



# INSTITUT KIMIA MALAYSIA

MALAYSIAN INSTITUTE OF CHEMISTRY

(Inaugurated on 8 April 1967, incorporated under Chemists Act 1975 on 1 November 1977)

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President: Datuk ChM Dr. Soon Ting Kueh

Circular No. 1/2022

31 March 2022

## GENERAL CIRCULAR TO MEMBERS

### 1. YOUR NEW COUNCIL

The Council Members for 2022/2023 are:

<b>President</b>	Datuk ChM Dr Soon Ting Kueh
<b>Vice President</b>	Datin ChM Dr Zuriati Zakaria
<b>Registrar</b>	Dato' ChM Haji Mohamed Zaini Abdul Rahman (effective 13 April 2019)
<b>Hon. Secretary</b>	ChM Chang Hon Fong
<b>Hon. Treasurer</b>	ChM Dr Malarvili Ramalingam
<b>Hon. Asst. Secretary</b>	Assoc. Prof. ChM Dr Juan Joon Ching
<b>Hon. Asst. Treasurer</b>	Prof. ChM Ts Dr Chan Chin Han
<b>Council Members</b>	Dato' ChM Dr Hj Mas Rosemal Hakim Mas Haris Prof. ChM Dr Mansor Ahmad DCP(R) Assoc. Prof. Dato' ChM Dr Yew Chong Hooi Datin ChM Maimonah Sulaiman ChM Halimah binti Abdul Rahim ChM Marhayani binti Md. Saad Prof. ChM Dr Yang Farina Abdul Aziz ChM Li Hui Ling ChM Ts Damien Khoo Yiyuan
<b>Council Members (Co-opted)</b>	ChM Dr Yvonne Choo Shuen Lann Snr. Assoc. Prof. ChM Dr. Kathiresan a/l Sathasivam Academician ChM Dr Ho Chee Cheong ChM Dr Nurul Huda binti Abd Karim ChM Dr Chin Teen Teen
<b>Council Members (Co-opted) Chairman of IKM Branches</b>	Northern Branch - Dato' ChM Dr Hj Mas Rosemal Hakim Mas Haris Southern Branch - ChM Yap Fei Ching Sarawak Branch - ChM Dr John Chan Sung Tong Sabah & FT Labuan Branch - ChM Dr Jenny Lee Nyuk Len Perak Branch - ChM Khairul Hadi bin Haji Abd Raof Terengganu Branch - ChM Teo Chook Kiong Pahang Branch - ChM Dr Awis Sukarni Bin Mohmad Sabere

### 2. CHAIRPERSONS OF BRANCHES, DIVISIONS AND COMMITTEES

The following members have been appointed as chairpersons of the various Divisions and Committees of the Council for the term 2022/2023. Members are encouraged to contact any of the chairpersons of

Divisions and Committees in the Council for information, ideas and suggestions, comments and feedbacks. Your views and participation in the affairs of IKM will be most welcomed and valued.

### **COMMITTEES & CHAIRPERSONS**

#### **Administration & Finance**

<i>Administration &amp; Finance Committee</i>	ChM Chang Hon Fong (Chairman) & ChM Dr Malarvili Ramalingam (Co-Chair)
<i>Malam Kimia 2022 Organizing Committee</i>	Assoc. Prof. ChM Dr Juan Joon Ching
<i>ICPAC Kota Kinabalu 2022 Organizing Committee</i>	Datuk ChM Dr Soon Ting Kueh
<i>20th Malaysian International Chemistry Congress (MICC) 2022 Organizing Committee</i>	Prof. ChM Dr Mansor Ahmad
<i>Benevolent Fund Committee</i>	DCP(R) Assoc. Prof. Dato' ChM Dr Yew Chong Hooi

#### **Publications**

<i>Berita IKM: Chemistry in Malaysia Editorial Board</i>	Datin ChM Dr Zuriati Zakaria
<i>Malaysian Journal of Chemistry Editorial Board</i>	Datin ChM Dr Zuriati Zakaria

#### **Professional Affairs & Development**

<i>Professional Affairs Committee</i>	Academician ChM Dr Ho Chee Cheong
<i>Membership Committee</i>	Dato' ChM Haji Mohamed Zaini Abdul Rahman & Datuk ChM Dr Soon Ting Kueh
<i>Examination Board</i>	Datin ChM Dr Zuriati Zakaria
<i>IKM Professional Centre Development Committee</i>	ChM Chang Hon Fong
<i>Investigation Committee</i>	DCP(R) Assoc. Prof. Dato' ChM Dr Yew Chong Hooi (Chairman) Assoc. Prof. ChM Dr Juan Joon Ching Dato' ChM Dr Hj Mas Rosemal Hakim Mas Haris
<i>Disciplinary Committee</i>	Dato' ChM Haji Mohamed Zaini Abdul Rahman (Chairman) Datuk ChM Dr Soon Ting Kueh Datin ChM Dr Zuriati Zakaria Prof. ChM Dr Yang Farina Abdul Aziz ChM Dr Malarvili Ramalingam
<i>Laboratory &amp; Quality Assurance Committee</i>	<b>Laboratory Excellence Award</b> ChM Li Hui Ling (Chairperson) & Dato' ChM Dr Hj Mas Rosemal Hakim Mas Haris (Co-Chair)

#### **Chemical & Occupational Safety & Health**

ChM Halimah binti Abdul Rahim

#### **IKM HQ & Branches**

<i>IKM HQ</i>	Datuk ChM Dr Soon Ting Kueh
<i>IKM Northern Branch Committee</i>	Dato' ChM Dr Hj Mas Rosemal Hakim Mas Haris
<i>IKM Southern Branch Committee</i>	ChM Yap Fei Ching

<i>IKM Sarawak Branch Committee</i>	ChM Dr John Chan Sung Tong
<i>IKM Sabah &amp; FT Labuan Branch Committee</i>	ChM Dr Jenny Lee Nyuk Len
<i>IKM Perak Branch Committee</i>	ChM Khairul Hadi Bin Haji Abd Raof
<i>IKM Terengganu Branch Committee</i>	ChM Teo Chook Kiong
<i>IKM Pahang Branch Committee</i>	ChM Dr Awis Sukarni Bin Mohmad Sabere

#### **Academic & Industrial Divisions / Network**

<i>Division of Inorganic &amp; Bioinorganic Chemistry (DIBC)</i>	Prof. ChM Dr Yang Farina Abdul Aziz (Chairperson) & ChM Dr Nurul Huda binti Abd Karim (Co-Chair)
<i>Division of Analytical Chemistry (DAC)</i>	ChM Dr Malarvili Ramalingam (Chairperson) & ChM Dr Chin Teen Teen (Co- Chair)
<i>Division of Organic &amp; Biomolecular Chemistry (DOBC)</i>	Datin ChM Dr Zuriati Zakaria
<i>Division of Physical &amp; Theoretical Chemistry (DPTC)</i>	Prof. ChM Dr Mansor Ahmad
<i>Division of Polymers &amp; Materials Chemistry (DPMC)</i>	Prof. ChM Ts Dr Chan Chin Han
<i>Division of Green &amp; Sustainable Chemistry (DGSC)</i>	Assoc. Prof. ChM Dr Juan Joon Ching
<i>Division of Food Science and Nutrition (DFSN)</i>	Datin ChM Maimonah Sulaiman (Chairperson) & ChM Li Hui Ling (Co-Chair)
<i>Division of Forensic Chemistry (DFC)</i>	DGP(R) Assoc. Prof. Dato' ChM Dr Yew Chong Hooi (Chairman), Datin ChM Maimonah Sulaiman (Co-Chair) & ChM Halimah binti Abdul Rahim (Co-Chair)
<i>Malaysian Young Chemists Network</i>	Assoc. Prof. ChM Dr Juan Joon Ching

#### **Committees**

<i>Committee on Chemistry Education &amp; Community (CCEC)</i>	Datuk ChM Dr Soon Ting Kueh (Chairman) & ChM Li Hui Ling (Co-Chair)
<i>Committee on Chemistry &amp; Industry (CCI)</i>	ChM Marhayani binti Md. Saad (Chairperson) & ChM Ts Damien Khoo Yiyuan (Co-Chair)
<i>Committee on Chemistry Invention &amp; Innovation (CCII) / Kimia Invensi dan Inovasi Malaysia (KI2M)</i>	Dato' ChM Dr Hj Mas Rosemal Hakim Mas Haris (Chairman), Assoc. Prof. ChM Dr Juan Joon Ching (Co-Chair) & ChM Marhayani binti Md. Saad (Co-Chair)

### 3. AGM HIGHLIGHTS

The Institute's 55<sup>th</sup> Annual General Meeting was held on 26 March 2022 at Kuala Lumpur Convention Centre, Kuala Lumpur and was attended by 100 members. The main highlight of the AGM was the election to fill 5 vacancies in the Council. The 5 Council members who retired by rotation were ChM Steven Tea Hing San, Prof ChM Dr Ho Chee Cheong, Prof ChM Dr Yang Farina Abdul Aziz, Prof ChM Ts Dr Chan Chin Han and ChM Li Hui Ling. There were 16 nominations for the 5 vacancies in the Council and the following were duly elected as Council Members.

<b>Name</b>	<b>Term</b>
Prof ChM Ts Dr Chan Chin Han	2022 - 2025
ChM Marhayani bte Md. Saad	2022 - 2025
Prof ChM Dr Yang Farina Abdul Aziz	2022 - 2025
ChM Li Hui Ling	2022 - 2025
ChM Damien Khoo Yiyuan	2022 - 2025

### AWARDS, RECOGNITIONS AND EXAMINATION

#### 4. IKM MERIT AWARDS FOR 2022

- The Merit Awards were established under the Education Fund, for children of members based on their performance in the STPM and SPM examinations or their equivalent.
- Applications are now invited for the 2022 IKM Merit Awards from members whose children satisfy the following minimum requirements:

<b>STPM - 2 distinctions</b> <b>SPM - 6 distinctions</b>
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- The results shall be based on the 2021 examinations and the **closing date** for applications is **1 September 2022**.
- When applying, please attach a **certified** copy of the result.
- The award shall be to the amount of RM300 each for SPM and RM400 each for STPM candidates who satisfy the minimum requirements. The decision on the awards will be made by the Council.
- For all applicants, **chemistry** must be one of the subjects taken in the examination.

<b>Note:</b> Members whose contributions to the Education Fund are in arrears will NOT be considered for the above awards. Applications received after the closing date will also not be considered.
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#### 5. TRAVEL GRANTS

Members are to note that applications for travel grants will be considered three times a year and the **closing dates** for applications are **30 April, 31 August & 31 December annually**. The rules are attached as **APPENDIX A**.

<https://ikm.org.my/medals-awards/ikm-travel-grants/>

## 6. **NOMINATIONS FOR IKM GOLD MEDALS**

Nominations for the **2022 IKM Gold Medals** will close on **15 July 2022**. Members who wish to make a nomination must submit the curriculum vitae of the candidate together with a supporting statement. The rules of the IKM Gold Medal are attached as **APPENDIX B**. Nomination forms for the IKM Gold Medal can be downloaded from the IKM website:

<https://ikm.org.my/medals-awards/ikm-gold-medal-award/>

## 7. **IKM CITATIONS**

To encourage active participation from members in IKM activities, the Council has created the IKM Citation Awards which shall be awarded annually. Citations shall comprise a certificate and a sponsorship to attend an IKM function. These citation awards are opened to members based on their participation in IKM activities for the past 5 years. Members are now invited to apply for the IKM Citation Awards and the application form is available from the IKM website.

<https://ikm.org.my/medals-awards/ikm-citation-award/>

The rules for the Awards are given in **APPENDIX C**. The closing date for applications is **31 July 2022**.

## 8. **TAN SRI DATUK AMAR STEPHEN K T YONG AND TAN SRI DATO' SRI LAW HIENG DING AWARDS**

Members at the 40<sup>th</sup> Annual General Meeting held on 24 March 2007 approved the establishment of the following Awards:

- (i) Tan Sri Datuk Amar Stephen K T Yong Award for distinctive contribution to development in certain industrial sectors in Malaysia; and
- (ii) Tan Sri Dato' Sri Law Hieng Ding Award for distinctive contribution to chemical education and/or public understanding of chemistry in Malaysia

Nominations for these two Awards will close on **15 July 2022**. Members who wish to make a nomination must submit the curriculum vitae and photograph of the candidate together with a supporting statement. The rules for the two Awards are attached as **APPENDIX D**.

Nomination forms for the Awards can be downloaded from the IKM website:

<https://ikm.org.my/medals-awards/tan-sri-datuk-amar-stephen-k-t-yong-award/>

<https://ikm.org.my/medals-awards/tan-sri-dato-seri-law-hieng-ding-award/>

## 9. **TAN SRI DATUK ONG KEE HUI POSTGRADUATE CHEMISTRY MEDAL AWARD**

Nominations are now invited for the **2022 Tan Sri Datuk Ong Kee Hui Postgraduate Chemistry** award for the **Best Research MSc or PhD postgraduate Thesis in Chemistry** (the candidate must be a **Malaysian** and have been awarded his degree in the **2021 convocation**). A copy of the thesis should be submitted together with the examiners' comments. Thesis will be judged on quality as well as the relevance of the work to the local environment. Each university can only nominate **one** candidate for the award. The nomination must be made by the Head of the Chemistry Department or the Dean of the School of Chemical Sciences of the University.

The nomination form can be downloaded at IKM website:

<https://ikm.org.my/medals-awards/tan-sri-datuk-ong-kee-hui-postgraduate-chemistry-medal-award/>

All nominations must reach the IKM Secretariat latest by **5.00 pm on 1st August 2022**.

## 10. **IKM/RSC – SYNTHOMER AWARD IN POLYMER SCIENCE**

The annual Prize is intended to reward the best PhD graduate in the field of Polymer Science at a

Malaysian Institution of Higher Learning. The prize to be awarded to the PhD student, who has demonstrated an outstanding academic contribution through his/her PhD's work. The recipient will receive a cash prize and a certificate to be presented at the IKM's Annual Chemistry Night (Malam Kimia). The Prize will be opened to candidates who have received their PhD from a Malaysian based institution. Self-nomination is acceptable. Nomination should consist of the following:

- i. Completed Nomination Form together with supporting documents;
- ii. A statement of support (not more than 300 words) from the Nominator, or in the case of self-nomination, from the Nominee; and
- iii. A copy of the PhD certificate from the University (stating the date of award)

The prize will be judged by a Panel of Judges based on the following criteria:

- i. Confirmation of the award of PhD between January 1st and December 31st of the previous year from a Malaysian Institution of Higher Learning (i.e. **the prize to be awarded in 2022 will be based upon the nominee obtaining his/her PhD degree in 2021**);
- ii. The PhD thesis topic must be related to Polymer/Macromolecular Science;
- iii. Evidence of transition to independence by the student in the PhD research programme;
- iv. The quality and quantity of publications / outputs;
- v. The novelty of the student's work and
- vi. The student's contribution to the advancement and communication of science in general.
- vii. The nomination form can be downloaded at IKM website:

<https://ikm.org.my/medals-awards/joint-ikm-rsc-prize-in-polymer-science/>

Completed Nomination Form must reach IKM Secretariat latest by **30th August 2022**.

#### 11. **IKM GRADUATE CHEMISTRY MEDAL AWARD**

Nominations are now invited for the **2022 IKM Graduate Chemistry Awards** based on the following criteria:  
**- Best performance in 2021 Chemistry Final Year Examination in any Branch of Chemistry**  
**- Full details of the candidate's performance must be given. The candidate must have obtained a CGPA of at least 3.5.**

Each university can only nominate **ONE candidate** for the awards. The nomination must be made by the Head of the Chemistry Department or the Dean of the School of Chemical Sciences of the University. Please use the form available at IKM website in making your nomination:

<https://ikm.org.my/medals-awards/ikm-graduate-chemistry-medal-award/>

The complete nomination forms as well as the transcripts should be sent to IKM Secretariat latest by **5.00 pm on 1st August 2022**.

#### 12. **IKM MEMBERSHIP EXAMINATION**

The 2022 IKM Membership Examination will be held in September/October 2022. **Closing date** for applications to sit for the examination is **31 May 2022**.

The application form, a copy of the examination syllabus and regulations can be obtained from the Institute.

