

	Work-Budget 2002															
Costs	Account	Centr. Activities	Office	CB	Congr./PM	SAG	RACC	WFC	EuroCup	RC	EDC	MIC	MC	AC	DC	TOTAL
5390	Income loss remuneration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5523	Subsistence allowances	0	9000	3000	0	0	0	0	0	2500	0	0	0	0	0	14500
5531	Mileage allowances	0	1000	400	0	0	0	0	0	800	0	0	0	0	0	2200
6020	Meeting costs	0	0	3000	1000	0	1300	0	0	1300	500	500	0	500	500	8600
6550	Printed matter	1000	0	0	0	0	5000	0	0	0	0	0	5000	0	0	11000
6720	Copying	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6730	Accountancy services	1300	0	0	0	0	0	0	0	0	0	0	0	0	0	1300
6770	Translations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6790	Staff costs & office rental	0	132000	0	0	0	0	0	0	0	0	0	0	0	0	132000
6811	Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6812	Cellular phone	0	4000	0	0	0	0	0	0	300	0	0	0	0	0	4300
6814	Telefax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6830	Internet & Computer costs	0	3000	0	0	0	0	0	0	0	0	0	0	0	0	3000
6850	Postal costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7051	Tickets - Travel costs	0	15000	9100	0	2000	5250	1000	0	7250	2500	3000	8000	1300	1300	55700
7053	Board and lodging	0	3500	13000	1000	500	3750	2000	0	5250	2500	2000	3000	1000	1000	38500
7057	Local travel by bus & taxi	0	1000	1100	0	200	500	200	0	200	300	400	1000	0	0	4900
7059	Other travel costs	0	500	400	0	0	0	0	0	500	0	0	1000	0	0	2400
7100	Development support	0	0	0	0	0	0	0	0	0	10500	0	42000	0	0	52500
7110	Presentation material	0	0	0	0	0	0	0	0	0	0	10000	0	0	0	10000
7120	Exhibitions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7170	Entertainment expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7189	Other office costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7190	Other sales costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7240	Organizing costs	0	0	0	0	0	0	0	5000	0	0	0	0	0	0	5000
7260	Competition prizes	0	0	0	0	0	0	5000	3000	0	0	0	0	0	0	8000
7680	Membership fees	3000	0	0	0	0	0	0	0	0	0	0	0	0	0	3000
7690	Material approval costs	0	0	0	0	0	0	0	0	0	0	0	100000	0	0	100000
7692	Gifts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8170	Bank fees	2900	0	0	0	0	0	0	0	0	0	0	0	0	0	2900
8180	Exchange rate losses	200	0	0	0	0	0	0	0	0	0	0	0	0	0	200
8410	Extraordinary expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8910	Taxes	1000	0	0	0	0	0	0	0	0	0	0	0	0	0	1000
TOTAL		9400	169000	30000	2000	2700	15800	8200	8000	18100	16300	15900	160000	2800	2800	461000
Income																
3011	Transfers	20000														
3012	Participation fees	42000														
3013	Organizers fee	60000														
3210	Membership fees	36000														
3250	Sponsors & advertisements	100000														
3510	Sales	0														
3860	Material approval income	210000														
3899	Other incomes	1000														
TOTAL		469000			Estimated result		8000									



Helsinki, Finland 18th October 2001

To:
IFF Member Federations

Copy:
IFF

World Floorball Championships 2002
18.5.-25.5. in Helsinki, Finland
Information letter II

Dear Floorball Friends,

Since the last letter all the participating nations have received either during the World Floorball Championships in Riga, Latvia or just after the championships, a lot of things has happened. The fourth World Championships for Men, is only about seven months away and there are a number of things that we would like to inform you about.

As the organiser of the WFC we are somewhat worried about the fact that to our knowledge only a few teams have up to this date made their bookings for board & lodging. We would like to stress that it is of the up most importance to make the reservations as soon as possible. In this letter we will focus on the following topics:

- 1) WFC preparations up-date
- 1) Board & lodging
- 2) Proposal for practice schedule during the tournament
- 3) Form for team accreditation
- 4) Rules for Doping-tests
- 5) Other questions

In this package you will find information on the WFC organizing committee, information about board & lodging and the final match timetable for the WFC. All information will also be published on the WFC web-site www.salibandy.net and You can always try to find more information from there. If You have any questions, please don't hesitate to contact us.

The next information package will come in the end of January, in which we will try to finalize the individual programme of each team. The fourth and final info package will be sent out in the beginning of May. Upon arrival in Helsinki all teams will receive a "Participants manual" with all important information.

