Notice is hereby given, in terms of paragraph 15.B of the Constitution, that the **Thirteenth Annual General Meeting of Members** of the Institute will be held at the Country Club Johannesburg, Woodmead, on Tuesday the 21st of June 2016 at 07h30 to conduct the following business:

1. To approve the Minutes of the Twelfth Annual General Meeting of Members held on the 18th of June 2015. These minutes are available on the IRMSA Website.

2. To receive the President’s Report on the activities of the Institute for the twelve months ending June 2016.

3. To receive and adopt the audited financial statements for the 12 month period ended 28th February 2016. A copy of these statements will be available on the Institute’s website during the course of next month, and copies will be available from the Institute’s offices.

4. To elect nominated members to the Executive Committee. **Due to the resignation of two Executive Committee Members, there will be two vacancies on the Executive Committee. Members will have the opportunity to vote by ballot at the AGM in order to fill these two positions.**

   Written nominations for election to the Executive Committee should be submitted to IRMSA via email to membership@irmsa.org.za no later than 7 (seven) days prior to the meeting, i.e by the close of business on the 14th of June 2016. Nomination forms are available on the IRMSA Website, for any members interested.

5. A form of Proxy is available for use by members unable to attend the meeting, available on the IRMSA Website.

6. To deal with any other business appropriate at a General Meeting.

**Please note the following:**

- Only fully paid up members of the Institute are permitted to vote.
- The named Representatives of Corporate Members may vote on behalf of the Corporate Member but substitutions are **not** permitted. Proxy can be granted under the authority of the Corporate Member. A proxy form is to be completed and returned via email membership@irmsa.org.za no later than close of business on the 14th of June 2016.
- Please ensure that any change of address or other contact information is advised to the offices of the Institute.
- The IRMSA Constitution is available on the IRMSA Website.

*N Pandor*

*Honorary Secretary* 16 May 2016