

Industrial Waste Management Association

#409, 3rd Floor, Ten Square Mall, No. 64, Jawaharlal Nehru Road (100 Feet Road),
Koyambedu Chennai - 600107.

ANNUAL GENERAL BODY MEETING NOTICE

Notice is hereby given that the 18th Annual General Body Meeting (AGM) of the members of Industrial Waste Management Association (IWMA) will be held online via Zoom on 26th December 2020 (Saturday) at 4:00 PM to transact the following business brought by the Executive Committee.

AGENDA

1. To receive, consider and adopt the Secretary's Report (Annual Report) of the Association for the year 2019-20.
2. To receive, consider and adopt audited Balance Sheet as on 31st March 2019.
3. To appoint the auditor to hold office from the conclusion of the Annual General Meeting till the conclusion of the next Annual General Meeting.
4. To consider any other matter brought by the Executive Committee.
5. To elect Chairman, Secretary, Treasurer and Executive Committee Members (Large, Medium, and Small) as per the vacancy.
6. The Chairman to adjourn the Annual General Meeting.

Date: 23rd November, 2020

Place: Chennai



N.Palanisamy
(Secretary)

Industrial Waste Management Association

**#409, 3rd Floor, Ten Square Mall, No.64, Jawaharlal Nehru Rd (100 Feet Road),
Koyambedu Chennai - 600107.**

Procedure for Election of Executive Committee Members of IWMA at 18th AGM to be conducted on 26th December 2020 via Online

- Election will be held for the following Office Bearers / Executive Committee Members:

Chairman	1 No.
Secretary	1 No.
Treasurer	1 No.
EC - Large Category	1 No.
EC - Medium Category	1 No.
EC - Small Category	1 No.

- Candidate nominating himself or herself for the post of Chairman / Secretary / Treasurer should have served in the Executive Committee or as Office Bearers of this Association for a period of two years or more. Other conditions mentioned before for the nominees of Executive Committee are also applicable to the nominees for the post of Chairman / Secretary / Treasurer.
- Candidate nominating himself or herself for Office Bearer or Executive Committee should fulfil the following conditions:
 - Member industry which is nominating the candidate should not have pending dues (i.e. no pending subscription fees or training fees or seminar fees) with IWMA.
 - The industry category under which the annual membership fee is paid should match with turnover certificate issued by the auditor.
 - Member industry should have become a member of IWMA in the previous financial year itself.
 - Member industry should have valid hazardous waste authorization from TNPCB. In case, hazardous waste authorization from TNPCB has expired, the expiry date should not be more than one year before the date of AGM.
 - A candidate can nominate himself for only one post, else it would result in disqualification of nomination.

Industrial Waste Management Association

**#409, 3rd Floor, Ten Square Mall, No.64, Jawaharlal Nehru Rd (100 Feet Road),
Koyambedu Chennai - 600107.**

- Candidate nominating himself or herself for the Office Bearer / Executive Committee should submit the following documents:
 - Candidate's Nomination Form duly authenticated by the member industry by affixing the seal of the company.
 - Undertaking from the member industry in the company letter pad.
 - Photocopy of the current year IWMA membership subscription receipt.
 - Photocopy of the member industry hazardous waste authorization issued by TNPCB showing the expiry date.
 - Certificate from Chartered Account with UDIN indicating the previous financial year turnover. [Applicable for Medium, Small and Tiny categories. Not applicable for Large category.]
 - Candidate Bio-data
 - Two colours photos of the candidate.
 - Photocopy of any valid government photo ID.
 - Above documents have to be sent to the following address:

To,
IWMA Election Committee,
No: 409, Third Floor, Ten Square Mall,
No: 64, Jawaharlal Nehru Road,
100 Feet Road, Koyambedu,
Chennai - 600 107.
Phone: 044 - 45522655
- Procedure for election of Office Bearers / Executive Committee members are as follows:
 - Last date for receipt of candidate nomination form along with all relevant documents at IWMA registered office is 5:00 pm of 12th December 2020 (Saturday).
 - IWMA Election Committee will do scrutiny of all nominations.
 - On scrutiny of the nomination form, the candidate's selection will be intimated to the email provided by the candidate latest by 15th December 2020 (Tuesday).

Industrial Waste Management Association

**#409, 3rd Floor, Ten Square Mall, 100 Feet Road#64, Jawaharlal Nehru Rd,
Koyambedu Chennai - 600107.**

- In case the candidate wishes to withdraw the nomination, the candidate can intimate through email to election@iwma.in. The last date for withdrawal is 17th December 2020 (Thursday).
- Only members who do not have pending dues (i.e. no pending subscription fees or training fees or seminar fees) with IWMA as of 15th December are eligible to exercise their franchise during election. It will be considered as no pending dues only when the outstanding amount is credited to IWMA bank account (either through IMPS / NEFT / RTGS / Cheque collection) on the above said date. Merely issuing a cheque will not be considered as settling of dues. The cheque amount must be collected into IWMA bank account.
- In case of more than one nomination for a single post, election to the Office Bearer / Executive Committee of IWMA will be held by secure secret online voting platform, details of which will be shared later.
- E-voting rights will be enabled for a single email ID for each valid membership ID. The "Legal Contact Email ID" for a member industry can be updated by submitting relevant form to IWMA through membership@iwma.in. All requests sent till 12th December 2020 (Saturday) will be considered for preparing the e-voting list for IWMA AGM 2020.
- For all other matters, the decision of the Election Committee of IWMA stands final.

