



Dear members of the Iran, Belgium & Luxembourg Chamber of Commerce & Industries

Subject: Holding the Extraordinary Annual General Assembly of the Iran, Belgium & Luxembourg Chamber of Commerce & Industries

Registration number 3160 and National ID 10100208686

With respect, you are invited to attend The Extraordinary Annual General Assembly this joint room which will be held on Tuesday, 17/11/2020 at 14:30 in the conference hall of the Zhivar Building on the ground floor, No. 9, Sarvanaz Blvd., Patrice Lumumba St., Sattar Khan, Tehran.

The Extraordinary Annual General Assembly Agenda:

- Hearing and reviewing the Board of Directors performance report and inspector's report of the activities of the joint room up to the fiscal year 2019 and reviewing, approving, or rejecting the balance sheets
- Hearing and reviewing the board's legal report of issues and problems remaining from previous periods and the board's executive strategies and plans carried out to solve them
- Deciding the final state of the financial statements of the fiscal year 1395 (March 2016- March 2017)
- Reviewing and approving of the annual budget
- Choosing a widely circulated newspaper
- Determining the entrance fee and the annual membership fee of the members
- Election of the Board of Directors (5 main members and 2 substitute members for 3 years: Article 25 of statute) from the members of the Iran, Belgium & Luxembourg Chamber of Commerce & Industries
- Election of the main and substitute auditors
- Review and decision on other matters that are within the scope of the General Assembly's annual general duties.

Sincerely,

Board of Directors- Iran, Belgium & Luxembourg Chamber of Commerce & Industries





Terms and conditions to become a candidate in board/inspectors' elections and attending The Extraordinary Annual General Assembly of the Iran, Belgium & Luxembourg Chamber of Commerce & Industries:

- All participating members must have a valid business card (for legal members) or a valid membership card of the Iran Chamber of Commerce, Industries, Mines & Agriculture (for natural members), an ID card, and a valid 2020 membership card of the Iran, Belgium & Luxembourg Chamber of Commerce (Article 7).
- Observer members and honorary members do not have the right to attend or vote in assemblies (Article 6 and Article 10).
- Only those ordinary members who have been members of the chamber for at least three months have the right to vote (Article 17: 17-6-2).
- Only those ordinary members who have been members of the chamber for at least 1 year have the right to become candidates in the board election (Article 17: 17-6-3).
- The Assembly may, subject to the agreement of half plus one of the members present, allocate up to 50% of the seats of the Board of Directors to the foreign candidates (Article 24: Note 24-1).
- Participants are permitted to attend the General Assemblies of the Joint Chamber, personally or they can send their representative by proxy letter (Article 24).
- Any person can officially represent (2 natural members or 2 legal members) to attend general assemblies (Article 24).
- The candidate for membership in the Board of Directors is obliged to submit his / her written application letter along with the required documents to the joint room at least ten days before the General Assembly (Article 26).
- Eligibility of candidates in accordance with the provisions of this statute is done by a committee consisting of representatives of the board of directors of the Joint Chamber and representatives of the Iran Chamber (International Affairs and Legal Affairs) which shall be formed at least one week before the General Assembly in the Iran Chamber of Commerce, Industries, Mines & Agriculture and the result shall be announced through the Joint Chamber. (Article 27).
- Candidates for membership in the Board of Directors must be present in the assembly personally or they can send their representative by proxy letter (with an official power of attorney stating that the representative is allowed to accept the candidacy) (Article 28).
- For each fiscal year, the General Assembly elects one of the members of the Joint Chamber as Chief Inspector and one as a substitute Inspector (Article 1).
- Regarding the legal members of the joint chambers, any person can attend the meeting by presenting the official letter of introduction of the company (on the letterhead of the company, signed by the authorized signatories, and stamped with the seal of the company) (Article 24).

I am as the of Company, with national ID: and I will attend in the aforementioned assembly.

Mobile number:

Managing Director signature:

Email:

Date: