

**SUB: NOTICE OF 12<sup>th</sup> ANNUAL GENERAL MEETING (AGM) OF CIO ASSOCIATION (CIOA)**

Dear Member,

Notice is hereby given to all the members, that the ANNUAL GENERAL MEETING of CIO Association will be held on Sunday, 29th November 2020 at 10:30 am in Virtual mode on the Insta Meet Platform of LINK Intime India Pvt Ltd.

Members need to access the platform on the url <https://instameet.linkintime.co.in> for participating in the AGM and also to vote the resolutions. Resolutions would be put to vote during the AGM after completing the Agenda items and the voting would be open for 30 mins. An OTP is required during the voting which would be sent to your email and or mobile number registered with CIOA. The detailed instructions about the platform and contact details in case of any help are available in the document <https://bit.ly/3l8J2hn> - InstaMEET Platform Instructions.pdf

Members, please note the following mandatory information which is required for your log into the platform. Details are already shared over email Personal and official both.

Please keep this information handy on the date of the AGM to access the platform.

CIO Klub Id (To be used as Folio No):

Email Id (Personal Id):

Mobile Number (Registered with CIOA):

PAN Number (Dummy PAN allocated to you):

The platform will be open for the members to log in 15 mins prior to the scheduled meeting. Members are encouraged to have the above information handy and log in to the platform well in advance to avoid any last-minute problems.

The Agenda of the business to be transacted in the 12th Annual General Meeting is as under.

**AGENDA**

1. Welcome address by the President.
2. Confirm and approve minutes of the 10th AGM held on 22th September 2018 and 11th AGM held on 29th September 2019
3. Approval of Income & Expenditure Statement, Audited Annual Accounts Along-with adoption of auditor report for the year ending 31.03.2020
4. Consider & approve appointment of Auditors & remuneration for the year 2020-21
5. Answering the questions /suggestions posted on Google Form
6. Adoption of Updated Bye Laws of the CIO Association and Rules Regulations
7. Vote of Thanks

Notes, relevant documents and proposed resolutions pertaining to the Agenda items are detailed in the document Notes to the Agenda.Pdf which is hosted on the url <https://bit.ly/3eyXOeE>  
Please note that:

If there is no quorum at 10:30 am, the meeting shall be adjourned for 30 minutes. Following that, the meeting will be held and conducted irrespective of whether there is quorum or not.

Only members of the CIO Association are eligible to attend and participate in the meeting. No proxy can attend and /or vote in the AGM.

Please post your questions / suggestions on the Google form <https://forms.gle/7YjefUUGwsQHVLBP9> on the Agenda items or any other matters relating to the CIOA to be addressed by the Management Committee during the AGM. The questions/suggestions need to be posted latest by 6 pm on 22nd November 2020.

The results of the Resolutions put to voting during the AGM would be hosted on the cioklub.com website within a maximum period of 48 hours.

The notice for the AGM and the relevant documents are also posted on the cioklub.com web site. For any further queries feel free to write a mail to [helpdesk@cioklub.com](mailto:helpdesk@cioklub.com). Kindly make it convenient to attend the Meeting.

By Order of the Managing Committee  
For CIO ASSOCIATION  
Secretary