\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CO-OPERATIVE HOUSING SOCIETY LTD.

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_

# AGM NOTICE

Resident Member,

The Annual General Body Meeting of (Society Name) Co-Op. Housing Society Ltd. will be held on (day), (Date) (Month) (Year) at (Time) HRS AT (Place). Following subjects will be discussed in the meeting. All the members are therefore requested to attend the said meeting and take active part therein.

# AGENDA

1. To confirm the minutes of last General Body Meeting.
2. To approve the Statement of Accounts for the financial year (\_\_\_\_\_).
3. To confirm the Audit Report as on (\_\_\_\_\_\_\_\_).
4. To approve the Share Transfer Cases during the audit period.
5. To appoint Statutory Auditor for the year (\_\_\_\_\_\_\_\_\_\_\_).
6. To approve general and development budget for the financial year (\_\_\_\_\_\_\_\_\_\_\_\_\_).
7. To present the list of works completed during last financial year.
8. To discuss any other matters with prior permission of the Chairman.
9. Others.

Thanking You,

Yours faithfully,

CHAIRMAN SECRETARY

\*\**NOTE*​ ​: -

1. If there is no quorum till (Time) hrs the meeting shall be adjourned to (Time) hrs the same day and the same venue and at such adjourned meeting the business on the agenda will be transacted whether there is quorum or not. Decisions taken in the meeting will be binding on all members.
2. Any comments/suggestions/recommendations on the agenda of AGM which you wish to discuss during the meeting should be given in writing to the society office latest by (Time) on (Date).
3. Only members, co-members and associated members can attend the meeting.
4. Copy of last year’s balance sheet and this year’s proposed budget will be circulated by (Date).