

Date: 1<sup>st</sup> June 2025

## **NOTICE OF THE 5<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 Saturday, 14<sup>th</sup> June 2025, from 1615 – 1715 hrs, at M.SHE Building, 3<sup>rd</sup> Floor, Buruzu Magu.

The Institute will be holding a physical, in-person AGM.

Members shall register to attend, or appoint a Proxy, by no later than 1500 hrs on Tuesday, 10<sup>th</sup> June 2025 via CA Portal.

### **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	10 mins
<b>Agenda Item 5</b>	Approval of the Appointment of the Auditors for 2025 and their Remuneration	10 mins
<b>Agenda Item 6</b>	Q & A	20 mins
<b>Agenda Item 7</b>	Conclusion of the AGM	02 mins

*Refreshments*

#### **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 2024.

*\*Annual Report 2024 will be shared with the members five days before the AGM.*

#### **Agenda Item 5: Approval of the Appointment of the Auditors for 2025 and their Remuneration**

To approve the appointment of OditStandard LLP to hold office as the Auditors of the Institute for the year 2025 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 2025.

#### **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 [members@camaldives.org](mailto:members@camaldives.org), no later than 1500 hrs on Tuesday, 10<sup>th</sup> June 2025, 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.

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

Persons registered as an Associate or Fellow Member of the Institute as of Tuesday, 10<sup>th</sup> June 2025 are eligible to attend and vote at the AGM.

#### **4. Registration**

Registration for AGM will be open for members starting from Thursday, 29<sup>th</sup> May 2025. Eligible members are requested to register their attendance through the Institute's [member portal](#) by no later than 1500 hrs Tuesday, 10<sup>th</sup> June 2025.

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 in-person or appoint 1 (one) proxy 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 can hold multiple proxies and vote on behalf of the proxies. 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 Tuesday, 10<sup>th</sup> June 2025. 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 Thursday, 12<sup>th</sup> June 2025. The request should be sent by e-mail to [members@camaldives.org](mailto:members@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 Saturday, 14<sup>th</sup> June 2025**

Members and proxy holders are requested to attend M.SHE Building, 3<sup>rd</sup> Floor, Buruzu Magu on Saturday, 14<sup>th</sup> June 2025, between 1600 – 1615 hrs and register at the registration table. The meeting will be starting exactly at 1615hrs.

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

All members of the Institute as of Tuesday, 10<sup>th</sup> June 2025 are eligible to attend the AGM in person or by proxy and participate and vote in person or by proxy. Each member, whether attending in person or represented by proxy, is entitled to cast one vote per agenda item. Voting will be done by show of hand.

### **9. Dress Code**

Dress Code for the AGM will be smart casual attire.

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### **Contact Information:**

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