

## ANNEXURE - 06

### NOTICE & AGENDA FOR A MEETING

Notice is hereby given that a meeting of the Governing body members of “ ..... ” will be held on ..... , 20 ..... , at ..... a.m./p.m. in the registered office at ..... to transact the following items/issues :

1. To read and confirm the minutes of the last meeting of the Governing body members held on ..... , 20 ..... .
2. To consider the appointment of Mr./Mrs./Ms. .... as a member of the organisation ;
3. To consider opening a new bank account with ..... bank at ..... ;
4. To consider investment of surplus organisation funds ;
5. To review the various project activities ;
6. To consider the project proposal to be sent to the funding agency ;
7. Any other matter with the permission of the chair ;

Secretary

**A MODEL OF PROXY FORM**

I, the undersigned, being a member of the .....  
hereby, appoint the chairman of the meeting or .....  
as my proxy to vote for me and on my behalf at the annual general meeting of the organisation  
to be held on ....., 20 ....., and at any adjournment thereof. He/she would  
be entitled :

1. To receive and adopt the governing body's report and audited accounts.
2. To elect each retiring managing committee member as named in the notice .
3. To re-appoint the ..... auditors.

.....  
Signature

.....  
Date

Name .....

Address .....

(In block letters)