) a certified copy of my birth certificate;
- (c) a certified copy of my citizenship certificate;
- (d) the examination fee of \$200.

Date \_\_\_\_\_

(Usual signature of applicant)

## For Office Use

1. Date application received \_\_\_\_\_
2. Application No. \_\_\_\_\_
3. Fee received \_\_\_\_\_
4. Date referred to Council \_\_\_\_\_
5. Decision of Council \_\_\_\_\_
6. Date applicant notified \_\_\_\_\_

## FORM 7

(Rule 35 (2))

## CERTIFICATE OF EXAMINATION

This is to certify that \_\_\_\_\_

(Name in full)

of \_\_\_\_\_

(Address)

has satisfied the Board of Examiners in the final examinations of the Malaysian Institute of Chemistry held on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ that he has met the academic requirements for \_\_\_\_\_

(State Licentiatehip or Associateship)

of the Malaysian Institute of Chemistry under the provisions of the Chemists Act 1975.

Given under the Seal of the Institute by Resolution of the Council.

\_\_\_\_\_  
*President*  
 Malaysian Institute of Chemistry

Date \_\_\_\_\_

\_\_\_\_\_  
*Chairman*  
 Board of Examiners

made this 1st day of December 1977.  
 [IKM/S-20; PN. (PU<sup>2</sup>) 289.]

TAN SRI DR B. C. SEK HAR,  
 Chairman,  
 First Council of  
 the Malaysian Institute of Chemistry

Approved this 23rd day of December 1977.

TAN SRI ONG KEE HUI,  
 Minister of Science, Technology,  
 and the Environment