

**MEMORANDUM
AND
RULES AND REGULATIONS
OF
THE FEDERATION OF INDIAN PLYWOOD
& PANEL INDUSTRY
NEW DELHI**



**Registered under the Societies Registration Act XXI of 1860
(Punjab Amendment) Act 1957 as extended to the Union Territory of Delhi
Registration No: of the Society 2985/1968-1969 dt.4.1.1969**

2025

MEMORANDUM OF ASSOCIATION
OF
THE FEDERATION OF INDIAN PLYWOOD &
PANEL INDUSTRY NEW DELHI

NAME

- I. The name of the Association (hereinafter referred to as "The Federation") is, THE FEDERATION OF INDIAN PLYWOOD & PANEL INDUSTRY

REGISTERED OFFICE

- II. The Registered Office of the Federation will be situated in the State of Delhi.
- III. It is hereby declared that Plywood & Panel Industry shall be deemed to include Industries engaged in the production of such allied products as Chipboard, Particle boards, Insulation boards, Hardboards, Fibreboards, and other lingo-cellulose based panel products, whether overlaid or not and the word 'Plywood & Panel' shall be deemed to include all such ligno-cellulose based panel products, as well as veneers whether commercial or decorative.

OBJECTS

- IV. The objects for which the Federation is established are:-
- (a) To co-ordinate the activities of the different Plywood & Panel factories and Associations;
 - (b) To collect and disseminate information to members on subjects of common interest;
 - (c) To undertake and organize publicity and propaganda to make the use of 'Plywood & Panel' popular; it includes developing strategy, institutions and policy in collaboration with state and central government.
 - (d) To take part in Exhibitions, Fairs, etc., both in and out of India;
 - (e) To unite all firms, companies, corporations, Associations, and individuals engaged in the 'Plywood & Panel' industry in India with a view to promoting the consideration, and discussion of all questions affecting 'Plywood & Panel', and for the improvement of the scientific and economic development of the 'Plywood & Panel' industries;

- (f) To institute, execute, develop, and carry on, all kinds of scientific and economic research in, or in connection with processes for the manufacture and use of Plywood & Panel for the purpose of securing highest standard of efficiency;
- g) To carry out all kinds of scientific and economic investigations and other experiments for the purposes aforesaid, and for increasing the popularity and use of such Plywood & Panel;
- (h) To study and promote the application of science, and scientific and economic methods of the manufacture of Plywood & Panel , and their utilization, and to explore and promote the popularity and use of Indian Plywood & Panel in foreign countries;
- (i) To study and introduce to Plywood & Panel industries in India schemes for standardization of Plywood, Panel and allied commodities;
- (j) To construct, develop, and use scientific, chemical, experimental, and other laboratories, plant, machinery and workshop, and to employ all kinds of scientists, economists, chemists, engineers, mechanics, technical and other expert in connection therewith;
- (k) To undertake research on market survey, and otherwise help members in solving their multifarious problems by giving correct advice and guidance;
- (l) To introduce an element of co-operation between the members, and to represent the cause of the members before the Government, Central or State, or other agencies whenever necessary. It includes developing strategy, institutions and policy in collaboration with the state and central government;
- (m) To assist members in handling their technical problems and promoting partnership for sustainability through innovative schemes;
- (n) To promote, protect, and improve Wood/Bamboo/Agrowaste based/Plywood /Particleboard/MDF and other allied products industry in India, and to promote the common interests of the members as may be deemed expedient and generally to do all such other things as may be deemed incidental or conducive to the attainment of the above object or any of them;
- (o) To publish an official Journal of the Federation giving prominence to its aims, objects and activities and for the spread of knowledge and information relating to the Plywood & Panel trade and industry generally and to print and publish any advertisements, newspapers, periodicals, books, lectures, or leaflets that may be deemed desirable;
- (p) To purchase, take on lease or in exchange or otherwise acquire any movable or immovable property rights or privileges which may be deemed necessary or convenient

for any purposes of the Federation and in particular to subscribe to acquire and hold shares in any company or association whether incorporated or not having objects altogether or in part similar to those of the Federation.