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

- *graduates, with a degree in chemistry, from a University not recognized by the government; and*
- *persons who possess the Higher School Certificate or equivalent qualification and have undertaken a course or courses equivalent to the syllabus of the Institute for Part I of the final examination.*

For further enquiries, please contact the IKM Secretariat (Mr Azizi, Tel: 03-77283272 Fax: 03- 77289909, Email: azizi@ikm.org.my)

<https://ikm.org.my/memberships-examination/lmic-examinations/>

### 13. OUTSTANDING YOUNG CHEMIST AWARD

Outstanding Young Chemist Award is divided into two categories namely

- a) Academic
- b) Industry

The Outstanding Young Chemist Award (Academic) is mainly for chemists working in private/public universities. This award is to recognize the contribution of academician in the area of education. Meanwhile the Outstanding Young Chemist Award (Industry) is mainly for chemists working in the private/public research institutes, company, and government organization. This award is to recognize the contribution of chemists working in the laboratory, manufacturing, and factory. The achievement could be innovative product, new test method, new system, etc related to chemistry. This award is intended to encourage outstanding young chemist at the beginning of their careers. The award is given to the most outstanding chemist that have demonstrated significant impact in the area of chemistry. The award is generously sponsored by IKM and will be presented at the IKM Annual Dinner (Malam Kimia).

*Eligibility Criteria:*

- **Must be IKM member.**
- **45 years old or below before end of the application years.**
- **Working experience for at least five (5) years.**
- **Working in the area of pure chemistry or chemistry-related field.**

The application & recommendation forms can be downloaded from IKM Website:

<https://ikm.org.my/medals-awards/outstanding-young-chemist-award/>

Completed form should be returned **before 30 July 2022**.

### 14. IKM RESEARCH PRIZE IN POLYMER & MATERIALS SCIENCE

The annual Prizes are intended to reward the best PhD candidates in the field of Polymer and Materials Science at Malaysian Institution of Higher Learning. The Prizes will be awarded to PhD candidates who have displayed an outstanding ability across a range of criteria through his/her PhD research. The prizes are supported by HARPS Holdings Bhd and Synthomer Sdn Bhd. The recipient will receive cash prize and a certificate to be presented at IKM's Annual Chemistry Night (Malam Kimia). The nomination is open to candidates who have **enrolled in PhD programme between 6 – 36 months starting from their enrolment date until 30th August 2022** at Malaysian based institution. Self-nomination is acceptable; however, nominations should consist of:

- Completed Nomination Form together with supporting documents;
- A statement of support (not more than 300 words) from the Nominator, or in the case of self-nomination, from the Nominee: and
- A copy of the PhD enrolment letter from the University (stating the date of enrolment).

The nomination form can be downloaded from IKM Website:

<https://ikm.org.my/medals-awards/ikm-research-prize-in-polymer-materials-science/>

Completed nomination form and relevant documents must reach IKM Secretariat office or by email **by 30th August 2022**.

### 15. 2022 IKM LABORATORY EXCELLENCE AWARD

Application for the 2022 IKM Laboratory Excellence Award is now open to chemical laboratories with registered chemist(s). The Award is to recognize any laboratory which operates a quality system that meets the standard of MS ISO/IEC 17025 as well as laboratory safety and health standards. Application for the Award is on voluntary basis. The IKM Laboratory Excellence Award is awarded on yearly basis. The application fee is RM1,000 which is not refundable. The Application and Self-Declaration Form (Form A) is available in Google form format. All applications must reach IKM Secretariat latest by **5.00 pm on 30 June 2022**. Laboratory assessment is expected to be carried out **from July 2022 until September**

**2022.** The award criteria are attached as **APPENDIX E**. Please include the steps taken (if any) to address the comments by assessors during the 2021 assessment of your laboratory when submitting your application.

<https://ikm.org.my/medals-awards/ikm-laboratory-excellence-award/>

**16. E-MAIL ADDRESS, TELEPHONE & FAX NUMBERS OF IKM**

The IKM HQ secretariat office occupies both floors of Wisma IKM at No. 127B & 129B, Jalan Aminuddin Baki, Taman Tun Dr. Ismail, 60000 Kuala Lumpur. The IKM HQ secretariat office is at No. 127B.

**INSTITUT KIMIA MALAYSIA**

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**Email: [ikmhc@ikm.org.my](mailto:ikmhc@ikm.org.my)**

Our working Hours:      Monday to Friday: 8.30am to 5.30pm

   Closed on Saturday, Sunday & Public Holidays

**17. IKM WEBSITE & FACEBOOK**

**Website: [www.ikm.org.my](http://www.ikm.org.my)**

**Facebook: Institut Kimia Malaysia**

**For updates on IKM activities, kindly visit the IKM website & Facebook.**

The IKM website contains information including the following:

- About IKM & IKM Branches, Membership & Examination, Medals and Awards, IKM Publications including the e-Journal of the Malaysian Journal of Chemistry, IKM Professional Centre, Courses/Workshops and Training Calendar, Coming Events & Functions, Announcements of Conferences, Seminars, Workshops, Courses, Talks and Visits, Directory of Laboratory Services & Consultancy, Latest version of the Chemists Act 1975 and Chemists (Amendment) Act 2015, Act A1493



## APPENDIX A

### GUIDELINES FOR TRAVEL GRANTS TO ATTEND INTERNATIONAL / REGIONAL CONFERENCE

- 1) An applicant must have been a member of at least 5 full years to qualify for travel support.
- 2) A member must have paid up all his dues (Subscription, Benevolent Fund, Education Fund).
- 3) He must have a paper/poster accepted at the conference. Priority will be given where a paper is accepted at an International Conference. Low priority will be given to poster papers.
- 4) A grant shall normally not be issued to the same member within 5 calendar years of his last grant.
- 5) Applications shall be considered **3 times a year**. Closing dates for applications are **30 April, 31 August and 31 December**.
- 6) An applicant must indicate all other sources of funds that he has or intends to apply and its outcome.
- 7) The maximum amount of grant shall be **RM2,500 for international conferences outside ASEAN countries; RM2,000 for international conferences in ASEAN countries and RM1500 for international conferences in Malaysia**.
- 8) The maximum amount for disbursements as travel grants from the Institute's Education fund shall be RM20,000 per calendar year or such sum as decided by the Council. This shall not include travel expenses for official representation at meetings e.g. FACS, IUPAC, which shall be paid from the General Fund. The amount set aside shall be increased by whatever additional donations may be received for travel support from Foundations.
- 9) In the selection for travel grants, the Council shall take into account the member's participation in IKM activities (committees, Council, attendance at IKM Conferences/Seminars/Talks, etc.), and the quality of the paper. **The applicant must also present papers in at least 1 function of IKM (HQ or Branch level) in the last five (5) years to qualify for the Travel Grant.**
- 10) In the selection of applicants, the Council shall give due consideration to applicants from various fields/circles (Universities, government, statutory bodies and industry).
- 11) The successful applicant shall submit a written report of the Conference to the Council not later than one month after his return from the Conference. The remaining 25% of the approved grant shall be released after the submission of the report and a full financial statement.
- 12) The application shall be made on an official application form available from the IKM Secretariat or Website.

## APPENDIX B

### RULES OF THE IKM GOLD MEDAL AWARD

#### The Award

1. There shall be established two annual "IKM Gold Medal" awards, one for each of the following two categories:
  - I. **For Excellence in Chemical Research and Development**
  - II. **For Distinctive Contribution to the Profession of Chemistry in Malaysia**
2. Two Medals, made of silver or other suitable metal and plated with gold, are to be given to two members of the Institute, who, according to the Institute, have fulfilled the above criteria for the Award; specifically, one for excellence in chemical research and development, and the other for distinctive contribution to the profession of chemistry in Malaysia.
3. Each Medal would be engraved the words "**IKM GOLD MEDAL FOR EXCELLENCE IN CHEMISTRY**", to be followed by the year of the awards.
4. Each recipient of the Award shall also receive a certificate and a cash prize of RM 5,000.

#### Nomination

5. The Council shall invite nominations for the Award from members of the Institute no later than 31st May each year.
6. Each member can only nominate up to a maximum of two nominees, one for each category.

