



**South Asian Federation of Accountants (SAFA)
(An Apex Body of SAARC)**

Constitution (Revised)

(This Constitution was adopted in its original form on August 22, 1984 and has incorporated the amendments agreed and approved at the meeting of Assembly on the eighteenth day of December 2006 and further amended at the meeting of the Assembly on the eighth day of August 2010)

SAFA Constitution (Revised)

I. NAME

The name of the organization shall be "The South Asian Federation of Accountants" (herein after referred to as the "SAFA")

II. MISSION

SAFA as a forum of professional accountancy bodies is committed to positioning, maintaining and developing the accountancy profession in South Asian Association for Regional Co-operation (SAARC) Region and ensuring its continued eminence in the world of accountancy; in the public interest and towards broad economic development of the region.

III. JURISDICTION

The jurisdiction of SAFA shall be in tandem with the jurisdiction of SAARC as defined from time to time and its member countries.

IV. SECRETARIAT

SAFA's Permanent Secretariat shall be located at New Delhi, India., unless otherwise decided by the Assembly.

V. OBJECTIVES AND FUNCTIONS

SAFA shall, in the public interest work towards strengthening the accountancy profession and sub serve in the interest of the broad economic development of SAARC Region. For this purpose SAFA shall undertake such functions as are necessary for achievement of its mission including the following:

1. to understand the profession in the regional context and continuously work towards its development in keeping with global trends;
2. to participate in and play the leadership role on the International forums;

3. to promote and harmonize accountancy profession in SAARC Region in keeping with global developments;
4. to provide assistance and guidance in promoting the profession of accountancy in the countries within its jurisdiction, where the accountancy profession does not exist or is not sufficiently developed by utilizing the services of a full member or assuming the task under its own forum;
5. to promote international accounting, auditing, reporting and other professional standards and best practices in the SAFA region and to assist in the harmonization of the same with national standards, if any.;
6. to act as interface between international bodies and member-bodies;
7. to develop guidelines and, if required, setting standards on issues peculiar to the SAARC region, not addressed by the international standards;
8. to promote the undertaking of studies and research in the field of accountancy, business, commerce, trade and related issues with the objective of establishing or promoting benchmarks in these areas; and
9. to carry out such other activities as are considered incidental or ancillary to the above or considered expedient in furtherance of the development of Accountancy profession in the *SAARC Region*.

VII. MEMBERSHIP

1. The membership of SAFA shall consist of the following;
 - a) Accountancy bodies listed in Appendix A and hereinafter called members,
 - b) Accountancy bodies in the Countries falling within the jurisdiction of SAARC which apply for membership, subsequent to the adoption of this Constitution, and are admitted by the Assembly on the recommendations made by SAFA Board and hereinafter called associates, and.
 - c) Accounting bodies of those member countries of SAARC that have been granted Observer status therein or those member countries of SAARC which do not have accounting bodies or reputed International accounting bodies or professional organizations having relevance to SAFA mission in non-SAARC countries that are admitted

by the Assembly on the recommendations made by SAFA Board and hereinafter called Observers.

2. Admission to membership of SAFA shall be in accordance with rules specified thereof, but guided by the following:

a) The applicant Accountancy body should be sponsored by a full member body of SAFA. If there is one or more similar member body(s) in the country of the applicant body, such existing member body or bodies shall be consulted by SAFA on the admissibility of the applicant to SAFA. Their views would be taken into consideration when taking the final decision but the requirement of at least one of the existing member body to be the sponsor of the applicant body will remain. Provided, however, if neither of the existing member body or bodies sponsor the applicant body and in the considered opinion of SAFA there are reasonable and justified grounds for the applicant to be admitted to SAFA the applicant shall on the basis of such decision by SAFA be admitted to the membership on the sponsorship of any other member body(s). In case there is no member body in the country of applicant, the application shall be sponsored by any of the member body of SAFA. In any case the admission to SAFA shall be in accordance with the rules stated in clause 3 below.

b) The applicant, Accountancy body, should be duly established by or under the appropriate statute (for e.g. Act of Parliament, Presidential Order or Royal Charter) within the respective country and recognized by the Government of that Country as a substantial national organization of a good standing within the accountancy profession. In case, the applicant body is the first such body from a SAARC member country, it must be duly established under the appropriate statute and authorized to be the regulator of the accountancy profession in that country. In either case the rules pertaining to categories of membership as hereafter stated in clause xx shall apply to its admission to SAFA.

