



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

Extraordinary General Assembly of Iran, Belgium and Luxemburg Chamber of Commerce was held on Tuesday, 22/12/2020, at 15:00 with the presence of 21 members out of a total of 31 eligible members (personally or by proxy) of this joint chamber, under the direct supervision of the representatives of the Iran Chamber of Commerce, Industries, Mines & Agriculture international and legal Affairs, respectively Mr. Farzad Mehrani, and Mr. Nematollah Fathi.

However, due to the failure in ensuring the fairness of the board elections, including non-compliance with Article 28 of the statute, in the absence of some board candidates and the failure of their legal representatives in representing them (despite having a proxy letter) and complaints and protests by candidates, in order to avoid further disputes, it was decided to re-hold the Extraordinary General Assembly with the following agenda on 19/1/2021 at 14:30 in the Iran Chamber under the direct supervision of the officials of the Iran Chamber.

- Hearing and reviewing the 2020 performance report of the board of Directors
- Hearing and approving the performance report of the board of directors, reviewing the balance sheet and the inspector's statement on the activities of the joint chamber up to the fiscal year 2019
- Deciding and approving the final state of the financial statements of the fiscal years 1394 (March 2015- March 2016) and 1395 (March 2016- March 2017)
- Determining the entrance fee and the annual membership fee of the members
- Choosing a widely circulated newspaper
- 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 Chief Inspector and Substitute Inspector (for one year: Article 40 of the statute)
- Review and decision on other matters that are within the scope of the General Assembly's annual general duties.

Meeting Place: Iran Chamber of Commerce, Industries, Mines and Agriculture; No. 175, Shahid Mousavi St., Taleghani St. Tehran, Iran

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).
- In order to submit the request for the candidacy of the Board of Directors and the Inspector election, it is necessary to have a valid 2021 membership card of Iran, Belgium, and Luxembourg Chamber of Commerce and industry.
- 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: