



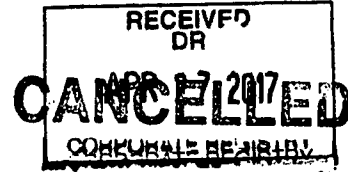
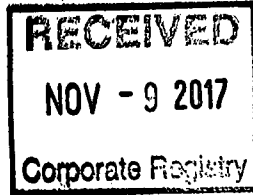
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

Corporate access number: 503354078

P O Box 68240, Calgary, AB, T3G 3N8

April 24, 2017

To: Alberta Registries  
PO Box 1007, Station Main  
Edmonton, Alberta, T5J 4W6



Subject: Submission of **Special Resolution** of Bylaws amendments for Calgary Nepalese Community Association, Corporate Access Number 503354078

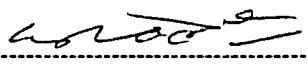
Dear Sir / Madam,

I hereby certify that the following **Special Resolution** was passed at Annual General Meeting of the members of Calgary Nepalese Community Association held on 8 April 2017 at Greek Community Center, 1 Tamarac Crescent, SW:

The Bylaws were changed as follows:

***The existing Bylaws and all amendments are repealed. They are replaced with the attached Bylaws.***

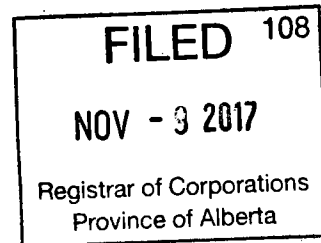
Sincerely,

Signature: 

Name: Haribol Sharma      Telephones: 403-479-2102

Email: cnca@calgarynepalese.ca

Title: President, Calgary Nepalese Community Association



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**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

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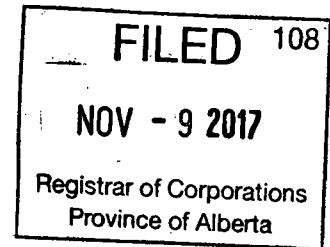
**1. Core Statements**

- 1.1 Association Name
- 1.2 Association Objectives
- 1.3 Association Type
- 1.4 Conflict of Interest
- 1.5 Abbreviations & Acronyms



**2. Membership**

- 2.1 Eligibility
- 2.2 Full membership of the Association
- 2.3 Annual membership
- 2.4 Life membership
- 2.5 Associate membership
- 2.6 Honorary membership
- 2.7 Resignation
- 2.8 Termination/Suspension of membership
- 2.9 Nullification of termination/suspension of membership



**3. Association Structure**

- 3.1 Structural division of the Association
- 3.2 Executive Officers
- 3.3 Board Members
- 3.4 Advisory Committee
- 3.5 Volunteer Committee

**4. Duties & Responsibilities**

- 4.1 President
- 4.2 Vice-President
- 4.3 General Secretary
- 4.4 Treasurer
- 4.5 Social & Cultural Program Coordinator:
- 4.6 Board Members
- 4.7 Advisers

**5. Election**

- 5.1 Eligibility for candidacy
- 5.2 Election of the Executive Board
- 5.3 Notice of election
- 5.4 Method of election and voting

**6. Functioning of the Association**

- 6.1 Meetings
- 6.2 Notice of meetings
- 6.3 Quorum for meeting
- 6.4 Minutes of meeting
- 6.5 Handover to the next Executive Board
- 6.6 Format of the regular Executive Board meetings

**7. Member Duties & Rights**

- 7.1 Member duties
- 7.2 Member rights



Sd. 1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

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**8. General Body Meeting**

- 8.1 Frequency
- 8.2.1 Notice of AGM
- 8.2.2 Notice of SGBM
- 8.3.1 Anticipated activities in AGM
- 8.3.2 Anticipated activities in SGBM
- 8.4 Quorum of AGM & SGBM

**9. Financial Rules & Regulations**

- 9.1 Sources of income
- 9.2 Spending power
- 9.3 Financial Liabilities
- 9.4 Account transfer
- 9.5 Fiscal year and Annual Tax Return
- 9.6 Special Functions Expenditure
- 9.7 The Association Bank Accounts

**10.1 Record Management**

- 10.1.1 Financial record keeping
- 10.1.2 Possession of the Association files

**10.2 Auditing**

- 10.2.1 Auditing of the Association financial activities
- 10.2.2 Auditing of the Association assets
- 10.2.3 Auditing of the Association governance

**11. Association Activities**

- 11.1 Essential activities
- 11.2 Other activities
- 11.3 Annual Provincial registration return and Federal tax return

**12. Merger or Dissolution of the Association & Beneficiaries**

- 12.1 Merger.
- 12.2 Dissolution / Dormancy
- 12.3 Beneficiaries.

**13. Interaction/Collaboration with Other Societies & Government Organizations**

**14. Affiliation with Political Entities**

**15. Resignations & Dismissals**

**16. Miscellaneous**

- 16.1 Association Address
- 16.2 Disputes
- 16.3 Amending of Bylaws
- 16.4 Public Dissemination of the Information
- 16.5 Association Seals and Letter Heads
- 16.6 Liability Insurance:



Sd...1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**1. Core Statements:**

1.1 Association Name: The name of the Association will be “Calgary Nepalese Community Association”.

1.2 Association Objectives:

- a) To promote and educate languages, heritage and cultures of Nepal among its members and their descendants, while respecting Canadian multi-cultural values.
- b) To maintain goodwill and harmony among its members.
- c) To organize social and/or cultural functions in common interest of its members.
- d) Where feasible, to provide help to its members within its capacity.
- e) To participate when feasible in City/Provincial/National activities such as Heritage day.
- f) To participate as deemed appropriate and feasible in volunteering activities of charitable organizations and fund raising for charitable purposes.

1.3 Association Type:

- a) The Association will be a non-political and secular organization of persons of Nepalese origin, their descendants, spouses and acquaintances in Calgary.
- b) The Association will be a voluntary non-profit organization. Members will not be awarded any monetary benefit from memberships in the Association. The Office Bearers of the Executive Board will not be paid for their activities to run the functioning of the Association.

1.4 Conflict of Interest:

- a) The Office Bearers in the Executive Board shall not hold official positions of other similar organizations without resigning from CNCA Board. Exclusions are representatives appointed by the Association to the broader umbrella organizations such as NRN Canada and ECCC.
- b) The Office Bearers of Executive Board shall not derive monetary benefits including gifts directly or through relatives by means of CNCA activities. Exclusions are door prizes & raffle wins held for entertainment purposes during the Association events.