3. As stated in Clause VII (I) there shall be three categories of membership, namely, Members, Associates and Observers.

(i) **MEMBERS:** These are the Accountancy bodies which have already been admitted to the SAFA membership prior to the adoption of the Constitution and are listed in Appendix A.

ii) **ASSOCIATES:** These are the Accountancy bodies that maybe formed

in a SAARC Member Country, that is other than those holding an Observer Status in SAARC, and do not meet the criteria for admission as members. The criteria for being admitted as an associate shall be:

- a) The applicant should be duly established under the appropriate statute of the respective SAARC Member country;
- b) Provide written evidence from the Government either of a legislation creating such body or the intention, subject to enactment of said legislation, thereof to appoint the said body as the regulator of the accountancy profession in the particular country of the applicant;
- c) Sponsorship in accordance with clause 2(a) above.
- d) Completion of the detailed application form as described in the rules of Governance.

Any Associate may apply to become a member subject to fulfilling the following criteria for being admitted as a full member:

- a) At least five years standing as a regulator of the accountancy profession in the respective country; and
- b) Satisfactory Quality control review of education, examination and compliance with the International Standards of Accounting, auditing and SAFA/International code of ethics, to be undertaken by a SAFA constituted Committee.
- c) Sponsorship in accordance with clause 2(a) above.
- d) Completion of the detailed application form as described in the rules of Governance.

In the event that the review of the areas defined above falls short of the criteria laid down by SAFA, the applicant will be advised and, if required, provide assistance at cost to be borne by the applicant, to come up to the necessary standard within a defined period of time which shall in any case be not less than six months.

- iii) **OBSERVERS:** These are duly recognized and approved accounting bodies of those member countries of SAARC that have been granted Observer status therein or those member countries of SAARC which do not have accounting bodies or reputed International accounting bodies or professional organizations having relevance to SAFA mission in non-SAARC countries may be accorded the status of an observer in SAFA.

The criteria for admission as an Observer shall be:

- i) Completion and submission of the detailed application form as

- described in the rules of Governance.
- ii) Evidence of establishment in the non-SAARC country
 - iii) Literature relating to their respective role, activities, organizational structure and areas of work.
- iv. Members, Associates and Observers shall undertake to:
- a) subscribe to the mission and objectives of SAFA as set out in this Constitution;
 - b) support the work of SAFA and make such financial contribution as may be fixed from time to time by the Assembly; and
 - c) abide by the provisions of this Constitution, policies and programme of SAFA and work towards their implementation to the extent practicable under local circumstances.
- v. The admission to all categories of membership shall be subject to the recommendation of the SAFA Board and approval of the SAFA Assembly.
- vi. Any member or associate body may withdraw from SAFA by giving six months' notice in writing to the President of SAFA which shall be forwarded to the SAFA Board for consideration and recommendation to the Assembly.
- vii. Any member or associate body may be suspended and expelled by the Assembly on the recommendation made by the Board, after giving an opportunity to that body to present its case in writing and/or orally for the following causes:
- a) non-compliance with the obligations of membership as stated under clause (3) above; or
 - b) acts of omission or commission bringing the accountancy profession into disrepute.