7. All nominations must be seconded by another member of the Institute and shall be accompanied by a supporting statement, and the biography and a recent photograph (passport size) of the nominee. The nominee shall include in his/her biography, his/her achievements, national and international contributions in chemistry, academic contribution in chemistry and list of publications (where applicable).
8. Nominations must be made on the "IKM GOLD MEDAL" Nomination Form obtainable from the Institute or its website.
9. Nominations are only valid with the consent of the nominees.
10. All nominations must reach the IKM Secretariat latest by **5.00 p.m. on 15 July each year.**

### **Assessment**

11. Upon receiving the nomination(s), the Council shall establish a Panel of Assessors, no later than 31 August.
12. The Panel of Assessors shall comprise the President and six eminent members of the Institute. The President shall be the chairperson of the Panel. The Panel shall convene a meeting with at least five assessors present.
13. In the event that the President is unable to be the Chairperson of the Panel, the Vice President, or the Registrar, or a Council Member appointed by the Council, will act as the Chairperson.
14. The Honorary Secretary of the Institute shall be the Secretary of the Panel but with no voting right.
15. In the event that the Honorary Secretary is a nominee, or a proposer or seconder of nomination, then the Honorary Assistant Secretary shall be the Secretary of the Panel.
16. Nominees and persons who propose and second nominations cannot be appointed as assessors.
17. The Panel shall assess the nominees and make specific clear-cut recommendations to the Council for the award of the Gold Medals no later than 30 September.
18. The decision of the Panel shall be by simple majority. In the event that there is a tie, the Chairperson shall have an additional casting vote.
19. If, in the opinion of the Panel, there is no suitable candidate for the Award, no award shall be made that year.

### **Endorsement by the Council**

20. The Council, upon receiving recommendations from the Panel of Assessors, shall endorse or reject these recommendations.
21. Rejection of recommendation shall be by two-third majority of Council members present at the Council Meeting.
22. There shall not be shared award in either of the categories.
23. No person shall receive the award more than once.
24. The decision of the Council shall be final.

### **Honorary IKM Gold Medal**

25. The Council may decide to award any person, the Honorary IKM Gold Medal for outstanding contribution to the profession of chemistry in Malaysia. Such decision by the Council shall be by two-thirds majority of the Council members present.
26. Such honorary awards carry no cash prize. A medal will be given and engraved with the words "Honorary IKM Gold Medal for Outstanding Contribution to the Profession of Chemistry in Malaysia" to be followed by the year of the award.

### **Presentation of the Award**

27. The Award shall be presented to the recipients at the annual Malam Kimia or at any other function decided by the Council.
28. The Institute shall not pay for the expenses incurred by the recipients in attending the function to

receive the Award.

### **Amendments to the Rules**

29. These Rules of the Award can only be amended at a General Meeting.

### **Notes to the Rules**

30. These Rules were approved at the Annual General Meeting in 2002.

31. The Council also decided that Rule No. 23 shall apply to previous IKM Gold Medal Awardees which means that they would not be considered for the Award again.

## **APPENDIX C**

### **IKM CITATIONS**

1. These Awards shall be known as IKM Citation Awards.
2. They shall be awarded annually by the Council.
3. No more than 5 Citations shall be awarded annually.
4. Nominations for Citations shall be made by members.
5. The decision of the IKM Council shall be final.
6. Citations shall comprise a certificate and sponsorship to attend an IKM function. The sponsorship shall involve an economy air ticket or an appropriate travelling allowance. In any case, the maximum sponsorship shall be limited to RM500.00.
7. The sponsorship shall only be valid for 12 months from the date of the Award, after which shall expire.
8. The Citation shall be based on the participation in IKM activities in the past 5 years.
9. Candidates shall satisfy the following minimum requirements:
  - \* Must have attended at least 3 AGMs of Branches or IKM in the past 5 years.
  - \* Must have attended at least one IKM function every year in the past 5 years.
10. Council members of IKM shall not be eligible for the Citation while holding office.
11. A recipient of an IKM Citation may be nominated for the same award after an interval of 5 years.
12. Nominations shall be made on an official form available from the IKM Secretariat.

## **APPENDIX D**

### **RULES OF THE TAN SRI DATUK AMAR STEPHEN K T YONG AND TAN SRI DATO' SRI LAW HIENG DING AWARDS**

#### **The Awards**

1. There shall be established two annual IKM Awards, one for each of the following:
  - I. **Tan Sri Datuk Amar Stephen K T Yong Award** for distinctive contribution to development in certain industrial sectors in Malaysia
  - II. **Tan Sri Dato' Sri Law Hieng Ding Award** for distinctive contribution to chemical education and/or public understanding of chemistry in Malaysia
2. These two Awards are to be given to two members of the Institute, who, according to the Institute, have fulfilled the above criteria for the Awards.
3. Each recipient of the Award shall receive a certificate and a cash prize of RM 2,000.

#### **Nomination**

4. The Council shall invite nominations for the Awards from members of the Institute no later than 31 May each year.
5. Each member can only nominate up to a maximum of two nominees, one for each Award.
6. All nominations must be seconded by another member of the Institute and shall be accompanied by a supporting statement, and the biography and a recent photograph (passport size) of the nominee. The

nominee shall include in his/her biography, his/her achievements, contributions to certain industrial sectors in Malaysia or contributions to chemistry education and/or public understanding of chemistry (where applicable).

7. Nominations must be made on the "IKM AWARDS" Nomination Form obtainable from the Institute or its website.
8. Nominations are only valid with the consent of the nominees.
9. All nominations must reach the IKM Secretariat latest by 5.00 p.m. on 15 July each year.

#### **Assessment**

10. Upon receiving the nomination(s), the Council shall establish a Panel of Assessors, no later than 31 August.
11. The Panel of Assessors shall comprise the President and six eminent members of the Institute. The President shall be the chairperson of the Panel. The Panel shall convene a meeting with at least five assessors present.
12. In the event that the President is unable to be the Chairperson of the Panel, the Vice President, or the Registrar, or a Council Member appointed by the Council, will act as the Chairperson.
13. The Honorary Secretary of the Institute shall be the Secretary of the Panel but with no voting right.
14. In the event that the Honorary Secretary is a nominee, or a proposer or seconder of nomination, then the Honorary Assistant Secretary shall be the Secretary of the Panel.
15. Nominees and persons who propose and second nominations cannot be appointed as assessors.
16. The Panel shall assess the nominees and make specific clear-cut recommendations to the Council for the award of the Awards no later than 30 September.
17. The decision of the Panel shall be by simple majority. In the event that there is a tie, the Chairperson shall have an additional casting vote.
18. If, in the opinion of the Panel, there is no suitable candidate for the Award, no award shall be made that year.

#### **Endorsement by the Council**

19. The Council, upon receiving recommendations from the Panel of Assessors, shall endorse or reject these recommendations.
20. Rejection of recommendation shall be by two-third majority of Council members present at the Council Meeting.
21. There shall not be shared award in either of the Awards.
22. No person shall receive the award more than once.
23. The decision of the Council shall be final.

#### **Presentation of the Award**

24. The Award shall be presented to the recipients at the annual Malam Kimia or at any other function decided by the Council.
25. The Institute shall not pay for the expenses incurred by the recipients in attending the function to receive the Award.

#### **Amendments to the Rules**

26. These Rules of the Awards can be amended at a Council Meeting.

### **APPENDIX E**

<b>IKM LABORATORY EXCELLENCE AWARD</b>
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1. Participating laboratories are required to operate a quality system according to the requirements as stipulated in MS ISO/IEC 17025. The requirements include:
  - appropriate management structure for implementation and monitoring of the quality system;

- adequate control of test samples, sufficient and right resources for the scope of works; and
  - implement an effective quality assurance/control programmes to ensure validity of test results.
  - Establish a quality infrastructure/equipment that consistently delivers high-quality data, produces accurate reports and enables real-time risk management and monitoring.
4. The award also requires laboratories to operate with safety and health features in the workplace. This includes:
- good laboratory design to facilitate safe operation;
  - staff responsible to health and safety aspects of laboratory;
  - hazard communication;
  - operation control over hazardous chemical and waste;
  - safe use of equipment; and
  - complying with local laws and regulations.
5. Details of the requirements are listed in the **Application, Self-Declaration and Verification Form (Form A)**. Laboratories meeting the criteria will be awarded a certificate. In addition, a plaque will be awarded to laboratories which have in the past been continuously awarded the IKM Laboratory Excellence Award or the IKM Quality Award for a specified number of years.
- The plaque will be awarded in the following 4 categories:
- **IKM Laboratory Excellence Silver Award** - **10 years**
  - **IKM Laboratory Excellence Gold Award** - **15 years**
  - **IKM Laboratory Excellence Platinum Award** - **20 years**
  - **IKM Laboratory Excellence Diamond Award** - **25 years**