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GSTIN : 33AAAI0746E1Z8



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 16th Annual General Body Meeting (AGM) of the members of Industrial Waste Management Association (IWMA) will be held in JP Hotel, 1131, Inner Ring Road, Koyambedu, Chennai (Opposite to CMBT Bus Terminus) on 15th September (Saturday) 2018 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 2017-18.
2. To receive, consider and adopt audited Balance Sheet as on 31st March 2018.
3. To adopt the proposed amendments in the Byelaw. (Proposals shared as separate document)
4. To fix subscription fees as follows:
 - Individual Member: Same as subscription fees of Small category
 - Associate Member: Same as subscription fees of Medium category
 - Executive Committee will have rights to waive off registration fees and subscription fees for Associate Member.
5. To appoint the auditor to hold office from the conclusion of the Annual General Meeting till the conclusion of the next Annual General Meeting.
6. To consider any other matter brought by the Executive Committee.
7. To elect 4 Executive Committee Members as per the vacancy.
8. The Chairman to adjourn the Annual General Meeting.

Date: 20th August, 2018
Place: Chennai

N.Palanisamy
(Secretary)

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Procedure for Election of Executive Committee Members of IWMA at 16th AGM to be conducted on 15th September 2018 at Chennai

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

Large Category	2 Nos.
Medium Category	1 No.
Lady Category	1 No.
[Can apply from any category]	

- Candidate nominating himself or herself for the 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 been 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 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 Accountant indicating the previous financial year turnover. [Applicable for Medium, Small and Tiny categories. Not applicable for Large category.]
- Candidate Bio-data
- Two colour photos of the candidate.
- Photocopy of Aadhar Card.
- Above documents along with their Election Nomination Form have to be sent to the following address in a separate envelope mentioning **NOMINATION** on the envelope:

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

The Nomination Form should not be sent by E-Mail.

- Procedure for election of 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 31st August 2018 (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 7th September (Friday).
 - 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 11th September 2018 (Tuesday) before 4pm.
 - If the candidate is not available in person on the day of election, it is assumed that candidate is not interested in contesting 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 7th 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 have Aadhar Card.
- In case of more than one nomination for a single post, election to the 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 is final & binding.

Date: 20st August 2018

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:	Large / Medium / Small / Micro
Full Name of the Candidate:	
Designation:	
Post Contested For:	IWMA Committee Member: Large / Medium / 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 Accountant 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 Aadhar Card.

I agree to abide by the bye-laws of IWMA and to serve IWMA in the capacity of the above nominated post.

Kind Regards,

(Signature)

Authorized Representative Form

(To be printed in company letter head)

Herewith we like to record the presence of our company at 16th Annual General Body Meeting (AGM) of IWMA held on 15th September 2018 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:

Annual Turnover Certificate

(To be printed in Chartered Accountant letter head)

Date:

I hereby certify that the annual turnover in the financial year 2017-2018 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 Accountant with seal)

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:

DECLARATION

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

Date:

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 agree to 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:

**Proposed Amendment to Bye-Law of Industrial Waste Management
Association to be passed at 16th AGM to be held on 15th September 2018.**

During the review of the existing bye-law, the Executive Committee felt that there are areas where there is no clarity on policies; there are areas where there are ambiguity in policies and also areas where new policies have to be introduced. Hence, Executive Committee has accepted the recommendations for the following proposed amendments. Subject to the approvals of majority of members at 16th Annual General Body Meeting (AGM) to be held on 15th September 2018 at Chennai, these proposed amendments will come into force.

To give better clarity to the members, the following tabular column contains the gist of the areas where the amendments are proposed and the logical reasons behind it.

Sl. No.	Area	Remarks
1.	VI. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS	To provide clarity on the rights of Individual Member, Associate Member and Honorary Member.
2.	VI. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS 5. MEMBERSHIP FEES:	To correct the date to coincide with financial year.
3.	VII. EXECUTIVE COMMITTEE	<ul style="list-style-type: none">▪ To bring in clarity on eligibility criteria for the post of Committee Members and Office Bearers.▪ To clarify ambiguity in filling up vacancy and their period.

Date: 20st August 2018

Place: Chennai

N.Palanisamy
Secretary

Additions

IV. MEMBERS

ASSOCIATE MEMBER: 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 may be admitted as an **Associate Member**.

Additions

VI. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS:

- Individual, Associate and Honorary Members cannot contest for the post of Executive Committee Members.