(q) To sell, improve, manage, develop, lease, mortgage, charge, hypothecate, dispose of or otherwise deal with all or any of the property, rights or privileges of the Federation.

4A. The income and property of the Federation whencesoever derived shall be applied solely towards promotion of the objects of the Federation as set forth in this Memorandum.

5. The Federation registered in the Delhi State will take over the assets and liabilities of the Federation registered in West Bengal which ceases to exist.

6. The names, addresses, occupations and designations of the present members of the Committee to whom the management of the affairs of the Society is entrusted as required under section 2 of the Societies Registration Act XXI of 1860, and Punjab Amendment Act 1957 as extended to the Union Territory of Delhi are as follows:-

<i>Sl. No</i>	<i>Name</i>	<i>Address (Residential address complete with House No. and name of the City</i>	<i>Occupation (with full address)</i>	<i>Designation (In relation to the Society)</i>
1.	Shri G.L. Kedia	373, Upper Chitpur Road (Rabindra Sarani) Calcutta-7	Employment M/s. Jayshree Tea & Industries Ltd. India Exchange (2nd Floor), Calcutta-1	President
2.	P.D. Chitlangia	515, "M" Block, New Alipore, Calcutta	Business M/s. National Saw & Plywood Works, 14/1B, Ezra St., Calcutta-1	Vice- President
3.	AK Kaderkutty	Pallicoon Bungalow P.O. Tellicherry (Kerala).	Managing Director, The Western India Plywood Ltd., P.O. Baliapatam Cannonore Distt. (Kerala)	Member Managing Committee

4.	Kishor Vithaladas	"Vishnu Villa" 7-B Worli Sea Face, Bombay-18	Business The Indian Plywood Manufacturing Co. 10 Wallace St	Member Managing Committee
5.	B. K. Khaitan	28A, Old Ballygunje Road, Calcutta-19	Business M/s. Andamans Timber Industries Ltd. 26 Chittaranjan Avenue Calcutta-12	-Do-
6.	H Thomson	10. Cantonment, P.O. Sitapur (U.P.)	Managing Partner M/s. Plywood Products, Sitapur (U.P.)	-Do-
7.	LN. Dokania	88. B.K. Pal Avenue, Calcutta-6	Service (President) M/s. Wood Craft Products Ltd, P/46A C.I.T. Scheme XLV, Radhabazar Lane Calcutta-1	-Do-

7. We the undersigned are desirous of forming a Society named THE FEDERATION OF INDIAN PLYWOOD & PANEL INDUSTRY under the Societies Registration Act XXI of 1860 and Punjab amendment Act 1957 as extended to the Union Territory of Delhi, in pursuance of this Memorandum of Association.

<i>Sl. No.</i>	<i>Name</i>	<i>Signature</i>	<i>Address</i>	<i>Occupation</i>	<i>Designation</i>
1.	Shri G.L. Kedia		373, Upper Chitpur Road (Rabindra Sarani) Calcutta-7	Employment	
2.	PD. Chitlangia		515, "M" Block, New Alipore, Calcutta	Business	
3.	AK Kaderkutty		Pallicoon Bungalow P.O. Tellicherry (Kerala).	Managing Director	
4.	Kishor Vithaladas		"Vishnu Villa"	Business	

			7-B Worli Sea Face, Bombay-18		
5.	B.K. Khaitan		28-A, Old Ballygunj Road. Calcutta-19	Business	
6.	H Thomson		10, Canton- ment P.O. Sitapur (U.P.)	Managing Partner	
7.	L.N. Dokania		88, B.K. Pal Avenue, Calcutta-6	Service (President)	

RULES AND REGULATIONS
OF
THE FEDERATION OF INDIAN PLYWOOD & PANEL INDUSTRY
NEW DELHI

1. There shall be three classes of members, i.e. Primary Members, Associate Members and Affiliated Members, besides Honorary Members mentioned in Regulation 2 hereof.
2. The Committee may, in their discretion, admit any person, firm, company, corporation or association to be on HONORARY MEMBER of the Federation and such Honorary Members shall not be liable to pay entrance fees, annual, or other dues.
3. Primary Member: Any person, firm, company, or corporation, approved by the Government of India or by the State Governments as manufacturers and producers of plywood and/or tea chests, chipboards, particle boards, insulation boards, hardboards, fibre boards, and other Ligno-cellulose based panel products shall be eligible to become an Primary Member of the Federation.
4. (a) Associate Member: Any person, firm, company or corporation engaged in any trade or industry subsidiary to, and/or interested in the plywood and panel industry shall be eligible to become an Associate Member of the Federation.

(b) Affiliated Member: Any Association of plywood and panel manufacturers and manufacturers of Chipboard and other Ligno-cellulose based panel products, shall be eligible to become an Affiliated Member of the Federation.
5. The following shall be the first members of the Federation and their names shall be entered in the Register of members.
 - (a) The subscribers to the Memorandum of Association, and
 - (b) Persons, firms, companies, corporations, or associations who have been actively engaged in the incorporation of the Federation.
6. Any person, firm, corporation or association, not being one of the members in Rule (5) hereof, who shall qualify for membership under Rule (3) and/or (4) hereof, may become members of the Federation.

7. The Committee may, at their discretion, refuse to admit any person, firm, company, corporation, or association, either or as an Associate member or as an Affiliated member of the Federation, and shall not be required to give any reason for such refusal. Provided that such members shall have the right to appeal to the Federation within thirty days of receipt of notice of such refusal. The appeal shall be addressed to the Secretary, who shall place the same in the agenda of the next Primary General Meeting of the members of the Federation.

8. Any firm company, corporation, or association, eligible as an Primary or Associate Member of Affiliated Member, may become an Primary or Associate or Affiliated member in their conventional or corporate nature.

9. Subject to the provisions and restrictions contained in these Rules, the rights and privileges of membership may, in the case of a firm elected in their conventional name as a Member of any class, be exercised by any partner in such firm, or by any person authorized by power-of-attorney, or letter of procuration, to sign the name of the firm, or to sign such name per procuration, and may, in case of a joint stock company, or other corporation, or association, elected as member in its corporate name, be exercised by any person duly authorized by such company, or corporation, or association.

10. A candidate for election either as an Primary Member, or Associate Members, or as an Affiliated Member, whether a person, firm, company, corporation, or association, shall be proposed by one and seconded by another member. A proposal form to be specified for this purpose by the Secretary shall be sent to the Secretary by the proposer, and shall be signed by the seconder, and shall state (i) the name in full of the candidate, and (ii) in the case of a firm, the names in full of the partners thereof, (iii) his or their addresses, (iv) businesses, and (v) nationalities, and (vi) such other particulars as may be prescribed by the Committee. A candidate for election as a Primary Member should also mention whether he wishes to be considered in the region where his registered office is situated, or where his factory is located, for the purposes of election to the Committee. In the event of the Candidate being elected, and it appearing subsequently at any time to the satisfaction of the Committee, that say statement contained in such proposal form was incorrect in any material particular, the Committee may cancel his election and the member shall thereupon cease to be a member of the Federation, but may be proposed and seconded again.

ANNUAL SUBSCRIPTION

11. Each candidate for election as a Primary Member shall pay in advance the Annual Subscription fee as prescribed in Regulation 11 (a). Each candidate for election as an Associate Member shall pay in advance the Annual Subscription fee as prescribed in Regulation 11 (b). This sum will be sent to the Secretary together with the proposal form prescribed for in Rule (10) hereof.

In the event of the Candidate not being elected, the annual subscription so paid shall be refunded.

11. (a) The Primary Members are liable to pay in advance, an Annual Subscription fee, calculated as 0.01% of the sales turnover for 'plywood and panel' products as defined in Clause III of MEMORANDUM OF ASSOCIATION with the minimum of Rs. 0.5 lakh. For fixing the amount to be paid by each unit, the last Annual Balance Sheet of each company will be taken as the basis, as for example for the annual subscription fee for financial year 2025-26, turnover for financial year 2023-24 shall be the basis for calculation of the amount.

b) Annual subscription fee for Associate Members is revised to Rs. 1 Lakh instead of Rs.5000.

c) For Affiliated members, there shall be no Annual Subscription fee.

12. Funds for financing the Federation shall be provided from the annual subscription paid by the Primary, Associate and Affiliated Members. The Federation with the consent of the Committee may raise contribution from members and non-members for any activity of the Federation.

TERMINATION OF MEMBERSHIP

13. Any member who shall fail to pay his dues within ninety days after notification by the Secretary that he is in arrears shall be reported promptly by the Secretary to the Committee for action.

14. The Committee by a majority decision at a meeting specially convened and held for such purpose, may expel a member whose dues have not been paid on the date specified in the immediately preceding Article, and the name of such defaulting member shall be removed by the Committee from the register of members.

15. Any member may resign from the Federation by giving two months' notice in writing to the Secretary of the intention of such member to do so, and upon the expiration of the notice such member shall cease to be a member.

16. A member shall cease to be a member of the Federation on-

(i) Expiry of the notice of resignation under rule 15;

(ii) Termination of his membership under rule 17;

(iii) His being found guilty by a competent court of an offence involving in the opinion of the Committee gross civil or criminal misconduct; and

(iv) His being adjudicated insolvent or upon the winding up or dissolution of a member firm, or the entering into liquidation of a member company or corporation.

17. The Committee by a majority of 75 per cent present and voting at a meeting specially convened and held for the purpose, may expel a member for conduct, which in the opinion of the Committee is prejudicial to the purposes, principles or interests of the Federation, or for any other cause which the Committee in their discretion deem sufficient, and the name of such member shall be removed by the Committee from the register of members, provided that such member shall have the right to appeal to the Federation within thirty days on receipt of notice of expulsion. The appeal shall be addressed to the Secretary, who shall within twenty-one days from receipt of the appeal, convene an Extra-Primary General Meeting of the members of the Federation and no business other than the business of the appeal shall be transacted at such meeting.

The member concerned shall be entitled to be present in person, or by an authorized representative at both the Committee and the Extra- Primary General Meeting referred to herein and shall be entitled to answer such charges made against him.

If any member so removed from membership is an office bearer his office shall be ipso facto vacated:

Provided that no such member shall, in the event of his suspension being cancelled or of his being reinstated, be entitled to any compensation or damages for suspension or expulsion from membership in the meanwhile.

18. Any member who shall by any means cease to be a member shall nevertheless remain liable for, and shall pay to the Federation, all moneys which, at the time of such member ceasing to be a member, may be due from such member to the Federation.

FUNDS FOR FEDERATION

19. The Committee may from time to time at their discretion raise, or borrow, and secure the payment of any sum or sums of money for the purposes of the Federation, and may themselves lend to the Federation on security, or otherwise.

REGISTER OF MEMBERS

20. A list of members shall be kept in which shall be set forth the names and addresses and such other particulars as may be required by law, of the members for the time being, and in which all changes of membership which have from time to time taken place shall be recorded.

FINANCIAL YEAR

21. Until otherwise determined by the Federation in General Meeting the financial year of the Federation shall commence on 1st April and end on 31st March.

GENERAL MEETING

22. (a) The First General Meeting of the Federation shall be held at such time not being less than one month, nor more than three months, after the registration of the Federation, and at such place as the Committee may determine, to elect a Committee in place of the first Committee mentioned in Rule 42 hereof.

(b) Every subsequent year an Annual General Meeting of the Federation will be held within 6 months after the expiry of each financial year at such place as may be determined by the Committee.

23. The General Meeting referred to in last preceding Rule shall be called Primary Meetings, all other meetings of the Federation shall be called Extra-Primary Meetings.

