

## **Rules on Authorised Representation and Public Statements (MALAYSIAN INTERNATIONAL CHAMBER OF COMMERCE AND INDUSTRY)**

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### **Preamble**

These Rules constitutes a binding governance instrument of the Malaysian International Chamber of Commerce and Industry (Registration No. 197401000254 (16841-V)) (“**Chamber**” or “**MICCI**”), a public company limited by guarantee incorporated on 11 February 1974 under the Companies Act 1965.

These Rules are made by the General Committee (“**GENCO**”) in exercise of the powers conferred upon it by MICCI’s Memorandum and Articles of Association (“**M&A**”) and in particular: -

- Article 37, which vests the management of the business and funds of the Chamber in GENCO, empowering it to exercise all such powers and do all such acts and things as may be exercised or done by the Chamber;
- Article 38(2) of the M&A, which reserves to GENCO alone the power to make bye-laws, expressly excluding any delegation of this power to committees or sub-committees;
- Article 38(3) of the M&A, which expressly empowers GENCO to make, vary, and repeal bye-laws for the regulation of the business of the Chamber, including the regulation of officers, servants, and Members of the Chamber; and
- Article 39 of the M&A, which provides that any rules or bye-laws made by GENCO and signed by the President or Vice-President and the Secretary shall be deemed duly made and shall be printed and circulated to Members; and
- MICCI’s Membership Application Form and Applicant Declaration, by which each Member undertakes to be bound by the M&A upon election.

By virtue of the above, these Rules are duly made by GENCO, are binding upon all Members and persons acting in an official capacity on behalf of MICCI or any Branch, and shall be printed and circulated to Members. Compliance with these Rules is a condition of continued membership and/or appointment within MICCI. Breach of these Rules may constitute grounds for disciplinary action, suspension, or expulsion under Article 18(7) of the M&A.

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### **1. Purpose**

These Rules establishes the governance framework governing:

- Authorised representation of MICCI in public, media, and external engagements; and
- Approval, accountability, and risk management relating to public statements made on behalf of MICCI.

These Rules are intended to safeguard the Chamber’s legal standing, reputation, intellectual property, and governance integrity, and shall be read together with, and operates in addition to, MICCI’s M&A, Branch By-Laws and other by-laws, and resolutions of the GENCO.

## 2. Definitions

In this Rules, unless the context otherwise requires:

<b>“Authorised Representative”</b>	means an individual expressly authorised in accordance with these Rules to represent MICCI or a Branch of MICCI in an official capacity.
<b>“Branch By-Laws”</b>	means the By-Laws of Branches of the Malaysian International Chamber of Commerce & Industry.
<b>“GENCO”</b>	means the General Committee of MICCI elected or otherwise constituted in the manner prescribed by the M&A.
<b>“M&amp;A”</b>	means the Memorandum and Articles of Association of MICCI (Registration No. 197401000254 (16841-V)).
<b>“Member”</b>	has the meaning given in Article 1 of the M&A, and includes Ordinary Members, Associate Members, and Foreign Members.
<b>“Representative of a Member”</b>	has the meaning given in Article 1 of the M&A (i.e., any partner, director, attorney, or duly appointed representative of a Member firm or company).

## 3. Scope of Application

These Rules are legally and contractually binding upon the following persons as prescribed under Article 8 of the M&A: -

- Members, including Representative of a Member
- GENCO members
- Branch EXCO members
- Employees
- Any individual representing or purporting to represent MICCI in an official capacity

Each Member, upon election, appointment, employment, or continued membership (as applicable), is deemed to have:

- read and understood the contents of these Rules;
- agreed to be bound by and comply with the obligations set out herein; and
- acknowledged that breach of these Rules constitutes a breach of the M&A and/or Branch By-Laws and may give rise to disciplinary action including suspension or expulsion.