1.5 Abbreviations & Acronyms:

The following abbreviations/acronyms shall have meanings as follows:

CNCA: “Calgary Nepalese Community Association”

AGM: “Mandatory Annual General Body Meeting”

SGBM: “Any other Special General Body Meeting of members held for special on demand reasons”

AGLC: “Alberta Gaming & Liquor Commission”

NRN Canada: Canadian branch of Non-Resident Nepali Association (NRNA)

ECCC: Ethno-Cultural Council of Calgary

**2. Membership:**

2.1 Eligibility

- a) Persons over 18 years of age who accept the objectives of the Association and agrees to abide by the bylaws of the Association and residing in Alberta shall be eligible for full membership.

2.2 Full membership of the Association

- a) All eligible persons who have: (i) filled the membership forms and (ii) paid the required dues.
- b) Eligible persons can acquire full membership in two ways: (i) Annual membership OR (ii) Life membership.

2.3 Annual membership

- a) Annual membership can be acquired by: (i) filling the Annual membership form and (ii) paying the required dues.
- b) The annual fee for an Annual membership per eligible person will be CA\$10.00 (Ten Canadian Dollars). The amount can be amended in the bylaw by the AGM/SGBM.



**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

- c) The term limit of the Annual membership will be up to the next AGM of the Association regardless of what time of the year the membership is acquired. The fee paid on the day of AGM will be applicable for the coming year after the AGM and will not earn the right to vote on the day of AGM if the person had not previously acquired the membership.

**2.4 Life membership**

- a) A person or a family willing to be the life members of the Association can do so only by: (i) filling the life membership form and (ii) paying the required dues. Life membership cannot be granted by other means.
- b) The individual Life membership fee will be CA\$200.0 (Two Hundred Canadian Dollars) and CA\$300.0 (Canadian Dollar Three Hundred) for the couple (meaning the person and spouse but not including any other family members). The amount can be amended in the bylaw by the AGM/SGBM.
- c) If the couple becomes separated or divorced in future, their Life membership will convert into individual Life membership of each.

**2.5 Associate membership**

- a) Any person who has acquired full membership through Annual membership or Life membership will be treated as "Associate Member" for that period of time when the person does not live in the City of Calgary or its vicinity. Vicinity of Calgary implies other towns or cities within 50 km distance from the boundary of Calgary.
- b) Upon return to Calgary or their residences in the vicinity of Calgary, the person who was treated as "Associate Member" will gain back their full membership status.
- c) Associate members shall not be counted for consideration of "quorum" for AGM or SGBM.

**2.6 Honorary membership**

- a) Honorary membership can be conferred on a distinguished person as an honor for the individual's outstanding services and contributions made to the Association. Honorary members will enjoy the same privileges as the full members except the participation rights in the election process. The person is not required to pay annual dues. However, Honorary member can acquire full membership of the Association if the individual so desires after paying the required dues and can participate in the election process. Granting of honorary membership shall be approved in AGM/SGBM with majority votes.

**2.7 Resignation**

- a) An annual or Life member planning to withdraw from the membership of the Association can do so after submitting the written resignation form to the Association General Secretary. All membership fee paid will be forfeited. A new membership can be acquired only after resubmitting the membership form and paying new dues.

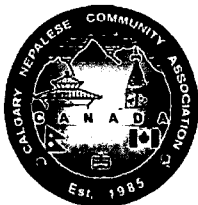
**2.8 Termination/Suspension of membership**

The membership of any member can be suspended or terminated from the Association for the following reasons:

- a) Causing unreasonable damage to any property of the Association.
- b) Acting against the objectives of the Association.
- c) Creating disharmony and split in the Association with political, religious or ethnic motivation.
- d) Convicted in criminal activities in which case membership termination shall be automatic.

**2.9 Nullification of termination/suspension of membership**

- a) The decision to suspend or terminate the membership for any reason can be taken during regular or special meeting of the Association Executive Board and the member must be served a written notice and given the opportunity to clarify or rectify the situation before the board members. The Executive Board at its discretion may choose to remind the member as the first option prior to suspending or terminating the membership. Except in case of the criminal conviction situation, the Executive Board decision to suspend or terminate the membership can be overturned by 67% vote of members during SGBM.



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*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**3. Association Structure :**

**3.1 Structural division of the Association**

The Association shall be governed by:

- (1) Five Executive Officers to perform basic & essential tasks of the Association.
- (2) Six more Members who will act as Directors of six sub-committees to perform extended activities of the Association.
- (3) Five Executive Officers and six Members will collectively constitute the "Executive Board" which shall be the governing body of the Association. Alternatively this governing body can also be referred as "the Board of Directors" and also implies same as "the Office Bearers" of the Association.

**3.2 Executive Officers**

- a) The five Executive Officers shall be as follows:
  - (1) President
  - (2) Vice President
  - (3) General Secretary
  - (4) Treasurer
  - (5) Social & Cultural Program Coordinator
- b) The "Executive Officers" shall be in charge to perform the essential and basic tasks of the Association.

**3.3 Board Members.**

- a) The Executive Board shall consist of six more Members who will act as the Directors of six sub-committees of the Association to perform its extended activities.
- b) Each sub-committee will perform its duties according to the guidelines prepared for these sub-committees. Such guidelines shall be approved in AGM/SGBM and shall constitute as the extended scope of the Bylaw.
- c) The six sub-committees to perform the extended activities of the Association shall be as follows:
  - (1) Language School
  - (2) Culture & Heritage Preservation
  - (3) Emergency Management
  - (4) Asset Management
  - (5) Member and New Arrival Support
  - (6) Information and Publication

**3.4 Advisory Committee**

- a) Apart from the elected Executive Board, the Association can have a non-elected Advisory Committee consisting of up to 5 Advisers.
- b) The immediate Past-President of the Association shall mandatorily continue as an Ex-Officio Adviser.
- c) Up to four additional Advisers can be nominated by the Executive Board during each term of its elected period.
- d) To be qualified for being nominated as an Adviser, the person must have previously served at least for one term as CNCA Executive Officer.

**3.4 Volunteer Committee**

- a) When and where needed, other volunteering committees from CNCA members can be formed under the leadership of Executive Officers or Directors (who will be the chairperson) to help different activities of the Association.
- b) Such volunteer committees will be automatically dissolved after completion of the intended task or as indicated by the chairperson.

**4. Duties & Responsibilities:**

**4.1 President shall:**

- a) Act as representative of the Association dealing with Public relation.