24. The Committee may, whenever they think fit, and they shall, on the requisition made in writing by 10 percent or more, with a minimum of 5, of the Primary and/or Affiliated Members for the time being, forthwith proceed to convene an Extra-Primary General Meeting of the Federation, and in the case of such requisition the following provisions shall have effect:-

(a) The requisition must state the objects of the meeting and must be signed by the requisitionists, and deposited at the office, and may consist of several documents in like form each signed by one or more requisitionists.

(b) If the Committee of the Federation do not proceed within twenty-one days from the date of the requisition being so deposited to cause a meeting to be called for consideration of those matters on a day not later than 45 days, the requisitionists or a majority of them may themselves convene the meeting, but any meeting so convened shall be held within three months from the date of the deposit.

25. Not less than twenty-one days' notice to the members specifying the place, day, and hour of meeting with the statement of the business to be transacted at the meeting shall be given, and such notice sent by post, or otherwise served; but with the consent in writing of all the members entitled to receive notice of some particular meeting, a meeting may be convened by shorter notice and in any manner they think fit.

26. The accidental omission to give any such notice to or the non-receipt of notice by any of the members shall not invalidate the proceedings at any such meeting.

PROCEEDINGS OF GENERAL MEETINGS

27. The business of an Primary Meeting shall be to receive and consider, and if deemed fit, to approve, the Income and Expenditure Account, the Balance Sheet, and the Report of the Committee and of the Auditors, to ratify the dues of members, to elect a Committee, to appoint Auditors, and to transact any other business which under these presents ought to be transacted at an Primary General Meeting.

28. For all purposes the quorum for a General Meeting shall be five Primary and/or Affiliated Members entitled to vote and personally present.

29. No business shall be transacted at any General Meeting unless the quorum requisite shall be present at the commencement of the business.

30. The President of the Committee shall be entitled to take the Chair at every General Meeting, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding such meeting, or is unwilling to act, the members present shall choose one of the Vice-Presidents as Chairman, and if no Vice-President be present or decline to take the chair, then the members present shall choose one of their number being a member entitled to vote to be Chairman.

31. If within half an hour from the time appointed for the meeting a quorum be not present, the meeting if convened upon such requisition as aforesaid shall be dissolved; but in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting a quorum be not present, those members who are present, and not being less than two, shall be quorum and may transact the business for which the meeting was called.

32. Every question submitted to a meeting shall be decided by a show of hands; and in the case of an equality of votes the President shall on a show of hands have a casting vote in addition to the vote to which he may be entitled as a member.

33. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, and a declaration by the Chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an

entry to that effect in the book of the proceedings of the Federation shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against the resolution.

34. The Chairman of the General Meeting may with the consent of the meeting adjourn the same from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

VOTES OF MEMBERS

35. On a show of hands every Primary Member and Affiliated Member present in person or by proxy and entitled to vote shall have one vote.

36. Associate Members shall not be entitled to any voting rights but shall be entitled to receive notice of and to be present at any meeting of the Federation.

37. An Primary or Affiliated Member shall not be entitled to vote at a Meeting of the Federation, if at the date of such meeting his subscription or other moneys shall be due and owing to the Federation.

38. Votes may be given either personally or by proxy.

39. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his Attorney duly authorized in writing.

40. The instrument appointing a proxy and the Power-of-Attorney or other authority (if any) under which it is signed or a notarially certified copy of that power of authority, shall be deposited at the office not less than forty-eight hours before the time for holding the meeting at which the person named in the instrument proposes to vote, and in default the instrument of proxy shall be treated as valid.

MANAGING COMMITTEE

41. The control of the Federation shall be vested in the Committee, and the business of the Federation shall be managed by the Committee who, in addition to the powers and authorities by these presents or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Federation, and are not hereby or by any statute law expressly directed or required to be exercised or done by the Federation in General meeting, but subject nevertheless to the provisions of any statute law and of these presents and to any regulations not being inconsistent with these presents from time to time made by the Federation in General Meeting provided that no regulation so made shall invalidate any prior act of the Committee which would have been valid if such regulation has not been made.