Please return the Team accreditation form no later than the 16th of November 2001.

With regards
Finnish Floorball Federation

John Liljelund
WFC2002, secretary general

INFORMATION LETTER II REGARDING THE WFC 2002

General information & WFC preparations up-date

The preparations of the WFC2002 is preceding very well. We are inside the time frame set up by the organising committee. We will by January be able to tell all participating teams the name and contact information of Your attaché during the championships. We believe that we together with Your help can make the WFC 2002 the best and finest floorball championships.

We would like You to read this information letter trough very carefully and return directly with any questions You might have. We would also like to ask You to fill out the Team accreditation form, which will help us to proceed with our preparations.

In the initial plans, we planned to let each of the teams in the B-series a possibility to play one game at the main arena. Now we have built the match schedule so that a total of 12 B-series games will be played on the main arena. The B-group semi-finals and final will be played on the bigger arena.

Ticket sales

The ticket sales is going really well and the A-series final will at the moment be seen by 4.700 spectators. The organising committee strongly believes that the final will be played before an full audience.

New office address

The WFC2002-office has moved from the Finnish Federation office and has now been established at the new address:

World Floorball Championships 2002
Hakamäenkuja 2
00310 Helsinki
Finland

The mail address is still wfc2002@salibandy.net
Fax. + 358 9 477 03410

WFC2002 office staff

Starting from the first of November the WFC2002 office staff will consist of the following persons:

John Liljelund	general secretary	+358 9 477 03417 or +358 50 587 0007
Markku Huoponen	information officer(starting 1.12.2001)	+358 9 477 03413
Noora Karme	assistent (team contact, volunteers etc.)	+358 9 477 03414
Mervi Leppämäki	assistent (Hartwall Arena, marketing etc.)	+358 9 477 03418

You can reach the office staff on their mail addresses:
firstname.lastname@salibandy.net

We would very much like that the teams would keep in touch with the WFC-office, so that we can help You in any possible way.

If a participating team is thinking of coming to Finland in advance to the Championships and would like to train and play training games against local clubs please feel free to contact the WFC Office to discuss the issue.

Match schedule

As the Finnish Floorball Federation and the organising committee promised in the previous information letter, we have now finalized the match schedule (appendix 1) and it has been approved by the IFF Central Board. There will be a total number of 24 participating teams taking part in the fourth World Floorball Championship.

The basic programme will look like this:

A-series

Group matches	18.- 21.5.
Quarter finals	22.- 23.5.
Semi finals	24.5.
Final games	25.5.

B-series

Group matches	18.- 21.5.
Quarter finals	22.5.
Semi finals	23.5.
Final games	24.5.

This means that the tournament ends for some teams on Thursday 23rd in the B-series and for the rest on Friday 24th. On Saturday the 25th there will only be played three games.

Preliminary training schedule

According to the agreement with IFF and the IFF's Organisers Regulations (III Administration, § 3.) the organising committee will arrange for a possibility to train starting on Friday the 17th of May and ending in respect to the ending of the games of each team.

The training venue will be a separate sports hall around one kilometre from the Hartwall Areena. We have still to confirm from the IFF that we can use a training venue with or without the same material as on the playing venue. This is due to the fact that we will only receive one playing floor from the IFF material sponsor Gerfloor.

All teams will have the possibility to train ones before their first match in the Hartwall Areena on either Friday 17th or Saturday 18th of May.

We have made a preliminary practice schedule (appendix 2.) which we will ask you to comment upon. We would also like you to tell us in advance how much more training time You will require outside the time provided and paid by us and on which days You would like to train before the tournament starts. You can include this information on the Team accreditation form.

Board & Lodging information

As we told the participants at the Presidential meeting in Riga, Latvia and informed you in the first information letter. **Springtime in Helsinki is a high season if one looks from the view of the Accommodation industries.** Therefore we had included the Accommodation information already in this stage. The organisation committee has negotiated with the Scandic Hotel chain and have produced a special price list for the Championships.

The Organisation Committee strongly proposes for the nations, that will take part in the WFC 2002, to make their bookings as soon as possible to secure the accommodation in Helsinki. As up till now only a few participating teams have, to our knowledge booked their accommodation.

We would like to ask all participating teams to book their accommodation as a soon as possible and also inform the organiser if You already have done so. This information should be included on the Team accreditation sheet.

We have built together with our partners the following proposal for Board & lodging in Helsinki, with different price classes:

Category Hostel:	Stadion Hostel, Eurohostel and Hostel Erottajanpuisto
Category Economic:	Hotel Grand Marina
Category Standard:	Hotel Marski, Hotel Simonkenttä, Hotel Continental
Category Business:	Hotel Strand

All the bookings for Your stay and meals will be done directly with the hotel or hostel in question and You will find the information in the enclosure. In the enclosure You will also find information about meal prices at the hotels.

We have together with the accommodation suppliers, we have built the following timetable to secure accommodation for all:

Phase 1:	Nations to book accommodation by 31.10.2001
Phase 2:	Nations can make corrections in their booking by 31.11.2001. The participating Nations must deliver a contact person to the chosen hotel by the 31.11.2001.
Phase 3:	The participating teams will in writing inform about the exact number of rooms and meals to the Hotel/Hostel by the 15.03.2002.
Phase 4:	The Hotel will send the preliminary bill, which shall be paid by the 17.04.2002 to secure Your booking.

If the teams will not book inside this time, the organiser can't guarantee that there will be enough accommodation inside the area in which we will transport the teams.

Meals at the Arena

We will together with the Arena build a option for all participating teams to have one or two meals at the Hartwall Arena during the tournament at their own cost. If you would be interested to eat at the Arena instead than at Your hotel include this on your Team accreditation form. You will receive more about this option in next information letter.

Transportation information

The organisation committee will, according to the agreement with IFF, organise for the transportation of Your team in the following way:

- 1) From/to the Helsinki Airport or Helsinki Railway station or Helsinki harbour to Your accommodation
- 2) We will organise the transportation from/to the hotel to the training venue, if Your accommodation is located inside the Helsinki urban area.
- 3) We will organise the transportation from/to the hotel to the Hartwall Areena for Your own games, if Your accommodation is located inside the Helsinki urban area.

The responsibility for the organiser to transport the teams starts two days before the first match of the team and seizes the day after the last match of each team.

We would like You to include on the team accreditation sheet, how much in advance you would like to be at Your match. In our preliminary plans, we have set a standard that each team will arrive to the venue 1h 30 min before the match.

In connection to the inquiry that we will make about Your demands for training, we will also ask for Your transportation needs.

We will present each participating team with a proposal for Your programme during the WFC some two months before the championships. You will then have possibilities to comment on this proposal. After this trainings, transportation or other items during the championships can not be changed, without the cost related to be charged from the Nation in question.

Costs paid by participants

According to the IFF regulations the participating federations pays all the costs related to the board and lodging and insurance of their own team in Finland. The participating federations also pays for the travel to/from their home country to Helsinki Airport/Railway station or harbour.

Other costs directly related to the WFC 2002, like transportation to trainings, games, training venues during the championships, will be covered by the organiser according to the IFF Organizers Regulations and the contract between IFF and the Finnish Floorball Federation.

If a participating team chooses to live outside the Helsinki urban area, where all the proposed hotels and hostels are located, the team will have to pay for their own transportation, but the organiser can still help to arrange the transportation.

Team accreditation sheet

We have made a Team accreditation sheet based on the experiences of Finnish national teams participating in World Championships. Since we will organise a tournament with 24 teams and since we would like to do the best possible work done, we need to get as much information from the participating teams as early as possible.

We have asked You to fill this Team accreditation sheet and return it to the WFC2002 office no later than the 16th of November 2001. If Your team has any

questions that they would like to ask please include this on the sheet and we will get back to You.

If there are questions that still are open, that we ask for please tell us when You will know the answer to this question and return the form.

Only by returning the form we can help You in the best possible way.

Doping tests

We would like to inform all the participating teams of the WFC 2002 that according to the IIF Organisers Regulation there will be at least one doping tests per participating team.

We will send out more information about the doping tests and the procedures later.

Lodging Offer

Category Hostel:

1. Stadion Hostel

Category: Hostel +
Address: Pohjoinen Stadiontie 3b, 00250 Helsinki
Phone: +358 9 477 8480
Fax: +358 9 477 84811
E-mail: stadion@hostel.inet.fi
Contact person: Leena Rautavaara
Description: 15 Minutes walking dist. from Hartwall Areena
150 beds in 22 rooms (1-4 beds or 5-12 beds per room)
Sheets available, sleeping bags not allowed
Price: Year 2001 prices, but probably the same in 2002
FIM 180/pers. single room incl. bed linen and breakfast
FIM 135/pers. double room incl. breakf.
FIM 130/pers. trippel room incl. breakf.
FIM 125/pers. Four bed room incl. breakf.
FIM 110/pers. 5-12 bed room incl. breakf.
Bed linen to rent for 25 FIM/person (one time payment)
Meals: Lunch and dinner available for groups (advance booking)
Other: Laundry room, A sauna in connection with the swimming stadium,
open air pools in the summer, Two TV lounges, Lockers for rent;
luggage room free of charge; in room lockers, Internet available,
Free parking, Safe storage for bikes and Youth hostel cards for
sale at the reception.
More info: www.stadionhostel.com

