



Estd.1970 **Indian Association of Secretaries and Administrative Professionals**

Affiliated to: Association of Secretaries and Administrative Professional in Asia-Pacific

PUNE CHAPTER

NOTICE

Notice is hereby given that the 39th Annual General Meeting of the Indian Association of Secretaries and Administrative Professionals, Pune Chapter will be held on **Sunday 28th June 2026 at 6 PM at Hotel Shree Panchratna**, 7, Tadiwala Road, Pune 411001 to transact the following business –

1. To approve the minutes of the 38th Annual General Meeting held on 8th June 2025 at 6 PM at Royal Orchid Central Marisoft Annexe, Kalyani Nagar, Pune, Maharashtra 411014
2. Chairperson's Address
3. To consider and approve the Hon. Secretary's Report for Activities conducted during the year May 2025 to April 2026 (as attached).
4. To consider and adopt the Audited Statement of Accounts for the year ended March 31, 2026 (as attached).
5. To consider the appointment of P. V Patadiya & Co (CA) as Auditors to hold office from the conclusion of this meeting till the conclusion of the next Annual General Meeting.
6. To induct Committee Members of the Managing Committee for the year 2026-27.
7. Any other business with the permission of the Chair.

ASSUNTA CHRISTY
Honorary Secretary

Date: 9th June 2026