NOTICE OF ANNUAL GENERAL BODY MEETING (AGM)

[Insert Housing Society / Apartment Owners Association Name]
Registration No: _____ | Address: _____

Important Legal Notice: *Housing societies and apartment ownership associations are governed by respective State Acts (e.g., Maharashtra MCS Act 1960, Delhi Cooperative Societies Act 2003 / Delhi Apartment Ownership Act 1986, Karnataka Apartment Ownership Act 1972 / KCS Act 1959, Haryana HRRS Act 2012 / HAOA 1983, etc.) and registered bye-laws. The Managing Committee must verify and fill applicable statutory notice periods and quorum rules per its registered bye-laws.*

Date of Notice: ____/____/20__ **To:** All Registered Members / Flat Owners

NOTICE is hereby given in accordance with the registered bye-laws and applicable State Cooperative / Apartment Ownership Act that the Annual General Body Meeting (AGM) will be held as per the schedule below:

Applicable State Act & Bye-law:	State Act: [_____] | Registered Bye-law No: [_____]
Day & Date of Meeting:	_____, ____/____/20__
Time of Meeting:	____:____ AM / PM
Venue of Meeting:	Society Clubhouse / Community Hall (or Video Conference Link: _____)
Statutory Notice Period:	Issued with [____] days / clear days advance notice to all registered members (per registered bye-laws).

AGENDA OF THE MEETING:

1. To read, review, and confirm the minutes of the previous Annual General Body Meeting held on ____/____/20__.
2. To receive, consider, and adopt the Managing Committee's Annual Report on society affairs for the Financial Year 20__ – 20__.
3. To review, approve, and adopt the Audited Balance Sheet and Income & Expenditure Account along with Audit Notes for FY 20__ – 20__.
4. To appoint the Statutory Auditor for the ensuing Financial Year 20__ – 20__ and fix their audit remuneration.
5. To consider and approve the Annual Maintenance Budget, Sinking Fund allocation, and capital repair works for FY 20__ – 20__.
6. To review security protocols, gate management automation, and lift/DG maintenance contracts.
7. To transact any other business with the permission of the Chair, of which due notice has been given at least [____] days prior to the meeting.

STATUTORY NOTE ON QUORUM & VOTING:

1. **Quorum Protocol:** If within 30 minutes from appointed time a quorum is not present, meeting stands adjourned as prescribed in registered bye-laws (e.g. 30 minutes or on adjourned date), where members present form valid quorum to conduct original agenda.
2. **Proxy Prohibition:** Under standard model cooperative bye-laws, voting by proxy is generally prohibited to protect residential democracy. Members must attend in person or through authorized joint-owner consent forms submitted prior to meeting.

By Order of the Managing Committee,

Enclosures:
1. Audited Financial Statements for FY 20__–20__
2. Minutes of previous AGM
3. Proposed Maintenance Budget Draft

_____
Hon. Secretary / President
[Society Name]

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