### **3.1. Channels of Engagement Covered**

These Rules apply to all forms of official engagement, including but not limited to:

- Print, broadcast, and digital media
- Conferences, forums, seminars, and public events
- Social media platforms and online publications
- Official documents, name cards, letterheads, marketing, or promotional materials
- Meetings, dialogues, or consultations with Government bodies, regulators, ministries, agencies, or policymakers

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## **4. Authorised Representation**

### **4.1. Primary Authorised Representatives**

Only the following individuals are authorised to make public statements, engage with the media, or represent MICCI in an official public capacity at the national or international level:

- The President
- Vice Presidents
- Executive Director

### **4.2. Branch Chairman**

Branch Chairman may make public statements or representations solely on matters relating to activities, events, or issues occurring within the state in which their branch is established. This authority expressly excludes appearances on national-level or international media platforms, including but not limited to television, radio, and nationwide or cross-border broadcast or digital media.

Any public statement beyond the state level by a Branch Chairman requires **prior written approval** from the President and Vice Presidents.

#### **4.3. Conditional Authorisation for Other Persons**

Any other Members, including GENCO members, Branch EXCO members, employees, or individuals may represent MICCI publicly in any capacity, including but not limited to participation as a panel speaker, moderator, panellist, keynote speaker, guest speaker, interviewee, or event representative, only with **prior written authorisation** from the President and Vice Presidents, specifying:

- Scope of representation
- Subject matter to be addressed
- Duration, event, or occasion

Unless expressly stated otherwise in writing, such authorisation shall be limited, non-transferable, non-delegable, and shall automatically lapse upon completion of the approved duration or occasion.

#### **4.4. All Public Statement Require Prior Clearance**

All public statements, media engagements, interviews, responses to media enquiries, and press statements made on behalf of MICCI must obtain prior written clearance from the President and Vice Presidents, particularly where such statements involve:

- Policy positions
- Regulatory matters
- International trade or economic issues
- Use of MICCI's name, logo, or brand identity
- Sensitive, controversial, or reputational matters

Any public statement or representation made without proper authorisation, or outside the approved scope, shall be deemed **unauthorised** and may result in disciplinary action as set out in Rule 7 below, in accordance with MICCI's M&A, Branch By-Laws, or any other rules, regulations or internal policies.

#### **4.5. Employees**

Employees shall not issue public statements, represent MICCI externally, or engage the media unless expressly authorised in writing by the President and Vice Presidents. This obligation is in addition to any applicable terms in their employment contracts.

#### 4.6. Conduct During Official Engagements

Any Member or person acting in an official capacity on behalf of MICCI, including individuals attending meetings, dialogues, consultations, or engagements with Government bodies, regulators, ministries, agencies, or policymakers on behalf of MICCI shall act **strictly within the approved scope of representation**.

Unless expressly authorised in writing by the President and Vice Presidents, such individuals shall not:

- Express agreement or disagreement with any Government policy, proposal, regulation, or official position.
- Announce, imply, or suggest MICCI's policy stance or position.
- Make commitments, endorsements, objections, or representations that may be construed as MICCI's official view.
- Criticise, oppose, or publicly comment on Government policies, decisions, or actions.

Where views or feedback are requested, the representative shall limit responses to listening, information sharing, or fact finding, and may state that any policy position or formal response is subject to internal deliberation and approval by MICCI's governing bodies.

Any deviation from the above requires prior written approval from the President and Vice Presidents.

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### 5. Use of MICCI Name, Logo, Letterheads, and Official Representation

#### 5.1. Governing Principles (Incorporating M&A Articles 65 and 66)

Pursuant to **Articles 65 and 66 of MICCI's M&A**:

- No Member or person acting on behalf of MICCI shall use the name, logo, trademark, or mark of the Chamber in advertisements, commercial publicities, documents, literary works, or any other commercial activities to promote their own goods and services **without prior written approval of the Chamber**.
- Such approval if given will be subject to such terms and conditions and any other applicable rules made by the General Committee from time to time.

A Member or person acting on behalf of MICCI who uses the MICCI name, logo, or mark without such approval shall be in breach of Article 65 of the M&A and liable to disciplinary action under Article 18(7), including expulsion.