2. Eurohostel

Category: Hostel +
Address: Linnankatu 9, 00160 Helsinki
Phone: +358 9 622 0470
Fax: +358 9 655 044
Contact person: Pauliina Halenius
E-mail: pauliina.halenius@eurohostel.fi

Description: Situated in down-town Helsinki harbour. 8 km from the Areena.
Good public transportations. In total 250 beds.
1-3 person rooms with possibility to add-in an extra bed.
Bed linen included.

Price: FIM 235/pers. single room incl breakfast
FIM 155/pers. double room incl. breakf.
FIM 165/pers. trippel room incl. breakf.
Extra bed in 2 or 3 persons room FIM 70/day.

Meals: Lunch FIM 40-50/person
Dinner FIM 65-75/person
Snack FIM 30-40/person.

Other: Showers and toilets are in the hall.
Kitchens in the hall, Saunas (also possible in the evening),
Laundry and TV-room.

More info: www.eurohostel.fi

3. Hostel Erottajanpuisto

Category: Hostel

Adress: Uudenmaankatu 9, 00120 Helsinki

Phone: +358 9 642 169

Fax: +358 9 680 2757

Contact person: Katriina Papumäki

E-mail: -

Description: Situated in down-town Helsinki. 7 km from the Areena.
Good public transportations. In total 52 beds.
1-7 person rooms. Bed linen included.

Price: Group rates for all rooms
FIM 150/pers. incl breakfast

Meals: Lunch FIM 40-50/person
Dinner FIM 65-75/person
Snack FIM 30-40/person.

Other: Showers and toilets are in the hall.
TV in every room.

More info: -

Category Economy

4. Scandic Grand Marina

Category: ***+

Adresses: Katajanokanlaituri 7, 00160 Helsinki

Web: www.scandic.com

E-mail: grandmarina@scandic-hotels.com

Phone: +358 9 16 661

Fax: +358 9 664 764

Contact person: xxxx

Description: Situated in down-town Helsinki harbour. 8 km from the Areena.
Good public transportations.
462 beds, all with cable TV and minibar.

Price: FIM 650/EUR 108 per pers. in a single room incl. breakfast,
FIM 366/EUR 62 per pers. in a double room incl. breakf.
FIM 298/EUR 50 per pers. in a trippel room incl. breakf.
FIM 258/EUR 44 per pers. in a 4-beds room incl. breakf.

Meals: Lunch FIM 72/EUR 12 per person
Dinner FIM 72/EUR 12 per person

Other: see folder

Category Standard

5. Scandic Hotel Marski

Category: *****
Adresses: Mannerheimintie 10, 00100 Helsinki
Web: www.scandic.com
E-mail: marski@scandic-hotels.com
Phone: +358 9 680 61
Fax: +358 9 642 377
Contact person: xxxx
Description: Situated in the middle of down-town Helsinki. 5 km from the Areena. Good public transportations.
289 beds, all with cable TV and minibar.
Price: FIM 750/EUR 126 per pers. in a single room incl. breakfast,
FIM 375/EUR 63 per pers. in a double room incl. breakf.
Meals: Lunch FIM 72/EUR 12 per person
Dinner FIM 83/EUR 12 per person
Other: see folder

6. Scandic Hotel Simokenttä

Category: *****
Adresses: Simonkatu 9, 00100 Helsinki
Web: www.scandic.com
E-mail: simokentta@scandic-hotels.com
Phone: +358 9 68 380
Fax: +358 9 68 38 111
Contact person: xxxx
Description: Situated in the middle of down-town Helsinki. 5 km from the Areena. Good public transportations.
360 beds, all with cable TV and minibar.
Price: FIM 750/EUR 126 per pers. in a single room incl. breakfast,
FIM 375/EUR 63 per pers. in a double room incl. breakf.
Meals: Lunch FIM 72/EUR 12 per person
Dinner FIM 72/EUR 12 per person
Other: see folder

