



Sr Adzman Shah Mohd Ariffin
BSc Urban Est Management (CNAAM)
UK FRISM MMIPPM MPEPS

Vice-President, Malaysia Institute of Professional Property Managers (MIPPM) councillor
Royal Institution of Surveyors Malaysia (RISM)
CEO/Chief Real Estate Consultant,
ExaStrata Solutions Sdn Bhd

Sr Adzman Shah Mohd Ariffin graduated from University of Glamorgan, United Kingdom and is a registered Valuer, Estate Agent and Property Manager registered with the Board of Valuers, Appraiser and Estate Agents as well as Chartered Surveyor accredited by the Royal Institution of Chartered Surveyors, United Kingdom.

Sr Adzman Shah has extensive experience in the property management industry and has been involved in the management of shopping centres, hypermalls office complexes and condominiums, having started his career in Cardiff, United Kingdom and upon returning to Malaysia, worked for public listed and multi national companies, international real estate consultancy firms and real estate investment trust (REIT) where he held various key positions which included Director, Deputy Managing Director as well as Chief Executive Officer.

He is a Fellow and Councillor of the Royal Institution of Surveyors Malaysia (RISM), Vice President of Malaysian Institute of Professional Property Managers (MIPPM) and member of the Appeals Board under the Board of Valuers, Appraisers and Estate Agents. He also sits on the Bar Council Disciplinary Committee.

Sr Adzman Shah is a member of the Board of Governors for Institut Penilaian Negara (INSPEN), advisor to Permodalan Usahawan Nasional Bhd (PUNB) on real estate investment and management. He is also an accredited speaker for property, facilities and strata management matters and a regular speaker for strata management related seminars and conferences organised by the Commissioner of Building and Ministry of Urban Wellbeing, Housing and Local Government, NSTP, RISM, REHDA and MIPPM. He is also a part time lecturer at UCSL.

Sr Adzman Shah received an award for Eminent Contribution to the Property Management Industry in Malaysia in 2011 and Property Manager of the Year for 2016 award from the Board of Valuers, Appraisers and Estate Agents. He was also recipient of the Lifetime Achievement Award in 2017 from the Royal Institution of Surveyors Malaysia

Sr Adzman Shah was also a member of the drafting Committee for the Strata Management Act 2013 (Act 757) and Regulations 2015 and the Malaysian Property Management Standards 2014. He also co-wrote a book titled 'Strata OMG - Panduan Pemilik Strata'.

He is currently the CEO/Chief Real Estate Consultant of ExaStrata Solutions Sdn Bhd.

Background of the Course

Property management is the operation, control and overseeing of commercial, industrial or residential real estate as used in its most broad terms. Management indicates a need for real estate to be cared for, monitored and accountability given for its useful life and condition. This is much similar to the role of management in any business.

Strata management involves many facets from understanding the Strata Management Act 2013 (Act 757) managing accounts and finance, vendor management, regulatory compliance, insurance matters, health and safety issues to general maintenance and repair.

Therefore, the Strata Manager should be well versed in his role and provide a high standard of service to his client, the developer, JMB or MC. This course aims to provide the attendees with a practical knowledge of the essentials of property management and the understanding of the relationships between the various parties in property management and maintenance.

The Strata Manager will also be briefed on provisions of the Strata Management Act 2013 (Act 757) and Strata Management Regulations 2015.

Who Should Attend :

The course is expected to be beneficial to existing building management personnel, Joint Management Body and Management Corporation Committee Members, strata owner, strata management consultants, developers, lawyers, accountants, students and those who are involved in strata property management.

Please contact
Maya / Saiful at 603 5636 7686
for further information

www.exastrata.net



ExaStrata (Est. 2013)
TRAINING ACADEMY



ExaStrata
solutions

Providing Solutions For Real Estate

STRATA MANAGER

DATE I : - 25 JAN 2018
(THURSDAY)

DATE II : - 27 JAN 2018
(SATURDAY)

TIME : 08.30AM - 05.30PM

VENUE: Lower Ground, Bangunan Juruukur,
64 & 66, Jalan 52/4, 46200
Petaling Jaya, Selangor



**WHAT EVERY
STRATA MANAGER
SHOULD KNOW ?**

5 CPD Points are being applied for each session by the Board of Valuers, Appraisers, Estate Agents and Property Managers

STRATA MANAGER TRAINING

REGISTRATION FORM

Please tick **DATE I** **DATE II**
either one (1): (25 JAN 2018) (27 JAN 2018)

Category _____ Registration Fee _____

COURSE FEES INDIVIDUALS **RM 490.00**

MIPPM / RISM / RICS **RM 470.00**

3 or MORE FROM SAME ORGANIZATION **RM 450.00**

*Registration fee inclusive of Training Kit, Lunch, Tea Breaks and Certificate.

PERSONAL DETAILS

Title (Dato/Prof/Dr./Mr./Mrs./Ms) _____
Name _____
Designation _____
Organization _____
Contact No. (Office/Mobile) _____
Fax No. _____
Email _____

METHOD OF PAYMENT

Please tick : Payment by : _____ Reference no. _____
Cash / Bank In _____
Cheque _____
Postal / Money Order _____

Payment made payable to :

Company : Exastrata Solutions Sdn Bhd
Bank : Maybank Berhad
Bank Account No : 562366-631103

Please either fax or email payment slip and the completed registration form to :

Fax No : 603 5613 1686
Email : admin@exastrata.net

STRATA MANAGER TRAINING SYLLABUS

<i>No</i>	<i>Topic</i>	<i>Time</i>	<i>Time Period</i>
*	Registration	30 min	8.00 – 8.30 am
1	Understanding the Strata Management Act 2013 (Act 757) and Strata Management Regulations 2015	15 min	8.30 – 8.45 am
2	Getting to know the Client and Scope of Work	15 min	8.45 – 9.00 am
3	Assembling the Management Team	30 min	9.00 – 9.30 am
4	Taking hand over of the Management	30 min	9.30 -10.00 am
*	Morning Tea Break	30 min	10.00 – 10.30 am
5	Setting up the Management System	30 min	10.30 – 11.00 am
6	Convening Meetings	30 min	11.00 – 11.30 am
7	Conducting Building Inspections	30 min	11.30 – 12.00 noon
8	Handling Complaints	15 min	12.00 – 12.15 pm
9	Calculating Share Units	30 min	12.15 – 12.45 pm
10	Preparing Annual Budget	30 min	12.45 – 1.15 pm
*	Lunch Hour	1 hour 30 min	1.15 – 2.45 pm
11	Holding the 1st AGM	45 min	2.45 – 3.30 pm
12	Collecting Outstanding Charges	30 min	3.30 – 4.00 pm
*	Afternoon Tea Break	15 min	4.00 – 4.15 pm
13	Taking Insurance and Claiming	15 min	4.15 – 4.30 pm
14	Attending Strata Management Tribunal	30 min	4.30 – 5.00 pm
15	Limited Common Property and forming Sub MC	15 min	5.00 – 5.15 pm
16	Crafting and Amending By Laws	15 min	5.15 – 5.30 pm
*	Closing		5.30 pm



Certificate of Attendance will be issued to participants who successful completed each level

For more information please contact Maya at 603 5636. 7686. You can also view the Brochure at our website.