Modifications

5. MEMBERSHIP FEES:

- ii. **Subscription Fee:** The annual subscription fee for all members shall be fixed by the members in Annual General Meeting. The annual subscription fee shall be based on the business turnover of the each individual member. Every member shall pay an annual subscription on or before ~~10th January~~ 31st May of every official financial year
 - a. The membership shall be renewed annually by the ~~10th January~~ 31st May. Any member who fails to renew the membership before the stipulated date shall automatically cease to be a member. But such a member may be readmitted by the Executive Committee at its sole discretion on payment of the arrears

Additions

VII. EXECUTIVE COMMITTEE

- Out of 11 Committee Members, excluding one Lady Committee Member, the remaining 10 Committee Members shall be from the following classifications as described in the Clause V.
 - ❖ Large sector – 5 Committee Members
 - ❖ Medium sector – 2 Committee Members
 - ❖ Small sector – 2 Committee Members
 - ❖ Tiny / Micro sector – 1 Committee Members

Modifications

VII. EXECUTIVE COMMITTEE

- ~~6. With respect to the Committee Members, one third of Committee Members are liable to retire by rotation. If their number is not three or a multiple of three, then, the number nearest to one-third, shall retire from office and eligible for re-appointment. The Committee Members meant to retire by rotation shall be those who have been longest in office since their last appointment, but as between persons who became Committee Members on the same day, those who are to retire shall, in default of and subject to any agreement among themselves, be determined by lot.*~~

- With respect to the 11 Committee Members, minimum one third of Committee Members (excluding one Lady Committee Member) i.e. out of 10 Committee Members, minimum 3 Committee Members are liable to retire by rotation and are eligible for re-appointment. If total number of Committee Members who are retiring is less than 3, then the Committee Members meant to retire by rotation shall be those who have been longest in office since their last appointment. But as between persons who became Committee Members on the same day, those who are to retire shall, in default of and subject to any agreement among themselves, be determined by lot.
7. If any vacancy occurs among the Office Bearers or Committee Members between two Annual General Meetings, the resulting vacancy may be filled by the Executive Committee at a meeting of the Executive Committee. Any person so appointed shall hold office only up to the date up to which the Office Bearer or Committee Member in whose place he is appointed would have held office if it had not been vacated as aforesaid. In case any vacancy occurs among Office Bearers or Committee Members at the time of Annual General Body Meeting because no one has contested for that post, the resulting vacancy may be filled by the Executive Committee at a meeting of the Executive Committee and any person so appointed shall hold office only up to the next Annual General Body Meeting.

Additions

VII. EXECUTIVE COMMITTEE

- The eligibility criteria for contesting for the post of Committee Member shall be as follows:
 - ❖ Member industry on whose behalf the candidate is contesting should have become a member of IWMA in the previous financial year itself.
 - ❖ Member industry on whose behalf the candidate is contesting should not have pending dues (i.e. no pending subscription fees or training fees or seminar fees or any other fees) with IWMA at time of filing nomination.
 - ❖ Member industry on whose behalf the candidate is contesting 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 Annual General Body Meeting.
 - ❖ Member industry, on whose behalf the candidate is contesting, cannot be Alternate Fuel and Resource Facility (AFRF) operator or HWTSDF operator or waste aggregators or waste recycler or waste transportation agency.
- The eligibility criteria for contesting for the post of Office Bearers shall be as follows:
 - ❖ Member industry on whose behalf the candidate is contesting should not have pending dues (i.e. no pending subscription fees or training fees or seminar fees or any other fees) with IWMA at time of filing nomination.
 - ❖ Member industry on whose behalf the candidate is contesting 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 Annual General Body Meeting.
 - ❖ Member industry, on whose behalf the candidate is contesting, cannot be Alternate Fuel and Resource Facility (AFRF) operator or HWTSDF operator or waste aggregators or waste recycler or waste transportation agency.
 - ❖ The contestant for the post of Office Bearers should have served at least for two full years as Committee Member. [Note: The period between two AGM is considered as one full year.]

- ❖ Existing Committee Members are eligible to contest for the post of Office Bearers, if any vacancy arises.
- An Election Committee shall be established at least 60 days before the Annual General Body Meeting and it will be tasked with conducting the election for filling up the vacancies that will be arising. It shall consist of all non-retiring Office Bearers and minimum of two non-retiring Committee Members. The total strength of the Election Committee shall not be less than five members. Election Committee is responsible for framing rules and regulations; in adhere to the bye-laws of the association, for smooth conduct of election. Without any prejudice to the bye-laws of the association, for all matters not explicitly defined in the bye-laws, the decision of the Election Committee stands final and be binding on all contestants.

Modifications

IX. GENERAL MEETINGS

30. The annual General Meeting shall be held before the month of September every year at such place and time, as the Committee decides:

- i) To receive and approve the Annual Report of the Committee and the Audited Statement of Accounts of the Association for the previous year
- ii) ~~To elect members of the Executive Committee, not being office bearers, who shall be elected at every fourth Annual General Meeting.~~ To elect members of Executive Committee and Officer Bearers whose posts have become vacant either by retirement or by vacancy.
- iii) To appoint an auditor for the ensuing year and fix his remuneration and
- iv) To discuss any subject that may be brought forward by any member of which notice in writing had been given to the Secretary not less than three days in advance of the meeting day.

33. The notices will be sent to all the members by post or by circular or by email or by advertisement in the newspaper.