## **5.2. Authorised Use of MICCI Logo and Name**

(as minuted in MoM 562nd GENCO Meeting, Item 6 – approved on 31 October 2025)

- Only current GENCO and/or EXCO members are permitted to use the official MICCI logo.
- Such usage is strictly limited to one (1) Authorised Representative per member company.
- Only GENCO and EXCO members of the current term are permitted to print and distribute official MICCI name cards bearing the MICCI logo.
- Member companies or representatives who are not GENCO or EXCO members are strictly prohibited from using the MICCI logo on personal or corporate name cards, letterheads, or promotional materials.
- Members who are not GENCO or EXCO representatives may indicate their affiliation in text form only, for example: “A Member of MICCI”, without using the logo.
- Branch logos form part of MICCI’s official identity and may only be used by the respective branches for official Chamber purposes, subject to guidelines and approval issued by GENCO from time to time.

## **5.3. Governance of MICCI Letterheads and Official Correspondence**

- All official correspondence issued on MICCI letterhead to Government bodies, regulators, foreign missions, or external stakeholders shall be signed by the President / Vice Presidents.
- Authority to issue and sign operational or administrative correspondence, including but not limited to membership matters, confirmations, acknowledgements, and replies to members, may be delegated to the Executive Director, General Manager, or Deputy General Manager.
- Specific delegated authority may be granted to designated officers for specialised functions, including but not limited to ATA Carnet, Certificate of Origin (COO), and trade facilitation documentation, as approved by GENCO or the Executive Director.

## **5.4. Governance of MICCI Branch Letterheads and Official Correspondence**

- All official correspondence issued on MICCI Branch letterhead shall be signed by the Branch Chairman / President / Vice Presidents, with a copy (cc) to MICCI secretariat.
- For event related correspondence, the Organising Chairman (OC) shall co-sign together with the Branch Chairman, with a copy (cc) to the MICCI Secretariat.
- All MICCI Branch letterheads shall be controlled and administered by the Branch Manager or Assistant Manager.

## 5.5. MICCI Councils

For MICCI Councils established under the Chamber, official correspondence issued on MICCI letterhead may be signed by the Council Chairman / Co-Chairman / President / Vice Presidents / Executive Director with a copy (cc) to MICCI Headquarters.

Such correspondence shall be limited to matters within the approved scope, mandate, and functions of the respective Council.

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## 6. Obligations of Members at Branch Level

In addition to the obligations above, each Branch Officer and Branch EXCO Member acknowledge and agrees that: -

- Pursuant to Branch By-Laws 8.1, all policies and activities of the Branch must conform with MICCI's M&A and Chamber requirements; and
- Upon removal, resignation, or expiration of term, a Branch Officer or EXCO Member shall immediately cease any and all use of MICCI's or the Branch's name, logo, or materials in any official capacity, pursuant to Branch By-Laws Articles 4.5 and 5.6 (governing removal and resignation) read together with Articles 65 and 66 of the M&A (prohibiting unauthorised use of the Chamber's name, logo, or mark).

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## 7. Accountability, Risk Management and Consequences of Breach

### 7.1. Disciplinary Consequences

Any Member or person acting on behalf of MICCI who breaches these Rules, including by making unauthorised public statements, misusing MICCI's name or logo, or exceeding the scope of approved representation, may be subjected to the applicable disciplinary procedures, as set in the M&A, Branch By Laws or any other rules or regulations issued by the Chamber, which may include but not limited to, a formal written warning, removal from Branch EXCO or GENCO, suspension or expulsion of membership, and personal liability, Where the individual's conduct exposes the Chamber to legal, financial, or reputational liability, where applicable.

## 7.2. Risk Management

Legal actions, disputes, or reputational risks arising from public representations or branding misuse shall be managed in accordance with MICCI's legal, insurance, and governance protocols.

These Rules are intended to mitigate legal exposure, reputational damage, brand misuse, and insurance coverage disputes.

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## 8. Review and Amendment

These Rules shall be reviewed periodically and may be amended by GENCO, with oversight by the Audit & Risk Management Committee (ARMC), and subject to alignment with MICCI's M&A and existing By-Laws.

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## 9. Effective Date and Adoption

These Rules shall take effect upon adoption and approval by GENCO.

**Adopted on: 12 March 2026**