



June 10, 2021

Dear All,

Re: Guidance for e-Filing of Nomination Paper for Election to Council - Filing up Casual Vacancy under Section 18 (3) of the Actuaries Act, 2006

This is with reference to filing of nomination paper under Rule 8 of Actuaries (Election to the Council) Rules, 2021 (“Rules”) for Election to Filing up Casual Vacancy under Section 18 (3) of the Actuaries Act, 2006.

It is noted that due to the unprecedented COVID 19 situation, members are finding it difficult to submit the completed nomination papers in Form B along with information, to be included in the statement accompanying the nomination paper as prescribed in Schedule 2 of the Rules, in person or by courier.

In order to remedy the concerns and ease the filing process, it has been decided to also permit e-filing of the nomination papers along with the other existing modes of filing. Accordingly, the members shall be permitted to present the completed nomination papers and other information prescribed in the Rules including Schedule 2 to the Rules, to the undersigned electronically by affixing the digital signature of the Contesting Member along with the digital signature of proposer and seconder on the relevant form and information required for the submission of the nomination paper in accordance with applicable laws, as the case may be.

It may be noted that the digital signature should be affixed in accordance and in compliance with all applicable laws and the Returning Officer shall be entitled to call upon any evidence or supporting documents to authenticate and verify such a digital signatures and documents submitted by the Contesting Member in relation hereto, if the Returning Officer finds the need for such additional verification.

The electronic copy of the nomination paper shall be sent from email id of the contesting member as registered with the Institute to the undersigned at ED@actuariesindia.org marking a copy to following;

- 1) Assisting Returning Officers at accounts@actuariesindia.org / compliance@actuariesindia.org .
- 2) Proposer (at their email id registered with the Institute)
- 3) Seconder (at their email id registered with the Institute)

The nomination papers should be received not later than 5.00 P.M. on Tuesday, 27th July, 2021. Any nomination paper that is received by the Returning Officer later than the prescribed time and date, shall not be considered for the election to the council of the Institute.

The Returning Officer/Assistant Returning Officers, shall, on receipt of email will acknowledge the receipt. Please note that the acknowledgment of receipt shall, in no manner, be construed as acceptance or rejection of the nomination paper.

In the event, the Returning Officer/ Assistant Returning Officers require any additional information/clarification from the Contesting Member regarding the digital signature, the proposer or seconder or the nomination papers, then, the same shall be communicated to



Institute of Actuaries of India

Statutory body established under an Act of Parliament

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the Contesting Member on its registered email address and the Contesting Member shall be required to provide and deliver such additional information, in the manner and within such time as may be specified by the Returning Officer/ Assistant Returning Officers.

In the event, the Contesting Member requires any further clarification in relation to the captioned subject, the same shall be sought and directed to the undersigned marking a copy to the Assisting Returning Officers on the email address set out in this notification. However, the period of such clarifications shall not be excluded and shall not be deemed to be an extension from the cut-off date (5.00 P.M. on Tuesday, 27th July 2021), for presentation of the final completed nomination papers.

All other provisions of the Rules governing the Election to the Council shall be applicable *mutatis mutandis*.

Sd/-

Mohan Bhatia
Returning Officer