

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 17th Annual General Body Meeting (AGM) of the members of Industrial Waste Management Association (IWMA) will be held in `HABLI HOTEL, 19, GST ROAD, GUIDNY, CHENNAI – 600032 (Near Guindy Metro Station) on 21st September (Saturday) 2019 at 3:00 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 2018-19.
2. To receive, consider and adopt audited Balance Sheet as on 31st March 2019.
3. To adopt the proposed amendments in the Byelaw. (Proposals shared as separate document)
4. To appoint the auditor to hold office from the conclusion of the Annual General Meeting till the conclusion of the next Annual General Meeting.
5. To Elect 1 Vice Chairman, 1 Joint Secretary, 1 Lady Category Executive Committee Member and 8 EC Members as per the vacancies.
6. To consider any other matter brought by the Executive Committee.
7. The Chairman to adjourn the Annual General Meeting.

Date: 01st July, 2019

Place: Chennai



N.Palanisamy
(Secretary)

Industrial Waste Management Association

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

Procedure for Election of Executive Committee Members of IWMA at 17th AGM to be conducted on 21st September 2019 at Chennai

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

Vice Chairman	1 No.
Joint Secretary	1No.
Large Category	4 Nos.
Medium Category	2 Nos.
Lady Category [Can apply from any category]	1 No.
Small Category	1 No.
Micro/Tiny	1 No.

- Candidate nominating himself or herself for the post of Vice Chairman and Joint Secretary 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 below for the nominees of Executive Committee are also applicable to the nominees for the post of Vice Chairman and Joint Secretary.
- Candidate nominating himself or herself for the Vice Chairman, Joint Secretary and/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.
 - 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.
- Candidate nominating himself or herself for the post of Vice Chairman, Joint Secretary and/or 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 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 Vice Chairman, Joint Secretary and/or 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 16th August 2019 (Friday).**
 - 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 22nd August 2019 (Thursday).

- In case the candidate wishes to withdraw the nomination, the candidate can intimate through email to secretary@iwma.in. The last date for withdrawal is 29th August 2019(Thursday)
- If the candidate is not available in person on the day of election, it is assumed that candidate is not interested in standing for the election and his / her nomination is considered withdrawn by default.
- Only members who do not have pending dues (i.e. no pending subscription fees or training fees or seminar fees) with IWMA as of 14th September (i.e. one week before the date of election) are eligible to exercise their franchise during election.
- Member industry which wish to send their representatives to attend AGM and exercise their franchise shall issue Authorized Representative Form (in the prescribed format) duly affixed by the seal of the company. The representative should valid government approved photo identification card.
- In case of more than one nomination for a single post, election to the Vice Chairman, Joint Secretary and/or Executive Committee of IWMA will be held by personal secret ballot only.
- Ballot papers will be issued only on production of duly authenticated Authorized Representative Form and valid government approved photo identification card.
- For all other matters, the decision of the Election Committee of IWMA stands final.

Date: 01st July 2019

Place: Chennai.



N.Palanisamy
Secretary

ELECTION NOMINATION FORM

Date:

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:	Large / Medium / Small / Micro
Full Name of the Candidate:	
Designation:	
Post Contested For:	Vice Chairman Joint Secretary IWMA Committee Member: Large / Medium / Small/Micro/Lady Category

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 submit my resignation from the Executive Committee.

Kind Regards,

(Signature)

UNDERTAKING BY MEMBER INDUSTRY

(To be given in company letter head)

Date:

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. We request you to intimate us about the confirmation of his/her election/nomination.

We undertake to intimate IWMA immediately if the above candidate/elected person resigns from our company/industry.

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:	
Sex:	
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's letter head)

Date:

I hereby certify that the annual turnover in the financial year 2018-2019 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)

Authorized Representative Form

(To be printed in company letter head)

Herewith we like to record the presence of our company at 17th Annual General Body Meeting (AGM) of IWMA held on 21st September 2019 at Chennai. Our company will be represented by the following Authorized Representative. We understand that a single individual cannot represent more than one company at the same time and will abide by that rule.

Company's IWMA Membership Number:	
Name of Authorized Representative:	
Signature of the Authorized Representative:	
Type of photo identification document:	Company ID Card / Passport / PAN Card / Election Commission Voter ID Card / Aadhaar Card / Driving License
Photo Identification Document Reference No:	

(Signature of Authorized Signatory with company seal)

Name of Authorized Signatory:

Designation of Authorized Signatory:

Industrial Waste Management Association

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17TH ANNUAL GENERAL BODY MEETING

AMENDMENT TO THE NOTICE

The following amendment is being made in the Notice issued to all our member industries dt.01-07-2019. While all the 7 points remain the same in the Agenda, the following Point No.8 shall be incorporated.

8. A special Resolution will be placed in the 17th Annual General Body Meeting for adoption.

Associate Membership Annual Fees

Background:

- Associate Membership refers to “Engineering organizations, Educational institutions, service providers related to hazardous waste handling, corporate bodies or similar professional bodies which are directly connected to Environmental Management and are pursuing the above stated objectives”.
- The Associate Member is also entitled to all the rights and duties defined to other member industries except the voting rights.
- When IWMA fixes the Annual Subscription Fee for its member categories on turn over basis, the Annual Subscription Fee for the Associate Member should also be in the same parameter.

Resolution:

The Associate Membership Annual Fees shall be as follows, based on the turnover of the company or division in the preceding financial year:

Micro/ Tiny – Up to Rs.5 Crore - Rs.7,500/-

Small – Above Rs.5 Crore and Up to Rs.25 Crore - Rs.10,000/-

Medium – Above Rs.25 Crore and Up to Rs.50 Crore - Rs.15,000/-

Large - Above Rs.50 Crore - Rs. 25,000/-

Entrance Fee : Rs. 1000/- (One time during the new membership application)

- Except for Large Category Associate Members, other Associate Members have to submit auditor certificate with UDIN for providing turnover details, both at the time of joining IWMA and also at the time annual membership renewal.
- These restructured fees will be applicable from the financial year 2020-21 onwards.

Date: 19th August, 2019
Place: Chennai



N.Palanisamy
(Secretary)