42. The subscribers to the Memorandum of Association shall become and be the first Committee of the Federation

43. The Committee shall consist of one Chief Patron along with three patrons followed by One President, One Senior Vice President, and two Vice-Presidents.

44. The Committee shall be elected at the Annual General Meeting every alternate year from candidates who are themselves members, or who are duly authorized to represent the body corporate, or firm or Association which is a member, on the following terms

(a) The President, one Senior Vice-President and two Vice-Presidents shall be elected from the different zones mentioned in rule 45 hereof

(b) There shall be at least two other Committee members from each such zone

(c) One member from each of the Associations admitted as Affiliated Members.

45. For the purpose of election of the Committee under Rule 44 hereof, India shall be considered as consisting of five zones as follows:

Northern Zone: Haryana, Punjab, J&K, H.P, Delhi, U.P and Uttarakhand,

Southern Zone: Karnataka, Kerala, T.N, Telangana, Pondicherry and Andhra Pradesh.

Eastern Zone: Chhattisgarh, Orissa, Jharkhand, Bihar and West Bengal

Western Zone: Rajasthan, Gujarat, M.P, Maharashtra and Goa

North East Zone: North Eastern States

46. Member of the Federation shall be permitted to have more than one individual as representative of such member depending upon the expanse of the entity to reflect its holistic representation.

PROCEEDINGS OF THE COMMITTEE

47. The Committee may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings and proceedings as they think fit and may determine the quorum necessary for the transaction of business. Unless otherwise determined, one-third of the total numbers shall be a quorum.

48. The President may at any time, and the Secretary/Secretary General/ Director General shall at the written request of not less than five members of the Committee, convene a meeting of the Committee.

49. The Committee may from time to time appoint sub committees for special purposes consisting of three or more members of their body. and may delegate any of their powers to such Sub-Committees as they think fit and may from time to time revoke such delegation. Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may from time to time be imposed upon it by the Committee. The President and the Vice-Presidents shall be ex-officio members of all sub committees.

50. No members of the Committee shall receive any remuneration for attending to the Primary business of the Federation. If however any member of the Committee being willing shall be called upon to perform extra services, or to make any special exertions in going or residing away from his usual residence for any of the purposes of the Federation, or in giving special attention to the business of the Federation as member of the Committee, the Federation may remunerate any member so doing as may be determined by the Committee

MINUTES

51. The Committee shall cause minutes to be duly entered in books provided for the purpose.

(a) Of the names of the members of the Committee present at each meeting and of any Sub-Committees;

(b) Of all orders made by the Committees and Sub-Committees,

(c) Of all resolutions and proceedings of General Meeting and of meetings of the Committees and Sub-Committees and any such minutes of any meeting of the Committee or of any Sub-Committee, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting. shall be receivable as Prima Facie evidence of the matters stated in such minutes.

SECRETARY GENERAL/SECRETARY / DIRECTOR GENERAL

52. The Committee may appoint a Secretary/Secretary General/ Director General who shall devote himself entirely to the business and affairs of the Federation except in cases where he has received the special permission of the Committee. He shall have charge of all correspondence and shall keep accurate minutes of all meetings of the Committee, and of the members of the Federation and Sub-Committees. He shall give notice of all meetings of the Committee, or of the members, or of sub-committees. He shall duly notify members of their election and shall collect all dues from members of the Federation. He shall prepare the annual Report of the Federation under the guidance of the Committee, and the Reports of all Sub-Committees, and shall generally perform all such duties as are incidental to his office and as may be from time to time directed by the Committee. Except where otherwise provided at the time of appointment of sub-committees, the Secretary/Secretary General/ Director General shall be the Secretary of such Sub-Committees and where the Secretary/Secretary General/ Director General is unable to attend any meeting of such sub-committees, he shall be at liberty to appoint another official of the Federation to attend in his place.

