



## **INDIAN INSTITUTE OF BANKING & FINANCE**

### **NOTICE TO MEMBERS**

**Notice for kind attention of the Members of the Indian Institute of Banking & Finance (“the Institute”) for updation of E-Mail addresses and contact details for 97<sup>th</sup> AGM of the Institute to be held on Saturday, 21<sup>st</sup> September 2024 at 11.30 AM IST through Video-Conferencing/Other Audio-Visual Means**

Members may note that the Ministry of Corporate Affairs (“MCA”) has permitted Companies to convene the Annual General Meeting (“the AGM”) through Video Conferencing (VC)/Other Audio-Visual Means (OAVM) mode and issue the Notice for the Annual General Meeting along with the Annual Report for the Financial Year 2023-24 by email to all members and other persons entitled, and whose e-mail addresses are registered with the Institute.

Members may note that the 97<sup>th</sup> AGM will be held on **Saturday, 21<sup>st</sup> September 2024 at 11.30 AM IST** under the Companies Act, 2013 and MCA Circulars in VC/OAVM mode only. Members can attend and participate in the AGM through VC/OAVM facility ONLY, the details of which form a part of the AGM Notice. No provision has been made to attend and participate in the 97<sup>th</sup> AGM of the Institute in person, to ensure compliance with the MCA Circulars. Members attending the meeting through VC/OAVM shall be counted for the purpose of reckoning the quorum under the Section 103 of the Companies Act, 2013. The Institute shall be providing the facility for e-voting (remote and at AGM) for the voting members.

Please note the 97<sup>th</sup> AGM Notice and Annual Report will be sent to all members by electronic mode only. The instructions for e-voting and participation in the AGM shall form part of the AGM Notice, which shall also be available for the information and reference of members at the website of the Institute ([www.iibf.org.in](http://www.iibf.org.in)) and NSDL website ([www.evoting.nsdl.com](http://www.evoting.nsdl.com)) for all members of the Institute.

Associate/Fellow/Institutional Members having voting rights, seeking to update their existing information with the Institute, are requested to provide their e-mail ID and mobile phone numbers for registration with the Institute at the following e-mail ID: **mem-services@iibf.org.in** on or before **Thursday, 29<sup>th</sup> August, 2024, 5.00 PM IST** to receive the Annual Report and e-voting and login details.

No	Particulars	No	Particulars
1.	Membership Type	4.	E-Mail ID
2.	Membership Number/ Institution Code No	5.	Mobile Phone Number
3.	Full Name	6.	Self-attested copy of PAN Card

If the email address is registered with the Institute, the login credentials for remote e-voting will be sent on the registered email address. Please note that same login credentials are required for participating in the AGM through Video Conferencing and voting on resolutions during the AGM.

Ordinary Members of the Institute, entitled to receive Annual Report are requested to login to the website of the Institute at [www.iibf.org.in](http://www.iibf.org.in) using their existing login credentials and update their E-Mail ID and Mobile No. in the profile section or provide the above details to mem-services@iibf.org.in.

Please note that the members who have not provided their email addresses will not be able to receive the Notice of the 97<sup>th</sup> AGM along with the Annual Report for the Financial Year 2023-24.

For further information on the above matter, members may write to: **Mr. Dharmvir Marchino**, Deputy Director, Membership Support Services, IIBF at **dd.mss@iibf.org.in/+91-8976908893**.

We request all members to update their information at the earliest to receive the AGM Notice, Annual Report and e-voting credentials (as applicable).

**For, Indian Institute of Banking & Finance**

**Place: Mumbai**  
**Date: 26.08.2024**

**Biswa Ketan Das**  
**Chief Executive Officer**  
**DIN: 08067282**