



Fiji Institute of Accountants

NOTICE OF THE ANNUAL GENERAL MEETING

Notice is hereby given that the 49th Annual General Meeting of the Fiji Institute of Accountants will be held at the Britannia Ballroom at Grand Pacific Hotel, Suva at 5PM on Friday 06 November 2020.

BUSINESS

1. Apologies
2. Confirmation of the Minutes of the 48th Annual General Meeting
3. Matters Arising
4. To receive and adopt the Annual Report of the Council for the year ended 31 December 2019
5. To receive and adopt the audited financial statements of the Fiji Institute of Accountants for the year ended 31 December 2019
6. To elect three members to fill vacancies on the Council
7. Appointment of an Auditor
8. Any other business of which due notice has been given

Beverly Seeto
Executive Director

NOTES

1. The following members of the Council retire in accordance with the provisions of subsection (3) of Section 9 of the Fiji Institute of Accountants Act:
 - (a) Member holding Certificate of Public Practice
Mr Zarin Khan
 - (b) Member not holding Certificate of Public Practice
Mr Mohit Kumar Raj
 - (c) Member irrespective of whether holding or not holding a Certificate of Public Practice
Mr Sharvek Naidu
2. In accordance with Rule 9 every member of the Council who retires under the provisions of subsection (3) of Section 9 of the Act, shall be deemed to be duly nominated for re-election, unless he or she shall have signified to the Executive Director, his or her desire not to offer himself or herself for re-election. **This does not preclude further nominations from being lodged.**
3. In accordance with the provisions of Rule 10, nomination papers for candidates for election to the Council must be lodged with the Executive Director, on the form which may be obtained from the FIA Secretariat, not less than fourteen (14) days before the date of the Annual General Meeting. The nomination paper must be signed by five (5) members entitled to vote at the election and also by the person proposed for the nomination, consenting to the nomination.
4. If a ballot is required, the Executive Director, at the time of the Annual General Meeting, shall issue the appropriate ballot paper to each member qualified to vote (Rule 13).
5. Every member who votes shall –
 - (a) strike out the name of every candidate for whom he or she does **not** wish to vote; and
 - (b) place the ballot paper in the appropriate ballot box at the Annual General Meeting (Rule 13).
6. In accordance with Rule 21 (4), any member wishing to propose any motion for discussion at the Annual General Meeting is required to give notice of such motion to the Executive Director at least twenty-one (21) days before the date of the Annual General Meeting.
7. The quorum at all meetings of the Institute, including the Annual General Meeting is fifty (50) of the total number of members who are entitled to vote (Rule 21 (6)).

Please Note:

All Registered Chartered Accountant Members of the Institute (whether holders of Certificates of Public Practice or not), Provisional Members and Affiliate Accountants are entitled to attend and speak at Annual General Meetings of the Institute, but only full Chartered Accountant Members are entitled to vote. Overseas Members are not entitled to vote according to Rule 7 subsection (10) (b).