

SINGHBHUM CHAMBER OF COMMERCE & INDUSTRY

CIN : U91110JH1961NPL000470

NOTICE FOR 68th ANNUAL GENERAL MEETING

NOTICE is hereby given that the 68th ANNUAL GENERAL MEETING of the Members of the Singhbhum Chamber of Commerce & Industry will be held on Monday, 23rd of September, 2019 at 11.00 AM at the Chamber Bhawan, Bistupur, Jamshedpur - 831001 to transact the following business. The meeting will be followed by LUNCH.

AGENDA

- Item No. 1. Welcome and call the meeting to order by President.
- Item No. 2. To confirm the minutes of last Annual General Meeting held on 27.09.2018.
- Item No. 3. To adopt the Annual report of the Chamber for 2018-2019.
- Item No. 4. To receive, consider and adopt the audited financial statements, of the Chamber for the financial year ended on 31.03.2019.
- Item No. 5. To appoint/ re-appoint Auditors and fix their remuneration and in this regard to consider and if thought fit, to pass, with or without modification(s), the resolution given in notes.
- Item No. 6. To discuss and adopt various resolutions of different committees.
- Item No. 7. Election and Voting (if required) through "**remote e-voting**"**and 'venue e-voting' for the post of office bearer/s, committee member/s and Board of Trustee/s will be held in Chamber Bhawan, Jamshedpur on Tuesday, 24th September, 2019 from 10.30 am to 4.00 pm. The procedures, rules and program is given in the enclosed annexure.

**** Remote e-voting will start at 11.00am on Friday, 20th Sept 2019 and ends at 5.00 pm on Sunday, 22nd September 2019**
- Item No. 8. Any Other matters with the permission of the Chair.

NOTES :

1. PROXY TO ATTEND AGM ONLY :

A member is entitled to appoint a proxy to attend and vote at the AGM instead of himself but the appointed proxy need to be a member of the Chamber. The appointment of proxy will be effective only if the letter of appointment of proxy submitted at the registered office of the chamber at least 48 hours before the AGM.

2. NO PROXY ON VOTING DAY :

No proxy is allowed to vote on Election day.

3. A copy of Audited Financial Statements of the Chamber for the financial year ended on 31st March, 2019 together with the Board's Report and Auditor's Report thereon are enclosed herewith.
4. Member/s are requested to bring their Identity Card and Membership Number for easy identification of their attendance at the meeting and voting.
5. Members who have not registered their email addresses so far are requested to register their email addresses with the office of the SCCI for receiving communication from the chamber in electronic form. The notice of the 68th AGM along with annual report of 2018-19 of the chamber *interalia* does not indicate the process and manner of e-voting, The same shall be sent within 10 days by electronic mode to the members whose email addresses are registered with the chamber.
6. A copy of Minutes of 67th AGM dated. 27/09/2018 is enclosed herewith.

Place : Jamshedpur

SINGHBHUM CHAMBER OF COMMERCE & INDUSTRY,

Date: 29.08.2019

Registered Office:

Chamber Bhawan
Bistupur, Jamshedpur = 831001
Tele.: 0657-2320562
Email: scci1950@gmail.com

(Sd/-Vijay Anand Moonka)
Hony. General Secretary

DETAILS OF RESOLUTION ITEMWISE :

ITEM NO.5

The Resolution for appoint / reappoint the Auditor :

"RESOLVED THAT pursuant to the provisions of section 139 of the Companies Act, 2013 and rules made thereunder and pursuant to the recommendation of the Board of directors, M/s A M S D & Associates, Chartered Accountants be and are hereby re-appointed as Auditors of the Company, to hold office from the conclusion of this Annual General Meeting to the conclusion of sixth consecutive Annual General Meeting and Board of directors of the company be and are hereby authorized to fix such remuneration as may be determined in consultation of auditors."

ITEM NO. 7

A) ELECTION OF :

i) Trustees (Five) for a period of four years (01.10.2019 to 30.09.2023)

For the period starting from 01.10.2019 to 30.10.2021

- ii) President
- iii) Vice-President (Industry)
- iv) Vice-President (Trade & Commerce)
- v) Vice-President (Taxation & Finance)
- vi) Vice-President (Public Relations & Welfare)
- vii) Hony. General Secretary
- viii) Hony. Secretary (Industry)
- ix) Hony. Secretary (Trade & Commerce)
- x) Hony. Secretary (Taxation & Finance)
- xi) Hony. Secretary (Public Relations & Welfare)
- xii) Hony. Treasurer
- xiii) 30 (Thirty) Executive Committee Members.