**BYLAWS**  
*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

- b) Act as public spokesperson.
- c) Be responsible for maintaining liaison with outsiders, other societies and government organizations.
- d) Act as Ex-officio Chairperson of the committees, social functions,
- e) Ensure that preparation of “Annual Association Return” and “Tax Return” is being done properly and on time.
- f) Assure security of the Association bank account.
- g) Act as ex-officio adviser for the elected Executive Board of the next Association term.
- h) To safely keep the Association seals and official records.
- i) Have the authority to use the seal when required to deal with the Association business.
- j) Follow up with the activities of the Executive Officers and Directors to ensure smooth functioning of their tasks.
- k) Act as “Casino Chairperson” when AGLC Casino event is due. Alternatively the President can also appoint another Executive Officer or someone who had served before as the Executive Officer for at least one term as the Casino Chairperson.

**4.2 Vice-President shall:**

- a) Assist the President.
- b) Act as President in absence of the President.
- c) Take lead role in the fund raising activities of the Association.
- d) Provide logistic support as needed to the Directors heading the sub-committees.
- e) Have the authority to use the seal when acting as the President as provided in clause 4.2 (b) to deal with the Association business.
- f) Have the authority to initiate activities related to organizational development as a lead person in the Association. These activities may include periodic review of CNCA activities, strategic planning, amendments of bylaws, planning for a cultural centre, or any other activities that may be required to cope with the growth of the Association

**4.3 General Secretary shall:**

- a) Collect annual membership dues.
- b) Call regular board meeting with the permission of the President.
- c) Record and distribute meeting minutes.
- d) Prepare the annual Provincial society registration return form and help the Treasurer as needed to prepare the annual Federal tax return form.
- e) Maintain database of the members.
- f) Keep the Association database and records in safe custody.
- g) Conduct the administrative duties of the Association as required in co-ordination with the President.
- h) Conduct the internal communication/correspondence within the Association as required, in co-ordination with the President.
- i) Keep signed electronic records in PDF format of AGM, SGBM and Board meeting minutes including attendance sheet. Such electronic records to be kept at least for 20 years for Executive Board meeting minutes and permanently for AGM, SGBM meeting minutes.
- j) Keep permanent electronic records in PDF format of Annual Society Return and Federal Tax Return.

**4.4 Treasurer shall:**

- a) Properly record and keep all financial transactions.
- b) Prepare the budget for next Association year and present in the AGM for general consensus.
- c) Maintain bank balance record of the Association account.
- d) Maintain receipts used for the expenses.
- e) Keep record of funds raised for the events and balance status.
- f) Keep record of the donations or funds raised for any other purposes.
- g) Distribute funds as necessary during the Association functions and celebrations.
- h) Prepare annual Federal tax return form in cooperation with the General Secretary and a tax consultant as required.
- i) Keep electronic records in PDF format of income and expense receipts which should be uniquely identifiable for each event.
- j) Supervise & coordinate with Book Keeper if retained by the Organization for record keeping and balance sheets.



**BYLAWS**  
*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**4.5 Social & Cultural Program Coordinator shall:**

- a) Organize three basic social & cultural activities of the Association: (i) Nepali New Year party, (ii) Summer Picnic & (iii) Dashain Party.
- b) Provide logistic support in other extended social/cultural functions as feasible.
- c) Gather and coordinate volunteers for cultural activities and social functions.
- d) Promote social interaction among members of the Association.
- e) Collect dues related to various social events.

**4.6 Board Members shall:**

- a) Act as Directors of sub-committees to perform extended activities of the Association.
- b) Each Board Member will lead one sub-committee and act as Director of that sub-committee.
- c) Directors can form a volunteer committee to perform the tasks of that sub-committee as outlined in the next section.
- d) Each Director will function under the guidelines (which are extended part of the bylaw) of the relevant sub-committees.
- e) The basic tasks of six sub-committees of the Association shall be as follows:
  - (1) Language School: (i) Conduct Nepali language classes; (ii) promote, provide help to conduct classes for other unique languages of Nepal if there are willing volunteers to conduct these classes.
  - (2) Culture & Heritage Preservation: (i) Work to preserve the culture, heritage and pride of Nepal; (ii) Provide help to willing volunteer groups to organize social, cultural events and events of national importance apart from three basic CNCA functions outlined in 4.5.a. (iii) provide logistic support to ethnic groups who want to celebrate their festivals.
  - (3) Emergency Management: (i) Address medical emergencies that can arise during events; (ii) Address emergencies of general nature affecting many people; (iii) Raise funds as feasible and situation demands to provide support to individual emergency cases without impacting general pool funds.
  - (4) Asset Management: (i) Keep record of CNCA assets; (ii) Ensure safe keeping, maintenance of CNCA assets; (iii) Look after essential activities in CNCA Community Center once established.
  - (5) Member and New Arrival Support: (i) Health & Wellness program to youths & seniors; (ii) Promote harmony among members; (iii) Support to New Arrivals with orientation and other logistic supports as feasible.
  - (6) Information and Publication: (i) To look after Association website and mass email facilities; (ii) Publishing new brochures and Association pamphlets as decided by the Executive Board.
- f) The elaborate tasks of six sub-committees of the Association will be detailed in the guidelines prepared for individual subcommittees. Such guidelines shall be approved in AGM/SGBM and will be a part of the extended bylaw.

**4.8 Advisers:**

- a) Will provide warnings against actions of the Executive Board that may be in contravention of the local or federal laws.
- b) Will provide guidance and advice to the Executive Board.
- c) Will advise and/or may assist the Executive Board in the implementation of the objectives of the Association.
- d) Will advise for smooth functioning of the Association.
- e) May participate in the Executive Board meetings.

**5. Election:**

**5.1 Eligibility for candidacy**

- a) To be eligible to stand for the President of the Association, a person must have served at least one term as one of the Executive Officers, namely, Vice-President, General Secretary, Treasurer or Social & Cultural Program Coordinator. One term is defined as from one Election period to the next Election period.
- b) To be eligible to stand for other Executive Officer positions, a person must have been the member of the Association for at least one year.





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**BYLAWS**  
*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

- c) A person who is holding a President or Vice-President position of any other non-profit or charitable organization is not eligible to contest in the position of CNCA President, Vice-President, General Secretary or Treasurer.
- d) To be eligible to stand for the position of the Executive Board Member, a person must have been a member of the Association prior to call for the election process.

**5.2 Election of the Executive Board**

- a) The election of the Executive Board shall be held bi-annually.
- b) For the maximum participation of the members in the Association, different members will be encouraged to stand for the Executive Board positions each election term.
- c) A member shall not hold the Executive Officer position for more than three consecutive terms or be in the Executive Board for more than four consecutive terms.
- d) A member shall not hold the position of President for more than one term in six years' time span.
- e) The Executive Board shall not have two or more members from the same family. The "family" here implies the person, person's spouse, parents, children and siblings.

**5.3 Notice of election**

- a) The members must be notified of the general election at least one month in advance.
- b) Such notice can be given through e-mail. Ensure e-mail addresses are up to date.
- c) The election notice also must be posted on the Association web site.
- d) Notice can also be given through regular post; however, the letters of notice must be posted at least 5 weeks in advance.

**5.4 Method of election and voting**

- a) Notice of election must be served to members at least 30 calendar days in advance.
- b) "Eligible Voters" list must be published in the CNCA website and html link emailed to the members at the time of call of election. "Eligible Voters" are persons holding Annual membership or Life membership but not including Associate Members & Honorary Members.
- c) After publication of the list of "Eligible Voters", time extension of maximum 14 more calendar days can be given to allow interested other persons to acquire the membership and participate in the election.
- d) The Executive Board will appoint an Election Committee to conduct each election. The Committee will include an Election Officer and a Returning Officer.
- e) To contest in an Election, an eligible candidate shall submit the candidacy form signed & dated by the candidate and endorsed by one more CNCA member to the Election Officer before the election closing deadline. A standard candidacy form will be made available by CNCA. The candidacy form can be physically handed to the Election Officer or scanned copy can be e-mailed to the Election Officer and CNCA. A candidate is allowed to contest for only one position in the election.
- f) Election process should be transparent. List of candidates should be made public as they become available. Interim list of candidates should be published & circulated through emails one day before the end of election candidacy submission deadline. The deadline for submitting candidacy form should not be more than 1 week before the AGM date.
- g) Any member who is contesting the election must be present during the time of AGM and accept the election result publicly during AGM.
- h) In case, the number of candidates contesting for any Executive Officer position is more than 1 (one), election will be held for that position by voting.
- i) In case of the Board Members, if the number of candidates contesting the Board Member position is more than 6 (six), the election will be held to elect six Board Members. Each Association member will be allowed to vote up to six Board Members and the candidates that obtain the top six votes will be elected to the position of Board Members.
- j) Voting shall be confidential and by means of ballot papers.
- k) Each full member shall be entitled to one (1) ballot paper and the person must be personally present in the election and AGM to exercise the vote. Proxy vote will not be allowed.
- l) In the situation when there are more than two candidates for an Executive Officer position and if anyone fails to earn less than 50% of the vote, there shall be re-election among top two candidates only (so that the final elected



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**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

candidate will have support of more than 50% of the voters). In the situation when there are vacant positions due to inadequate number of candidates contesting the election, the Election Officer can call for the candidates from the floor in AGM.

- m) Returning Officer shall validate the voting and declare the election results.
- n) After the election, in the absence of fulfillment of any position of the Executive Board except the President, the President shall designate the responsibility to other Executive Board members until such time that Executive Board will find another willing CNCA member for that position.

**6. Functioning of the Association:**

**6.1 Meetings**

- a) Regular Executive Board meetings will be held, periodically, once every 2(two) months. The first Executive Board meeting after the AGM shall be held within 3 week period from the AGM date.
- b) Regular Executive Board meetings can be pre-scheduled or arranged later in a mutually convenient date by the General Secretary with the consent of the president.
- c) Special Executive Board meetings can be held on written request from members or when special circumstances arise.
- d) Before the three intended yearly functions (Dashain, New year and summer picnic/BBQ), a meeting must be held for proper coordination of the function. Such meetings can be in conjunction with regular Executive Board meetings to reduce total number of meetings per year.

**6.2 Notice of meetings.**

- a) Pre-scheduled regular Board meetings need not be notified. It is the responsibility of the individual to notify the General Secretary if the person cannot attend the meeting.
- b) General Secretary will notify others about the cancellation of the meeting if it is apparent that there will not be enough persons to make the quorum of the Board meeting.
- c) Notice for special meetings must be served to the Board members at least one week in advance through telephone and/or email.
- d) Prior to the meetings, the General Secretary shall notify other Board members about the agendas of the meeting.

**6.3 Quorum for meeting**

- a) The quorum for the regular meetings is considered fulfilled if the meeting is attended by six persons of the Executive Board. One of them must be President or Vice-president or General Secretary. For each meeting, an attendance sheet must be completed to verify this quorum.

**6.4 Minutes of meeting,**

- a) Signed written record of meeting minutes for each meeting must be kept.
- b) The General Secretary is responsible for recording and distributing the meeting minutes.
- c) In the absence of General Secretary in a meeting, President can record the meeting minutes or delegate another person for this task.
- d) The recorded meeting minutes should be distributed to all members of the Executive Board and corrected for any omissions or errors within 4 weeks of the meeting date.
- e) The final meeting minutes should be signed and kept in file for record and should be accessible to any other member of the Association.

**6.5 Handover to the next Executive Board,**

- a) Following the new election of the Executive Board, the past Board members shall ensure that there is smooth transition of the Association properties, files, records, bank accounts etc to the new Executive Board.
- b) Such transition should happen within 15 (Fifteen) business days' time following the election of the new Executive Board.
- c) The bank account should be transferred to the authority of the newly elected President and Treasurer.



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**6.6 Format of the regular Executive Board meetings.**

The format of the regular Executive Board meetings shall be as follows:

- a) The opening statement and call for the start of the meeting by the President.
- b) Review of previous meeting minutes and endorsement.
- c) Reporting of any particular activities and completion of the duties assigned to the Executive Board members.
- d) Discussion of agendas of the meeting.
- e) Discussion of walk-in issues.
- f) Tentative agreement for the next meeting and the venue.
- g) Meetings shall be completed in pre-defined time allocation.
- h) Identify action items and assign responsibilities as necessary.

**7. Member Duties & Rights:**

**7.1 Member duties**

- a) Members must act for the overall welfare of the Association and maintain harmony, cordiality with other members in the Association events and social functions.
- b) Members must not bring political/religious/personal issues to the Association and cause it to be an issue for debate.
- c) Members are responsible for actions of their own and family members including the guests invited by them during any Association events or functions.
- d) To attend AGM/SGBM if they are physically present in Calgary or its vicinities on the meeting date.

