ANNUAL GENERAL MEETING

Annual General Meeting of the Isle of Man Branch of the Institute of Chartered Secretaries and Administrators to be held on Tuesday 31 January 2012 at the Palace Hotel, Douglas, at 5.15pm

AGENDA

1. To receive apologies for absence.
2. To note the approval of the minutes of the 25th Annual General Meeting held on 25th October 2010.
3. To receive the Chairman's Report.
4. To receive the Treasurer's Report.
5. To receive the Accounts for the year ended 31 July 2011.
6. To appoint the Auditor.
7. To elect members of Branch Council.

As the number of candidates does not exceed the number of vacancies on Branch Council, there is no requirement for a postal ballot and the following members of Branch Council, who retire in accordance with the Branch Rules, are deemed to be elected or re-elected as appropriate. Holders of a branch office who retire by rotation are, in accordance with the Branch Rules, deemed to be re-elected.

(i) In accordance with Rule 7.3 Edward Leigh, Martin Norbury and Julie Ronan retire by rotation and are deemed to be re-elected.

8. To note the appointment of Branch Officers as follows:

Ms G Prestwich ACIS - Chairman
Mr E Leigh FCIS - Vice Chair
Mrs J Ronan ACIS - Treasurer
Mr M Norbury ACIS - Secretary

9. Chairman's address and introduction of the guest speaker.

Secretary: Mr M Norbury ACIS

Date: 09 January 2012

Mr M Norbury, ICSA IOM, c/o Middleton Katz Chartered Secretaries LLC, 11 Hope Street Douglas
email: martin@isleofmanadvertising.com

* The minutes of the Annual General Meeting held on 25th October 2010 were confirmed and signed, at the Branch Council meeting (13th May 2011). These minutes are available for inspection by arrangement with the Secretary (see above) and shall be available at the Annual General Meeting for 2011 from 15 minutes prior to the commencement of the business of the meeting.