B) PROGRAMME FOR ELECTION :

1. The Nomination Forms will be available at Chamber Bhawan from Monday, 9th September, 2019.
2. **Date for filing of Nomination Papers.**
Nomination papers filled in and duly proposed & seconded will be received at Chamber Bhawan Office on Friday, 13th September and Saturday, 14th September, 2019 from 11.00 am to upto 7.00 PM.
3. **Scrutiny of Nomination Papers :**
Monday, The 16th September, 2019.
4. List for valid candidates will be displayed on Notice Board of the Chamber on Monday, The 16th September, 2019 at 8.00 pm.
5. **Last date of withdrawal of Nominations .:**
Tuesday the 17th September 2019 upto 7.00 pm.
6. List of Contesting Candidates will be put on the Notice Board of the Chamber on Tuesday, 17th September, 2019 at 8.00 pm.
7. **Issue of e-voting slip/Ballot Papers :**
On the date of election i.e. The Tuesday, The 24th September, 2019 from 10.30 am to 4.00 pm.

IMPORTANT PROVISION FOR ELIGIBILITY TO CONTEST

1. EXECUTIVE COMMITTEE (Including Office Bearers and Trustees)

- a) **Trustees** : only Past Presidents can file his nomination for the post of Trustee. Present Trustees are not eligible for re-election.
 - b) **President & Hony. General Secretary** : Only those candidates will eligible to contest who had been Office Bearer for at least one term.
 - c) **Vice-President & Hony. Secretary (Industry)** Member should represent any business involving manufacturing activities.
 - d) **Vice-President & Hony. Secretary (Trade & Commerce)** Member should represent business of any Trading/Commerce activities.
 - e) **Vice-President & Hony. Secretary (Taxation & Finance)** Members should carrying profession in Taxation.
2. The representative other than the partner/director/proprietor willing to contest in Chamber Election shall furnish notary affidavit along with the nomination form duly signed by the partner/director/proprietor as the case may be.
 3. No Office-Bearer of the Chamber shall hold the same post for the third term.
 4. A person holding any post as Office Bearer or equivalent in any similar organization in Kolhan Division whose name bears resemblance to the name of this organization (such as Chamber of Commerce or alike) shall not be eligible to contest election in this organization for a period of 2 years from the date he/she ceased to hold such post.
 5. Members who have completed one year of their membership will only be entitled to be elected as Executive Committee Members.
 6. Committee Members including special invitees who have been in the Executive Committee for one term shall only be entitled to be elected as Office Bearer.
 7. It is mandatory for all Executive Committee Members to attend minimum of 50% of schedule meetings in a year. However in case of unavoidable circumstances when he/she is not able to attend the meeting if he/she has informed the Chamber in writing before the meeting. In such cases the attendance will be considered in absentia subject to maximum 2 (two) in one calendar year.

Those who have failed to attend the required numbers of meeting shall be debarred from contesting the election for the post of any office-bearer or executive committee member for this term.
 8. A candidate contesting for post of Office Bearer shall pay a fees of Rs. 4000/-+ GST 18%= Rs. 4,720/- and for Executive members Rs. 2000/-+ GST 18% = 2,360/- alongwith the nomination paper, as nomination fees. Without payment of nomination fees the nomination shall be treated as invalid. Before filing nomination the candidate should clear his/her dues. Failing which he/she will not be eligible to contest election for any post.
 9. A member can file nomination only for one post.
 10. Members present personally are only entitled to cast vote. Proxy will not be allowed. Members must carry photo ID at the time of casting of vote.
 11. **Member who have cleared their Membership subscription till 13th September 2019 shall only be eligible to cast their vote.**
 12. Associate Member shall not be entitled to hold any office in the Chamber, nor to stand for election of the committee of the Chamber, nor to nominate/propose anybody for election to the committee.
 13. **Returning officers for conducting the election are:
CA N K Jain , Sri P S Sen Advocate , Sri Santosh Khaitan ,CA Ashok Biyani, CA Ramakant Gupta**
 14. **Scrutinizer for e-voting: CA Jagdish Khandelwal & CA Rajesh Agarwal**
 15. **Nomination paper shall be filled in sealed cover, mentioning the name of candidates and post.**

SINGHBHUM CHAMBER OF COMMERCE & INDUSTRY,

SD/-Vijay Anand Moonka
Hony. General Secretary