**7.2 Member rights**

- a) Members have right to access to information available to the Association
- b) Members have right to access or rent CNCA equipment & other facilities belonging to the Association upon payment of required dues.
- c) Members have right to see/inspect the books and records including minutes of meetings, audit reports and account balances. The General Secretary and the President must be notified at least 2 weeks in advance for such requests. The inspection can be done at the current Association address or at a mutually convenient location which must be within the Calgary city limits.
- d) Members can request special Board meetings for social consultation after written request to the Association President or the General Secretary.
- e) Members can request for the help of the Association and its members for the social functions organized for the member's family events, however the Association shall not bear the burden of any financial or other liabilities for such events.
- f) Members have right not to participate in the Association activities which are disagreeable to them.
- g) Members have right to bring forward motions for the bylaw amendments with signed support of at least 10 other members. Such proposed amendment shall go through the same process as any other amendments described in article 16.3.

**8. General Body Meeting:**

**8.1 Frequency**

- a) As minimum, at least one General Body Meeting of members should be called annually which will be alternatively called Annual General Meeting (AGM).
- b) President in coordination with the General Secretary can call other Special General Body Meetings of members (SGBM) as situation demands.
- c) The date for the AGM or SGBM can be combined with the election or other functions.

**8.2.1 Notice of AGM**

- a) Members must be notified of AGM at least 30 days in advance.



Sd. 1181

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

- b) The notice for AGM can be delivered through e-mail or in person or by phone or by post.
- c) If the notice is delivered through post, the post mark date must be 5 weeks prior to the meeting date.
- d) The notice of AGM must clearly state all agenda, including, but not limited to, election notice, budget presentation, Association bylaw changes etc.

**8.2.2 Notice of SGBM**

- a) To deal with special or emergency circumstances, additional special meetings (SGBM's) can be called.
- b) For such SGBM's, members must be notified at least two weeks in advance.
- c) The notice for such SGBM's can be delivered through e-mail or by post.
- d) Due to short period of notice, a follow up to ensure receipt of notice shall be done in person and/or by phone.
- e) The notice of SGBM must clearly state all agenda for which the SGBM is called.

**8.3.1 Anticipated activities in AGM**

- a) Completion of the attendance sheet.
- b) Election of the Executive Board if it is the Association election year.
- c) Confirmation of the newly elected Executive Board members.
- d) Amendment of any existing bylaws and presentation of any "Special resolution".
- e) Amendment of the bylaws shall be as per article 16.3 and approval of any other "Special resolution" shall be in similar manner as amendment of the bylaws stipulated in article 16.3.
- f) Presentation of audited yearly expenditure report and financial status.
- g) Presentation of the next year's budget by the Treasurer.
- h) Presentation of yearly Association activities.
- i) Presentation of new members.
- j) Termination of memberships of any member for any specific reason.

**8.3.2 Anticipated activities in SGBM**

- a) Completion of the attendance sheet.
- b) Discussion of motion and issues for which the SGBM was called.
- c) Keeping record of the member input.
- d) Amendment of any existing bylaws.
- e) Amendment of the bylaws shall be as per article 16.3 and approval of any other "Special resolution" shall be in similar manner as amendment of the bylaws stipulated in article 16.3.
- f) Presentation of new members.

**8.4 Quorum of AGM & SGBM**

- a) For AGM & SGBM to be valid, the attendance must exceed at least 50% of the full members of the Association if total members are less than one hundred. If total members exceed one hundred, at least 20% of members in excess of one hundred members to be added to 50 in the quorum requirement.

**9. Financial Rules & Regulations:**

**9.1 The sources of income:**

Following shall be sources of income for the Association.

- a) Annual membership dues.
- b) Funds left after organizing social functions.
- c) Donations from individual members.
- d) Income from special cultural activities or functions such as Heritage Day Festival etc.
- e) Income from volunteering activities such as participating in charity Casinos and listed official bingo halls etc.
- f) Income from fund raising programs organized by the Executive Board.
- g) Only unconditional donation shall be accepted from the individuals and business organizations.
- h) For borrowing the money from banks and other credit unions for specific goals, it shall be approved by at least 75% of the full members of the Association.



Sol. 1187

**BYLAWS**  
*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**9.2 Spending power:**

**9.2.1 From CNCA General Account:**

- a) The Executive Board will have the authority to spend fund from CNCA general account to meet expenses for any social function or event organized by CNCA under the guidelines approved by the General Body.
- b) The President or Treasurer will have the authority to spend a maximum amount of four hundred dollars (\$400) for an event and a maximum amount of one thousand dollars (\$1000) during a financial year in coordination with each other, in extra-curricular activities for the benefit of the members without prior authorization of the Executive Board.
- c) The Executive Board will have the authority to spend a maximum amount of one thousand dollars (\$1000) for an event and a maximum amount of three thousand dollars (\$3000) during a financial year in extra-curricular activities for the benefit of the members, in addition to direct costs required for the social functions and events.
- d) An expenditure exceeding above limits in (b) and (c) in a financial year in extra-curricular activities will require authorization of the General Body.
- e) The Executive Board will notify the Association members via e-mail prior to spending the amount exceeding above limits in (b) and (c) for extracurricular activities.
- f) Total annual spending shall not exceed the total annual income in the account.

**9.2.2 From CNCA Gaming Proceeds Account:**

- a) The Executive Board will have the authority to spend fund from the Gaming Proceeds Account that do not require AGM/SGBM approval to meet expenses for any cultural function or event organized by CNCA within the guidelines and approval of The Alberta Gaming and Liquor Commission (AGLC).
- b) The Executive Board will have the authority to spend a maximum amount of Seven Thousand dollars (\$7,000.00) during a financial year, for the benefit of the members within the guidelines and approval of AGLC.
- c) The Executive Board will have the authority to make donations to any charity or a non profit organization not exceeding Two Thousand dollars (\$2,000.00) per individual charity or a non-profit organization and a maximum amount of Five Thousand dollars (\$5,000.00) in a financial year within the guidelines and approval of AGLC.
- d) An expenditure exceeding Seven Thousand dollars (\$7,000.00) in a single financial year will require authorization of the General Body.
- e) Expenditures for previously approved regular CNCA programs such as hall rentals, liability insurance coverage and language school (Nepali Classes etc.) do not need AGM/SGBM approval and will be managed by the Executive Board meetings if the amount does not exceed the limits. The limits are \$2,000.00 per event and \$6,000.0 per year for hall rental and total of \$7500.00 per year for language class expenses.
- f) The Executive Board will notify the Association members via e-mail prior to spending an amount exceeding Two Thousand dollars (\$2,000.00) for any purpose other than cultural function or event organized by CNCA.
- g) Total annual spending shall not exceed total annual income in the account.

**9.3 Financial Liabilities**

- a) Members are NOT individually liable for any financial activities of the Association.
- b) The Association shall not overspend the money than its capacity.
- c) Short comings of limited amount during social functions can be compensated through Association accounts. However, effort shall be made to recuperate such short comings in the next social events.