BOOKS AND DOCUMENTS

53. The Committee shall cause to be kept proper books of account with respect to:

(a) All sums of money received and expended by the Federation, and the matters in respect of which the receipt and expenditure takes place:

(b) the assets and liabilities of the Federation.

54. The books of account shall be kept at the Registered Office of the Federation, or at such other place as the Committee think fit and shall be open to inspection by the Committee during business hours.

55. The Committee shall from time to time determine whether, and to what extent, and at what time and place, and under what conditions or regulations, the accounts and books of the Federation or any of them shall be open to the inspection of the members, not being Committee Members, and no member (not being a Director) shall have any right of

inspecting any account or book or document of the Federation except as conferred by law or authorized by the Committee or by the Federation in General Meeting.

ACCOUNTS AND BALANCE SHEET

56. At all Primary General Meetings the Committee shall lay before the Federation a Balance Sheet and Income and Expenditure Account in the case of the first account since the incorporation of the Federation, and in any other case since the preceding account made upto a date not earlier than the date of the meeting by more than six months, and audited and accompanied by a report of the Committee as to the state of the Federation's affairs.

57. A printed copy of the Income and Expenditure Account and Balance Sheet so audited together with the Reports of the Auditors and the Committee shall, at least twenty one days previously to the Primary General Meeting, be sent to the registered address of every registered member of the Federation and a copy shall be deposited at the office for the inspection of members of the Federation during a period of at least fourteen days before the meeting.

AUDIT

58. Once at least in every year the accounts of the Federation shall be examined and the correctness of the balance sheet and Income and Expenditure Account ascertained by one or more Auditor or Auditors.

59. The remuneration of the Auditors shall be fixed by the Federation in General Meeting except that the remuneration of any Auditors appointed before the first Primary General Meeting or to fill and casual vacancy may be fixed by the Committee.

60. Every Auditor of the Federation shall have a right to access at all times to the books and accounts and vouchers of the Federation and shall be entitled to require from the Committee and Officers of the Federation such information and explanations as may be necessary for the performance of the duties of the Auditors. The Auditors shall make a report to the members on the accounts examined by them and on every Balance Sheet and Income and Expenditure Account laid before the Federation in General Meeting during their tenure of office.

NOTICE

61. A notice may be given by the Federation to any member either personally or by sending it by post to him to his registered address or (if he has no registered address in India) to the address, if any, within India supplied by him to the Federation for the giving

of notices to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying, and posting a letter containing the notice.

62. Any notice required to be given by the Federation to the members or any of them and not expressly provided for by these presents shall be sufficiently given if given by advertisement. Notice required to be or which may be given by advertisement shall be advertised once in one or more daily news-papers circulating in the neighbourhood of the office of the Federation.

INDEMNITY

63. Every member of the Committee, Secretary/Secretary General/ Director General, Manager of the Federation or any person employed by the Federation as Auditor shall be indemnified out of the funds of the Federation against all liability incurred by him as such member of the Committee, Secretary/Secretary General/ Director General. Manager, or Auditor in defending any proceedings, whether civil or criminal, in which judgement is given in his favour. or in which he is acquitted.

64. No member of the Federation shall be subject to any liability beyond payment of the subscription and except as provided by the Memorandum of the Federation.

All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957 will apply to this Society.

Certified to be a correct copy of the Rules and Regulation of the Society (as amended in 41st AGM dated 06.11.2024 and the proceeding of the meeting approved in the Managing Committee Meeting held on 22nd November 2024)

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- (1) Sd/- (GL KEDIA), President
FEDERATION OF INDIAN PLYWOOD & PANEL INDUSTRY
- (2) Sd/- (PD. CHITLANGIA), Vice-President
FEDERATION OF INDIAN PLYWOOD & PANEL INDUSTRY
- (3) Sd/- (KISHOR VITHALDAS)
Member, Managing Committee
FEDERATION OF INDIAN PLYWOOD & PANEL INDUSTRY