IX. GOVERNANCE OF SAFA

1. The Assembly

- a) The Assembly shall comprise of President, Vice-president, *Permanent Secretary* and the heads of the full member bodies or the duly authorized representative of the member body in the absence of the respective heads. In case the Head of a SAFA member is appointed as President or Vice-President of SAFA he/she shall be allowed to represent his/her member body in which case no other representative shall be permitted to represent that member body in the Assembly proceedings. The Head of member bodies may be accompanied at

the meetings of the Assembly, by one technical advisor who shall have no right to vote and may only be allowed to express his/her opinion in the proceedings. In case of the inability of the Head of a member to attend the Assembly meeting he/she can be represented by his/her technical advisor or any other person nominated by the member body. In such a case the nominated representative shall have a right to vote upon being duly authorized in writing by the concerned member body. The President and the Vice-President shall otherwise have no right to vote in the assembly proceedings. The Permanent Secretary shall have no right to vote in any circumstance but will be permitted to express his/her opinion in the assembly proceedings or present the record and other matters, provide clarifications or information on any matter dealt with by the Secretariat before the assembly. However, the President or the person chairing the meeting in his absence shall have a casting vote in case of tie on proposals requiring simple majority.

- b) The Assembly shall decide on matters hereinafter specified based upon the recommendations of the SAFA Board. The Assembly shall also have the authority to initiate on its own or by making suitable direction to the Board, steps considered necessary to further the mission and the objectives of SAFA. The Assembly shall in any case perform the following functions:
- i) approving or revising the annual budget and work programs;
 - ii) approving or determining issues of strategies, policy and those emergent in nature;
 - iii) determining the annual financial contributions to be made by each member body
 - iv) approval or rejection of applications for all classes of membership of SAFA;
 - v) consideration and approval of audited financial statements of SAFA;
 - vi) establishing rules and procedure consistent with the provisions of the Constitution;
 - viii) accepting the resignation of any member body from any category of membership
 - ix) approving or rejecting modifications or revisions in the constitution,
 - x) providing guidance or clarifications to the Board on any matter,

and

xi) dealing with any other matter not specifically mentioned above but pertaining to the same.

c) The Associates and Observers shall have the right to attend the annual Assembly meetings, hereinafter referred to as Ordinary meetings.

2. Ordinary Meetings

A meeting of the Assembly requiring physical presence of members and associates shall be held at least once in a calendar year. All Other meetings of the Assembly shall be deemed as special meetings which may be convened physically or through tele or video conferencing. The Associates and Observers shall not have the right to attend special meetings. The notice for all such meetings shall be in accordance with the procedure laid out hereinafter. The meetings of the Assembly shall be convened and conducted as per the procedure approved by the Assembly.

3. Special Meetings

All meetings other than the Ordinary meeting shall be Special meetings of the Assembly. A Special meeting, requiring physical presence, may be called for in writing giving reasons and purpose of the meeting, by at least one half of the member bodies. The notice of the meeting shall be preferably delivered through courier or through e-mail to the Permanent Secretariat. Upon receipt of the requisition to call the meeting it will be incumbent upon the President and the Secretariat to issue notice of such meeting, within seven days of receipt of the written demand, at a time and place to be decided by the President. If the President and the Permanent Secretariat fail to convene the meeting as requisitioned the requisitionists may then proceed to issue notice of the holding of a special meeting at a time and place to be specified in the notice. In any case the meeting will be required to be held within forty five days of the date of receipt of notice by the Permanent Secretariat. The President in consultation with the Permanent Secretary shall also have the power to convene a special meeting either requiring a physical presence or through tele-conferencing or video-conferencing to consider any issue which in his/her discretion is of immediate importance to further the objectives of SAFA. The notice period for a meeting called by the President and requiring physical presence shall also be forty five days from the date of notice. In case of tele conferencing - or video conferencing the notice period required shall be seven working days. The Associates and Observers shall not have the right to attend Special Meetings.

4. Quorum

Presence of more than one-half of the members eligible to vote or their authorized representatives shall constitute a quorum for the meeting of the Assembly. In the absence of a quorum, the meeting shall stand adjourned to such other date, place and time as may be decided by the members present. On the date to which the meeting is adjourned, the meeting shall proceed to transact the business notwithstanding the fact that there may be less than one-half of the members or their representatives present.

5. Vote

- a) Each member body shall have one vote which shall be exercised by the head of the member body or its authorized representative. President, Vice-President, and Permanent Secretary shall have no right to vote unless either or both of the first two office bearers are also the authorized representative of their respective member bodies. The President shall, however have a casting vote both at the meeting of the Assembly and the SAFA Board in the event of tie on all matters requiring simple majority.
- b) Decisions of the Assembly shall be taken by a simple majority of total number of members entitled to vote and physically present except on the matters where any other majority has been specified in Appendix 'B' of the Constitution. Voting shall be by show of hands unless a poll is requested by at least two members.