Date: 23rd November 2020

Place: Chennai



N.Palanisamy
Secretary

ELECTION NOMINATION FORM

Dated:

To,
IWMA Election Committee,
No: 409, Third Floor, Ten Square Mall,
No: 64, Jawaharlal Nehru Road,
100 Feet Road, Koyambedu,
Chennai - 600 107.

Dear Sir,

I wish to contest for the following post in Industrial Waste Management Association (IWMA) Executive Committee. I understand the terms and conditions listed by the IWMA Election Committee and will abide by it.

Company's IWMA Membership No:	
Category of the Company:	<input type="checkbox"/> Large <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> Micro <i>[Select any one]</i>
Full Name of the Candidate:	
Designation:	
Post Contested For:	<input type="checkbox"/> Chairman <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> EC-Large <input type="checkbox"/> EC-Medium <input type="checkbox"/> EC-Small <i>[Select any one]</i>

Along with Nomination Form, I am enclosing the following documents:

1. Undertaking from the member industry in the company letter pad.
2. Photocopy of the current year IWMA membership subscription receipt.
3. Photocopy of the member industry hazardous waste authorization issued by TNPCB showing the expiry date.
4. Certificate from Chartered Account indicating the previous financial year turnover. [Applicable for Medium, Small and Tiny categories. Not applicable for Large category.]
5. Candidate Bio-data.
6. Two colours photos.
7. Photocopy of any valid government photo ID.

I agree to abide by the bye-laws of IWMA and to serve IWMA in the capacity of the above nominated post. I undertake to intimate IWMA if I resign from the present employer and agree to submit my resignation from the Executive Committee.

Kind Regards,

(Signature)

UNDERTAKING BY MEMBER INDUSTRY

(To be given in company letter head)

Dated:

To,
IWMA Election Committee,
No: 409, Third Floor,
Ten Square Mall,
No: 64, Jawaharlal Nehru Road,
100 Feet Road, Koyambedu,
Chennai - 600107.

Dear Sir,

Herewith we like to nominate the following candidate working in our company for the below mentioned post in Industrial Waste Management Association (IWMA) Executive Committee. We understand and abide by the terms and conditions listed by the IWMA Election Committee.

IWMA Membership No:	
Candidate Full Name:	
Candidate Designation:	
Candidate employed since:	dd / mm / yyyy
Nomination for post of:	

On behalf of our company, we assure you that he / she will be permitted to discharge his / her duties for IWMA, as and when required.

Regards,

(Signature of Authorized Signatory with company seal)

Authorized Signatory Name:

Authorized Signatory Designation:

BIODATA FORM

Industry Details:		<u>Paste your photo here</u>
Membership ID:		
Industry Name:		
Sector:		
Category:	Large / Medium / Small / Micro & Tiny	

Personal Details:	
Name:	
Gender:	
Date of Birth:	
Designation:	
Employed Since (dd/mm/yyyy):	
Total experience:	

Educational Qualifications:
Past work experience:
Awards/Honors/Achievements:
Professional Membership details:
Residential Address and Personal Email ID:

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge & belief.

Date:

Signature

Annual Turnover Certificate

(To be printed in Chartered Accountant letter head)

Date:

I hereby certify that the annual turnover in the financial year 2019-2020 for M/s. **{Company Name}**, a proprietary concern / partnership firm / LLP / private limited company / limited company having its registered office at **{registered office address}**, is Rupees **{value}** only.

(Signature of Chartered Account with seal)

UDIN:

Request for Update of Email ID for Legal Contact

(To be given in company letter head)

Dated:

To,
Industrial Waste Management Association,
No: 409, Third Floor,
Ten Square Mall,
No: 64, Jawaharlal Nehru Road,
100 Feet Road, Koyambedu,
Chennai - 600107.

Dear Sir,

We understand the as part of Go Green Initiative, IWMA is disengaging from postal communication and moving towards environmentally friendly electronic communication mode (email). In this regard, we request you to update your records of our company as follows:

IWMA Membership No	
Member Name	
Email ID for Legal Contact	

We understand that with reference to passing on any legal updates to our company, IWMA is obliged to send the required message to the above email alone through Google Groups maintained by IWMA. Hence, we understand that we must remain subscribed to IWMA Goole Groups to receive those messages.

Regards,

(Signature of Authorized Signatory with company seal)

Authorized Signatory Name:

Authorized Signatory Designation:

Authorized Signatory Mobile Number: