



Affiliated to: Association of Secretaries and Administrative Professional in Asia-Pacific

## PUNE CHAPTER

### NOTICE

Notice is hereby given that the 36<sup>th</sup> Annual General Meeting of the Indian Association of Secretaries and Administrative Professionals, Pune Chapter will be held on **Sunday 4<sup>th</sup> June 2023 at 4 PM at Crowne Plaza Pune City Centre**, No. 37 & 37, Cts, 1, Bund Garden Raod, next to Jehangir Hospital, Sangamvadi, Pune, 411001 to transact the following business –

1. To approve the minutes of the 35<sup>th</sup> Annual General Meeting held on 5<sup>th</sup> June 2022 at 4 PM at the Poona Club, Bund Garden Road, Pune
2. Chairpersons Address
3. To consider and approve the Hon. Secretary's Report of Activities conducted during the year May 2022 to April 2023 (as attached)
4. To consider and adopt the Audited Statement of Accounts for the year ended March 31, 2023 (as attached).
5. To consider the appointment of P. V Patadiya & Co (CA) as Auditors to hold office from the conclusion of this meeting till the conclusion of the next Annual General Meeting.
6. To induct Committee Members of the Managing Committee for the year 2023-24.
7. Any other business with the permission of the Chair.

*Assunta*

**ASSUNTA CHRISTY**  
Honorary Secretary

Date: 13<sup>th</sup> May 2023