7. Scandic Hotel Continental

Category: *****
Adresses: Mannerheimintie 46, 00260 Helsinki
Web: www.scandic.com
E-mail: continentalhelsinki@scandic-hotels.com
Phone: +358 9 405 51
Fax: +358 9 4055 3255
Contact person: xxxx
Description: Situated in the outskirts of down-town Helsinki. 4 km from the Areena. Good public transportations.
512 beds, all with cable TV and minibar.
Price: FIM 750/EUR 126 per pers. in a single room incl. breakfast,
FIM 405/EUR 68 per pers. in a double room incl. breakf.
FIM 324/EUR 55 per peers. in a trippel room incl. breakf.
Meals: Lunch FIM 72/EUR 12 per person
Dinner FIM 83/EUR 14 per person
Other: see folder

Category Business

8. Strand Inter-Continental

Category: *****

Adresses: Johan Stenbergin rantaa 4, 00530 Helsinki

Web: www.scandic.com

E-mail: strand@interconti.com

Phone: +358 9 393 51

Fax: +358 9 3935 3255

Contact person: xxxx

Description: Situated on the east side of down-town Helsinki. 6 km from the
Areena. Good public transportations.
200 beds, all with cable TV and minibar.

Price: FIM 990/EUR 166 per pers. in a single room incl. breakfast,
FIM 495/EUR 83 per pers. in a double room incl. breakfast.

Meals: Lunch FIM 160/EUR 27 per person
Dinner FIM 195/EUR 33 per person

Other: see folder

APPLICATION FOR PROVISIONAL MEMBERSHIP OF THE INTERNATIONAL FLOORBALL FEDERATION.

Dear Madam/Sir and Member of the Central Board,

The Malaysian Floorball Association (Persatuan Floorball Malaysia) wish to apply for Provisional Membership of the International Floorball Federation in accordance with directions as set out in Article 12.1 of the Statutes of the IFF.

The official contact details for the Malaysian Floorball Association are as follows:

Malaysian Floorball Federation
C/o
No. 23, Jalan U1/20, Seksyen U1
Kawasan Perindustrian Hicom Glenmarie
40150 Shah Alam,
Selangor,
MALAYSIA

Phone: 603-50310188

Fax: 603: 50310177

E-mail: Floorball_mas@hotmail.com

Yours sincerely,



Khoo Lay See

Deputy President of MFA

Borang ini dikenakan
bayaran sebanyak RM1.00

MALAYSIA
AKTA PERTUBUHAN 1966

No. 309777

PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 1

(Peraturan 3)

PERMOHONAN BAGI PENDAFTARAN PERTUBUHAN

KEPADA:

PENDAFTAR PERTUBUHAN

Sebagaimana yang dikehendaki oleh seksyen 6 Akta Pertubuhan 1966, kami dengan ini membuat permohonan untuk mendaftarkan pertubuhan yang butir-butirnya diberi di bawah ini.

2. Butir-butir mengenai pertubuhan itu ialah:

- (1) nama PERSATUAN FLOORBALL MALAYSIA
- (2) alamat —
 - (a) tempat urusan No. 23, Jalan U1/20, Seksyen U1, Kawasan Perindustrian Hicom Glenmarie, 40150 Shah Alam, Selangor
 - (b) alamat pos Seperti diatas
- (3) penubuhan pertubuhan (Sila sertakan dua salinan minit mesyuarat penubuhan pertubuhan itu) (Huraian 3) —
 - (a) tarikh ditubuhkan 1hb. Ogos 2001
 - (b) bilangan orang yang menghadiri mesyuarat penubuhan pertubuhan itu Sepuluh (10) orang
- (4) bilangan anggota dalam daftar anggota pada masa ini Tiga puluh (30) orang
- (5) (a) adakah pertubuhan ini pernah didaftarkan sebelum ini di bawah Akta Pertubuhan 1966? Tidak pernah
 - (b) nombor pendaftaran dahulu (jika ada)
- (6) adakah pertubuhan ini menggunakan apa-apa bendera, lambang, lencana atau warna atau apa-apa tanda lain (Huraian 4)?

(7) jumlah wang —

(a) yang telah diterima semenjak ditubuhkan RM300.00

(b) yang telah dibelanjakan semenjak ditubuhkan TIADA

(c) yang berbaki dalam tangan pada masa ini RM300.00

(d) yang berbaki dalam bank TIADA

dan nama bank Belum Ada

(8) adakah pertubuhan menggunakan apa-apa —

(a) buku yuran? Belum Ada

(b) buku tunai? Belum Ada

(c) buku resit? Ada

(9) tahun kewangan pertubuhan bermula pada 1hb Ogos 2001

..... tiap-tiap tahun.

