



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

Kottayam (SIRC)

NOTICE CALLING FOR SPECIAL GENERAL MEETING OF THE BRANCH

No. 2019 /KTM/ SGM-1

Date: 10-01-2019

To,

All members of Kottayam Branch of Southern India Regional Council

Dear Member,

Sub: Notice for Special General Meeting of the members of its Branch

This is to inform you that the Special General Meeting of the members of the **Kottayam** Branch of the **Southern** India Regional Council will be held from **8.00 AM to 6.30 PM** on **02-02-2019** (i.e., Saturday the 2nd February 2019) in the premises of the Branch (**ICAI BHAWAN, KOLLAD, KOTTAYAM-686004**) for electing 5 members of its Managing Committee for the term 2019 to 2022. The number of members to be elected shall be five in the case of Branch having upto 500 members and seven in the case of Branch having more than 500 members. The cut-off date to be reckoned for eligibility to vote and/or to stand for election to the Managing Committee of the Branch shall be immediately six months prior to the date of election. The important dates relating to the above elections are given below.

Those members, who are desirous of standing for said election may submit their nomination form duly filled in and signed by the Candidate and by the Proposer and Secunder (both of whom shall be entitled to vote in the said branch election) together with a (non-refundable) nomination fee of Rs. 25/- by way of Demand Draft/Pay Order/Cheque drawn in favour of the "**Kottayam Branch of the SIRC of the ICAI**" and payable at Kottayam.

The nomination form along with the annexures duly filled in should be submitted in a sealed cover addressed to CA. Jomon K. George Returning Officer/Polling Officer at the above address of the Branch against an acknowledgement. The blank nomination form can be had from the said Returning Officer or from the undersigned or from the branch premises effective from **14-01-2019 till 5.00PM of 21-01-2019**, i.e. the last date of receipt of nominations. The said nomination form is also available on the website of the Branch. www.kottayam-icai.org

ICAI Bhawan, Kollad P. O, Kottayam – 686004

Phone : (+91) (481) 2341407, 2343057, Email : kottayam@icai.org, Web : kottayam-icai.org



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IMPORTANT DATES

1.	Last Date of receipt of nominations (at least 10 days before the date of polling)	21-01-2019 up to 05.00PM
2.	Date of scrutiny of nominations (within two days from last date for submissions of nominations)	23-01-2019
3.	Display of list of valid nominations on the Notice Board of the Branch (Date of scrutiny, i.e., date applicable for S. No. 2)	23-01-2019
4.	Last date for withdrawal of nominations (Two days from the date of display of valid list of nominations.)	25-01-2019 up to 05.00PM
5.	Display of final list of nominations (after withdrawals, if any) (within one day of last date of withdrawal)	25-01-2019
6.	Date of Election (if the nominations exceed more than the number of vacancies) (As per Schedule)	02-02-2019
7.	Declaration of Result (As per Schedule)	03-02-2019

The election shall be held under the Single Transferable System of Voting by E voting or paper based ballot paper.

It may please be noted that there is change in the manner of recording preferences on the ballot paper, and Members are advised to mark their preferences only in Arabic numerals i.e. 1,2,3,4 and so on. Other modes of recording preferences on ballot paper, such as, Roman Numerals or in words (like I,II,III or One, Two, Three) have been discontinued and will be rendered invalid.



Yours faithfully

CA. Jijo Jose

Secretary of the Kottayam Branch of SIRC of ICAI

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