**9.4 Account transfer**

- a) The President and the Treasurer are in charge of the Association accounts.
- b) When the new Executive Board is elected in the bi-annual election, the new President and the new Treasurer will be in charge of the account after handing over the account activities and bank book.
- c) Such handing over of the bank book and account activities should be done within 15 business days (3 weeks) time period following the election.



Sd-1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

- d) It is the obligation of the past President and Treasurer to hand over the account to the new Board in timely manner and with complete information.
- e) It is the obligation of the new President and Treasurer to verify that they have received the account in good order and with complete information.

**9.5 Fiscal year and Annual Tax Return**

- a) The fiscal year for the Association shall be beginning of January to end of December for each year.
- b) The current President and Treasurer shall ensure that annual federal tax return is filed by end of June for the previous year.

**9.6 Special Functions Expenditure**

- a) The Executive Board shall form a volunteer committee to organize celebration of the special functions and events.
- b) The committee shall estimate the cost required to organize such events and present to the Executive Board for authorization.
- c) The Executive Board shall have authority to charge the guests as needed to celebrate the functions.
- d) Any surplus shall be deposited to the Association bank account and any short falls shall be compensated from the Association bank accounts.
- e) If the Association bank account can not compensate the short falls, the funds shall be raised from the members to make up the difference.

**9.7 The Association Bank Accounts**

- a) The funds of the Association shall be held in a corporate bank accounts. Funds not related to AGLC shall be held in the General Account and funds related to AGLC shall be held in a separate AGLC account.
- b) The location of the bank where account is held can be changed during AGM/SGBM if required.
- c) If amount in the account starts to exceed \$5,000.00 for general account and \$10,000.00 for AGLC account, consideration shall be made to put the funds in GIC's (Guaranteed Income Certificates provided by Canadian banks for fixed term deposits).
- d) Existence of all bank accounts and its purpose must be transparent to the CNCA members. Ensure they do not cause more liabilities to the organization.

**10.1 Record Management:**

**10.1.1 Financial record keeping**

- a) Records of all income must be properly kept.
- b) For funds raised through membership dues, the General Secretary must keep record of membership dues, and amount handed over to the Treasurer.
- c) To indicate income and expenses during a function or special events, use formats that will clearly identify all income and expense records.
- d) For funds raised through other means, proper written records must be kept.
- e) All expense receipts must be properly dated with initials of individuals and the purpose for which it was used must be recorded.
- f) Any expense which does not have proper receipt must be clearly explained, signed and dated by the individual responsible for the expense.
- g) After each social function, the Social & Cultural Program Coordinator or the person in charge of the function shall submit the balance sheet to the Treasurer and shall make available for viewing by other board members within 4 weeks of the function date.
- h) Depending upon the need, the Executive Board may decide to retain a paid Book Keeper who will assist the Treasurer as needed. The budget for the Book Keeper need to be reasonable and within means of the Association income and presented in AGM and must be approved by the AGM.
- i) The retained Book Keeper will help the Treasurer to keep the expense receipts in order, prepare balance sheets for the social functions, make scanned pdf files etc. The Book Keeper will function under the guidelines of CNCA for Book Keeper and the Treasurer. The guidelines developed shall be approved in AGM/SGBM and shall be a part of extended CNCA bylaws.



Sd... 1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**10.1.2 Possession of the Association Files**

The Association records shall be securely placed in an organized manner. Until such time when the Association has permanent address, the following Executive Board members shall be responsible to keep Association Record Files:

- a) The President shall be responsible to keep the Association seals and records dealing with external transactions with government agencies and has the authority to use the seal when required to deal with Association business.
- b) The General Secretary shall be responsible to keep records dealing with the Association data base, membership records, annual dues and general information of the Association.
- c) The Treasurer shall be responsible for keeping bank records and other transaction records including balance sheet of social functions.
- d) The Social & Cultural Program Coordinator shall keep records dealing with planning and organization of social functions.
- e) Keep the scanned pdf files of all relevant records in the Association computer and back up in the external hard drive in addition to any online cloud storage used.

**10.2 Auditing:**

**10.2.1 Auditing of the Association financial activities**

- a) Every year, the financial statements of the Association shall be audited by two internally appointed auditors, but every 2<sup>nd</sup> year, when the election will be held to change the Executive Board, the auditing of Association financial statements by the independent 3<sup>rd</sup> party professionally registered accountant shall be performed in addition to the internal auditing.
- b) Two members of the Association who are not part of the Executive Board can be appointed as internal auditors during AGM. The internal auditors will be volunteers and will not be paid for their services.
- c) Any Association member, who is interested to participate in the auditing work, may be able to do so, by informing the appointed auditors and the Treasurer, in advance.
- d) The auditors must ensure for the completeness of the information and correctness of the financial statement prepared by the Treasurer before submitting to the AGM.
- e) The audited yearly financial statement should be presented during the AGM.
- f) Annual audited report copies shall be cc'd to all interested CNCA past Presidents as well.
- g) The audited financial report should be available for review by any Association member after notifying in writing to the General Secretary. Such notification can be done through e-mail too.
- h) Disagreements from any member should be resolved first through in the Executive Board meetings and then clarified in AGM.

**10.2.2 Auditing of the Association assets**

- a) Every year, the Association assets shall be audited by one internal auditor. Such internal auditor shall be appointed by the Executive Board and need to be one of the past Treasurer or Director of Asset Management.
- b) The internal auditor for the Association assets shall check and record the condition of the existing CNCA properties and prepare the report including comments on need for maintenance or disposal. Broken and missing properties shall be duly recorded and recommend for necessary actions. Such reports shall be presented in the AGM along with other audit reports.

**10.2.3 Auditing of the Association governance**

- a) Every year, the Association governance shall be audited by one internally appointed auditor. Such auditor shall be one of the Association past President or the General Secretary.
- b) The internal auditor shall check that the Executive Board has complied with: (i) local, provincial and federal laws, (ii) Bylaws of the Association, (iii) Recorded and maintained the signed Board Meeting minutes detailing important decisions, (iv) Maintained properly the Association database, (v) Maintained the continuation of the Association social media such as website, Facebook pages and email accounts and ensured its security. Such reports shall be presented in the AGM along with other audit reports.



Sd. 1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**11. Association Activities & Duties:**

**11.1 Essential activities**

As minimum, the Executive Board will organize the following activities:

- a) Mandatory AGM and additional SGBM's if need arises.
- b) Bi-annual election at the end of term of the current Executive Board.
- c) Celebration of Nepalese New Year.
- d) Organization of summer picnic/BBQ.
- e) Celebration of Dashain party.
- f) The above mentioned social functions shall be held in the following dates: Election and Nepalese New Year party on weekends in close proximity to the Nepalese New Year; Summer BBQ/Picnic in month of July or August and Dashain Party on weekends in close proximity to Maha-Astami.
- g) Conduct Casino events when it is due as per date fixed by AGLC.

