

Date: 28<sup>th</sup> May 2024

### **NOTICE OF THE 4<sup>th</sup> ANNUAL GENERAL MEETING**

Institute of Chartered Accountants of the Maldives (the "Institute") is pleased to announce that its Annual General Meeting ("AGM") will be held on Tuesday, 11<sup>th</sup> June 2024, from 1500 – 1700 hrs.

The Institute will be holding the AGM virtually through Zoom.

Members shall register to attend, or appoint a Proxy, by no later than 1500 hrs on Thursday, 6<sup>th</sup> June 2024.

#### **1. Agenda**

<b>Agenda Item 1</b>	Recitation of Holy Qur'an	03 mins
<b>Agenda Item 2</b>	Opening Statement by Chair	05 mins
<b>Agenda Item 3</b>	Video Presentation of Annual Report	10 mins
<b>Agenda Item 4</b>	Approval of the Institute's Annual Report	15 mins
<b>Agenda Item 5</b>	Approval of the Appointment of the Auditors for 2024 and their Remuneration	15 mins
<b>Agenda Item 6</b>	Q & A	10 mins
<b>Agenda Item 7</b>	Conclusion of the AGM	02 mins

#### **Agenda Item 4: Approval of the Institute's Annual Report**

To approve the Institute's Annual Report for the year ended 31<sup>st</sup> December 2023.

#### **Agenda Item 5: Approval of the appointment of the Auditors for 2024 and their remuneration**

To approve the appointment of Macro Assurance LLP to hold office as the Auditors of the Institute for the year 2024 at a remuneration of MVR 30,000 (exclusive of GST).

The Council of the Institute has approved the appointment of Macro Assurance LLP and requests the members' approval for the appointment of Macro Assurance LLP as the External Auditors of the Institute for the year 2024.

#### **2. Queries on AGM**

If a member has a query regarding any matter relating to the AGM, we ask members to email the queries to [info@camaldives.org](mailto:info@camaldives.org), no later than 1500 hrs on Thursday, 6<sup>th</sup> June 2024, along with your full name and NIC number. The Institute will be accepting queries from members and proxy holders who are registered to attend the AGM.

During the event, a messaging option will be activated for members and proxy holders to submit their questions and queries for each item on the Agenda.

#### **3. Members eligible to attend the AGM**

Persons registered as an Associate or Fellow Member of the Institute as of Thursday, 6<sup>th</sup> June 2024 are eligible to attend and vote at the AGM.

#### **4. Registration**

Registration for AGM will be open for members starting from Wednesday, 29<sup>th</sup> May 2024. Eligible members are requested to register their attendance through the Institute's [member portal](#) by no later than 1500 hrs Thursday, 6<sup>th</sup> June 2024.

Members are required to ensure that their registration is complete before the given deadline.

Upon completing the registration, registered attendees will receive an email from the Institute confirming their registration for the AGM.

### **5. Proxy Registration**

A member who is entitled to attend and vote at the AGM can participate virtually in person or appoint 1 (one) proxy to participate virtually and vote in place of that member. The proxy holder must be over the age of 18, of sound mind, and able to vote on behalf of the member. The proxy holder is only entitled to one vote on behalf of the member represented by him/her. The proxy need not be a member of the Institute.

The Institute may (but shall not be under any obligation) call members to verify the appointment of a proxy.

Members who wish to appoint a proxy to attend the AGM on their behalf may do so no later than 1500 hrs on Thursday, 6<sup>th</sup> June 2024. The proxy registration option will be available in the member portal. Members are encouraged to ensure that the proxy information entered during registration is correct.

Member registrations and Proxy registrations which are incomplete, illegible, unclear or do not contain all the required information may be rejected at the discretion of the Institute.

Upon completing the registration, the member and proxy will receive an email from the Institute confirming the registration for the AGM.

### **6. Proxy Revocation**

Any member who has appointed a proxy can thereafter attend the AGM in person only if the proxy has been revoked. The appointed proxy can be revoked by submitting an email requesting for proxy revocation by no later than 1500 hrs on Sunday, 9<sup>th</sup> June 2024. The request should be sent by e-mail to [info@camaldives.org](mailto:info@camaldives.org).

The Institute may (but shall not be under any obligation) to call members to verify the revocation of a proxy.

### **7. Participation at the AGM on Sunday, 11th June 2024**

Members and proxy holders are requested to log in to Zoom on Tuesday, 11<sup>th</sup> June 2024 between 1445 – 1500 hrs using the login details sent to the members/proxy holders. The meeting will be starting exactly at 1500.

### **8. General Information on Voting**

All members of the Institute as of 1500 hrs on Thursday, 6<sup>th</sup> June 2024 are eligible to attend the AGM in person or by proxy and participate and vote in person or by proxy. Each member who is present in person (or by proxy) shall have 1 (one) vote per Agenda Item.

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#### **Contact Information:**

T: +960 7223793

E-mail: [info@camaldives.org](mailto:info@camaldives.org)