(10) butir-butir mengenai harta tak alih yang dipunyai dan/atau yang dipajak — kecil oleh pertubuhan adalah seperti berikut:

Tempat	No. Hakmilik	Maksud digunakan (Huraian 5)
--------	--------------	------------------------------

..... TIADA

(Sertakan dua salinan fotostat dokumen hakmilik harta tak alih yang dipunyai oleh pertubuhan)

3. Enam salinan senarai pemegang-pemegang jawatan pertubuhan yang mengandungi butir-butir berikut adalah dikemukakan bersama-sama ini:

Nama (termasuk apa-apa nama lain, jika ada), dan di dalam huruf China jika berkenaan, nombor kad pengenalan pendaftaran negara, tarikh lahir, tempa lahir dan pekerjaan pemegang-pemegang jawatan, nama dan alamat majikan pemegang-pemegang jawatan dan alamat rumah pemegang-pemegang jawatan serta jawatan yang dipegang oleh mereka (Huraian 6).

4. Enam salinan diperakui perlembagaan/kaedah-kaedah* pertubuhan di dalam Bahasa Malaysia/Bahasa Inggeris* adalah dikemukakan bersama-sama ini (Huraian 7).

5. Kami memperakui bahawa pada sepanjang pengetahuan dan kepercayaan kami maklumat yang diberi di dalam permohonan ini adalah benar dan betul pada tiap-tiap butir.

Bertarikh pada 8 haribulan Ogos 19 2001

Kami,



(Tandatangan) *Khoo Lay See*

(Nama) Khoo Lay See

(Jawatan) Timbalan Presiden

(Tandatangan) *I. Vikneswaran*

(Nama) I. Vikneswaran Iswarapatham

(Jawatan) Setiausaha

*Potong yang mana tidak berkenaan.

HURAIAN

(Huraian ini adalah dimaksudkan sebagai panduan am bagi mengisikan borang ini. Jika pertolongan atau bantuan dikehendaki selanjutnya mementah nasihat daripada Pendaftar Pertubuhan atau daripada mana-mana Penolong Pendaftar).

1. Enam salinan borang ini adalah dikehendaki, dan tiap-tiap salinan mestilah ditandatangani oleh mana-mana dua orang pemegang-pemegang jawatan utama pertubuhan itu. Pemegang-pemegang jawatan utama ialah yang dipertua, pengerusi, timbalan yang dipertua, timbalan pengerusi, naib yang dipertua, naib pengerusi, setiausaha dan bendahari.
2. Jika ruang yang diperuntukkan dalam borang ini tidak mencukupi, maka maklumat yang dikehendaki itu hendaklah diberi dalam kertas-kertas tambahan yang hendaklah dikembalikan bersama borang ini. Tiap-tiap kertas tambahan mestilah ditandatangani oleh orang-orang yang menandatangani borang ini.
3. Minit mesyuarat penubuhan mestilah ditandatangani oleh dua orang pemegang jawatan utama pertubuhan.
4. Enam salinan *facsimile* bendera, lambang,rencana atau warna atau lain-lain tanda berwarna dan enam salinan makna tanda mengenai bendera, lambang, rencana atau warna atau lain-lain tanda hendaklah disertakan. Tiap-tiap salinan mestilah ditandatangani oleh dua orang pemegang jawatan utama pertubuhan.
5. Suatu huraian ringkas hendaklah diberi tentang maksud harta itu digunakan, misalan "rumah kelab", "padang permainan". Jika pertubuhan itu tidak mempunyai harta tak alih, maka bahagian ini dalam borang ini hendaklah ditulis "TIADA".
6. Gunakan kertas-kertas yang bersaiz untuk memberi butir-butir yang dikehendaki dalam perenggan 3 borang ini. Tiap-tiap kertas mestilah ditandatangani oleh orang-orang yang menandatangani borang ini.
7. Tiap-tiap naskah perlembagaan, atau kaedah-kaedah itu mestilah diperakui betul oleh dua orang pemegang jawatan utama pertubuhan dengan menurunkan tandatangan mereka di muka surat akhir tiap-tiap naskah perlembagaan atau kaedah-kaedah itu. Nama dan jawatan yang dipegang oleh pemegang-pemegang jawatan yang berkenaan hendaklah ditaip atau ditulis dengan terang dalam huruf cetam sebaik sahaja di bawah tandatangan mereka.

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