**11.2 Other activities**

If the resources are available and circumstances allow, the Association will participate in other activities, such as:

- a) Celebration of other functions that are of national pride to Nepal.
- b) Fund raising activities as the situation allows.
- c) Help to celebrate festivals organized by different ethnical groups of Nepal by providing CNCA facilities, hall rentals and logistic support to them.
- d) Participate in Canada Heritage Day festival or Calgary Stampede parade etc. when and if feasible.
- e) Actions as outlined in the sub-committees for the extended role of the Association.

**11.3 Annual Provincial registration return and Federal tax return.**

**11.3.1 Annual Provincial registration return**

- a) The Association General Secretary shall prepare the annual Provincial Association Registration forms.
- b) The forms for the previous year shall be sent to the appropriate Provincial department before the end of February.

**11.3.2 Annual federal tax return**

- a) The fiscal year for the Association shall be beginning of January to end of December.
- b) The Treasurer shall prepare the financial statement showing clearly sources and amount of income and expenditures.
- c) The Treasurer shall ensure that all income and expenditure report are in proper order and is compatible with final bank balance at the end of the fiscal year.
- d) Federal tax return shall be sent before the end of June for the previous year

**12. Merger or Dissolution of the Association & Beneficiaries:**

**12.1 Merger**

The Association can be merged with other association and new entity created through the following process:

- a) The SGBM must be called for this process.
- b) The terms and conditions of merger will be prepared by Executive Board after consultation with the relevant parties involved.
- c) The terms, conditions and possible outcome must be clarified in the notice for SGBM.
- d) The resolution to merge with other association must be passed with 75% vote with written signature of the valid full members of the Association.
- e) The resolution to merge with other association must embrace the objectives and bylaws of this Association in totality.





Sd...1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**12.2 Dissolution / Dormancy**

- a) The Association can be dissolved when passed in the annual SGBM with unanimous approval.
- b) If not dissolved, the Association can remain dormant when number of full members is inadequate to form the Executive Board.

**12.3 Beneficiaries.**

- a) In case the Association is merged with other association, the funds and other properties of the Association will automatically be transferred to the new organization. The debts and liabilities will be assumed by the new organization.
- b) In case of the dissolution of the Association, the remaining funds of the Association not related to any "Gaming Proceeds" will be donated 50% to a Registered Canadian Charity and 50% to the Nepalese Red Cross society or other charities after satisfying the Association's debts and liabilities, as per the decision of final SGBM held.
- c) In case of the dissolution of the Association, after paying debts and liabilities of the Association, any remaining funds or assets of the Association derived through "Gaming Proceeds" from Alberta Gaming and Liquor Commission (AGLC) will be:
  - (i) disbursed to any eligible charitable or religious groups or purposes; or
  - (ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board."

**13. Interaction/Collaboration with Other Societies & Government Organizations:**

**13.1 Protocol.**

In dealing with any other association or government organizations, the following protocol shall be observed:

- a) For issues of minor nature, the President shall consult with General Secretary via telephone or e-mail and make the decision. The Executive Board shall be notified of the decisions taken.
- b) For important issues, special meeting of the Executive Board shall be called.
- c) The relevant issue must be discussed and the Executive Board should agree to take a common stand on the issue.
- d) The President will act as the spokesperson in representing the Association view point to others.

**13.2 Purpose.**

The purpose of such interaction and collaboration with any other charities, non-profit organization and government organization should be to fulfill the objectives of the Association, provide benefits to the members and for enhancing the social cohesiveness among the members.

**14. Affiliation with Political Entities:**

- a) The Association is declared as a non-political organization.
- b) The Association shall not show any political bias or support any political parties of Canada.
- c) The Association shall not be affiliated with any political parties from Nepal.
- d) In special circumstances, the Association may consider some political agendas of some parties. However, this will be done case by case basis and must be passed in the SGBM

**15. Resignations & Dismissals:**

- a) Any Office Bearer of the Executive Board except the President wishing to resign from the Board shall submit written resignation letter to the President expressing the intention and explanation for doing so.
- b) If any Officer Bearer of the Executive Board will be absent from Calgary for an extended period of time exceeding 90 calendar days, the person will need to resign. Except the President and the Treasurer, other Officer Bearers can be absent for a stipulated period of time exceeding 90 days provided an agreement is reached in the Executive Board meeting and the President authorizes it. If the member has not submitted the resignation, the



SA...1187

**BYLAWS**  
**of**  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

Executive Board meeting can remove the person from the position after proper validation and communication with the person about the absence.

- c) The President will designate an Executive Board member to perform the duties of the vacant position until a substitution is found.
- d) The President may call a special Executive Board meeting to find a substitute for the position until the next election. Any substituted Executive Board member must fulfill the eligibility requirement. In case of such vacancies, the Executive Board may also fill the position through by-election carried only for the vacant positions for a period of time until the next regular election.
- e) If the President wishes to resign, the President can submit the resignation to the Executive Board. The elected Vice-President shall take over the role of President until the next election.
- f) Any Executive Board Office Bearer whose activities are considered detrimental to the Association may be suspended or dismissed from the Association by a two-thirds (2/3) majority vote at an Executive Board meeting. The Office Bearer in question must be notified of the meeting and intention to dismiss at least two weeks in advance and the relevant Office Bearer may attend that meeting in its defense. The suspension, if approved, would be for a period of two (2) full years.
- g) If any Executive Board Office Bearer does not attend three consecutive Executive Board meetings, the person shall be asked to provide valid clarifications. In absence of a response from the relevant person, the next Executive Board meeting may decide to terminate this Office Bearer with two-thirds (2/3) majority vote.

**16. Miscellaneous:**

**16.1 Association Address.**

- a) Until the Association has the permanent address, the mailing address of the Association shall be P. O. Box 68240, RPO Crowfoot, Calgary, AB, T3G3W8 and the formal address shall be the residential address of the current President. In case the residential address of current President becomes out of Calgary city limits, an alternate address within the Calgary city limits shall be decided by the Executive Board meeting.
- b) When and if the CNCA property is purchased, the formal address of the Association shall be the location of this property.
- c) The CNCA property shall be located within the Calgary city limits at a reasonable distance of the residential communities of Association members.
- d) After each election, if there is a change of the address, it must be forwarded to the appropriate authority.

**16.2 Disputes.**

All disputes arising within "the Association" shall be resolved by arbitration under the *Arbitration Act of Alberta*.

**16.3 Amending of Bylaws.**

- a) The Bylaws of the Association shall not be amended except by a Special Resolution of the Association. For all purposes of the Association, "Special Resolution" shall mean a resolution passed by a three fourths (3/4) majority of full members as are present in person at a General Body Meeting of which notice specifying the intention to purpose of resolution as a "Special Resolution" has been duly given and exceeding 50% of total full members of the Association. Voting to this effect shall be held by obtaining the endorsement signature of the members either accepting or rejecting the resolution. For the amendment of "Core Statements" as outlined in section 1, such amendments should have signed approval from at least 60% of the total full members of the Association.
- b) In case, a member is unable to attend the AGM or SGBM due to personal reasons, the member can also support the motion through his written endorsement signature within two weeks of the AGM/SGBM date.
- c) The "Updates" of bylaw shall be properly recorded. Every eight to ten years, fragmented pieces of bylaws can be consolidated to one single document.
- d) Notice of Bylaw amendments shall be sent to Members at least 30 calendar days in advance along with the content of the proposed changes to obtain the feedback from the Association members. The final version of the proposed amendments which would have incorporated valid and reasonable comments shall be circulated to the Association members at least 7 calendar days in advance of the proposed AGM/SGBM date on which voting will be held to get the member approval.



**BYLAWS**  
*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

**16.4 Public Dissemination of the Information:**

- a) The Association will have its own website for the public dissemination of information relating to the Association.
- b) "http://www.calgarynepalese.ca" shall be the registered domain name of its website. Other websites of similar domain name "\*.com", "\*.org" etc can be also be booked/registered as per the decision of the Executive Board.
- c) The Executive Board, specifically the President, and General Secretary shall ensure the continuation of its domain name registration and safeguard it against any improper use or operation.
- d) The Executive Board can authorize any willing and capable CNCA member to maintain and operate its website, however, the President, and General Secretary and the Director for Information and Publication of the Board shall be responsible for keeping all important information related to the website including the "Passwords". The Executive Board can also engage a paid Web Master for this purpose. Such paid Web Master shall not be a part of the Executive Board. The budget for this purpose should be presented in the AGM.

**16.5 Association Seals and Letter Heads:**

- a) The Association seals shall be under the possession of the President, Vice-President or the General Secretary.
- b) The seal shall be used only by the President, Vice-President or the General Secretary or after authorization from the President.
- c) Other persons shall not possess the Association seals or rubber stamps.
- d) Other persons shall not create the seals or rubber stamps without authorization from the Executive Board and once created, it must be handed over to the Association Executive Board.
- e) The use of letterheads with the Association logo shall be limited to the Association official businesses and communications only. The letterhead for other purposes shall only be used after the authorization from the Executive Board.

**16.6 Liability Insurance:**

The Executive Board may decide to acquire the liability insurance as applicable to protect the Executive Board members from indemnifications for incidents arising during CNCA events and functions.

# *Certified Copy*

## **Society Bylaw Change - Proof of Filing**

**Alberta Amendment Date: 2017/11/09**

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**The Bylaws are filed as of 2017/11/09**

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**Service Request Number:** 28069369

**Corporate Access Number:** 503354078

**Legal Entity Name:** CALGARY NEPALESE COMMUNITY ASSOCIATION

**Legal Entity Status:** Active

**Fiscal Year End:** 12/31

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### **Annual Return**

<b>File Year</b>	<b>Date Filed</b>
2016	2016/11/16
2015	2016/06/15
2014	2015/06/09

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### **Attachment**

<b>Attachment Type</b>	<b>Microfilm Bar Code</b>	<b>Date Recorded</b>
Annual Return Form	10000999000308864	1999/11/02
Annual Return Form	10000700000276759	2000/10/19
Audited Financial Statement	10000500000276760	2000/10/19
Audited Financial Statement	10000801000300937	2001/11/13
Annual Return Form	10000001000300936	2001/11/13
Audited Financial Statement	10000402000416166	2002/11/04
Annual Return Form	10000602000416165	2002/11/04
Annual Return Form	10000303000352541	2003/11/07
Audited Financial Statement	10000103000352542	2003/11/07
Annual Return Form	10000304100211700	2005/01/12
Audited Financial Statement	10000104100211701	2005/01/12
Notice of Address	10000905100830684	2005/06/30

Annual Return Form	10000005101188733	2005/12/16
Audited Financial Statement	10000805101188734	2005/12/16
Notice of Address	10000406101818598	2006/08/17
Nuans	10000806102217773	2006/11/30
Supporting Documentation	10000006102217772	2006/11/30
Audited Financial Statement	10000606102360960	2007/01/03
Annual Return Form	10000806102360959	2007/01/03
Notice of Address	10000007102984654	2007/05/23
Bylaws & Special Resolution	10000807103351982	2007/09/25
Special Resolution/Objects	10000207103351980	2007/09/25
Audited Financial Statement	10000507103675426	2008/01/14
Annual Return Form	10000707103675425	2008/01/14
Bylaws & Special Resolution	10000607104207701	2008/05/26
Audited Financial Statement	10000807104922636	2008/12/22
Annual Return Form	10000007104922635	2008/12/22
Audited Financial Statement	10000307103312200	2010/01/13
Annual Return Form	10000707103312203	2010/01/13
Annual Return Form	10000207108886830	2011/01/20
Audited Financial Statement	10000807108886827	2011/01/20
Notice of Address	10000807109937901	2011/03/02
Bylaws & Special Resolution	10000907109991681	2011/05/03
Audited Financial Statement	10000207112345174	2012/04/05
Annual Return Form	10000507112345177	2012/04/05
Audited Financial Statement	10000807115278615	2013/03/27
Annual Return Form	10000207115278618	2013/03/27
Annual Return Form	10000407118802457	2014/04/02
Audited Financial Statement	10000207118802458	2014/04/02
Bylaws & Special Resolution	10000907118799565	2014/05/01
Annual Return Form	10000507124449686	2015/06/09
Audited Financial Statement	10000307124449687	2015/06/09
Audited Financial Statement	10000307123632465	2016/06/15
Annual Return Form	10000007123632462	2016/06/15
Annual Return Form	10000607124840382	2016/11/16
Audited Financial Statement	10000207124840379	2016/11/16
List of Director/Officer	10000107124827726	2017/04/28
Bylaws & Special Resolution	10000007127461187	2017/11/09

**Registration Authorized By: HARIBOL SHARMA**  
**PRESIDENT**