6. Mail Ballot

Except for amendments to the Constitution and such other matters as have been *specifically* referred to in 'IX'(h) above, a mail ballot by post or electronically may be taken when so authorized by the President. The decision shall be taken based on the majority of those voting within the stipulated time and date. Votes received after that *date* shall not be counted.

7. Notice of Meetings

- a) SAFA Permanent Secretariat shall give a preliminary notice to the member bodies and seek representations from member bodies for

any item to be included in the agenda for the ordinary meetings. Within ten days of such preliminary notice the Permanent Secretariat shall give a notice of not less than 45 days for an ordinary meeting of the Assembly to be held physically and shall be accompanied by agenda and working papers.

- b) No business other than that included in the agenda for the ordinary meeting shall be transacted at such meeting except with the consent of the President.
- c) After receipt of written demand of members representing not less than one half of the member bodies or at the discretion of the President to convene a special meeting as the case may be, Permanent Secretary shall give a notice of not less than 45 days to convene a special meeting of the Assembly to be held physically and shall be accompanied by agenda and working papers Provided that the special meeting can be held at a shorter notice if written consent of all the member bodies is received to that effect.
- d) In case of special meeting no other business shall be transacted at the meeting except the business for which the Assembly is specially convened.

8. Chairman of Meetings

The President shall be the Chairman of every meeting of the Assembly. In his/her absence, the Vice President shall act as the Chairman. In the absence of both, the Assembly may elect any other from its members to be the Chairman for that meeting.

9. SAFA Board

- a) The SAFA Board shall comprise of President, Vice-President, Permanent Secretary and one member nominated by each of the member body who may be accompanied in the meeting of the SAFA Board with one technical advisor. The President and Vice-President shall be deemed to be the member nominated by the body, which he represents, and the said body shall not have any right to nominate any member on the Board during the tenure of President and Vice-President.
- b) Every member of the Board *other than President, Vice-President*, shall have tenure of three years unless he/she resigns or is incapacitated due to any reason from serving on the Board. In such case the nominating member body shall nominate another individual to serve the remaining period of the term on the Board. No nominee can be a

member of the Board for more than two consecutive terms. A term served in part would constitute as one full term served.

- c) The SAFA Board shall meet at least four times in a year physically and through tele-conferencing or video conferencing any number of times if so deemed necessary by the President,
- d) The SAFA Board shall perform administrative, financial and other functions such as:-
 - i) consider policy, strategic and emergent issues for recommendation to the Assembly
 - ii) make recommendations to Assembly for constitution of committees and their terms of reference
 - iii) recommend to the Assembly on application for the admission as member, observer and on their suspension or removal
 - iv) set up task forces, study groups etc as may be required from time to time
 - v) consider the budget of SAFA and its committees, for recommendations to the Assembly
 - vi) consider, receive and approve the financial statements of the SAFA for placing before the Assembly
 - vii) consider and adopt the reports of committees, task force, study groups etc
 - viii) determine response to other bodies or groups of bodies except on strategic, policy or emergent issues, for which recommendation shall be made to the Assembly
 - ix) determine the publicity policy for SAFA, including policy on more prominent positioning at SAARC level
 - x) maintain dialogue with the national Accountancy bodies, Government and regulators in different countries wherever required, for the furtherance of the objectives of SAFA
 - xi) appointment of employees, fixation of their remuneration and service conditions

- e) The quorum for the meeting of the SAFA Board shall be one-half of its total strength rounded off to nearest whole number. In the absence of the required quorum, the meeting shall stand adjourned to such date and time as may be decided by the President, SAFA. If the quorum is also not present on such a date, the number present shall constitute the quorum.
- f) Every member shall have one Vote. The Permanent Secretary shall have no right to vote. The President and Vice President, if also acting as the authorized representatives of their respective member body, shall not have a right to vote in their capacity as office bearers of SAFA.
- g) Decisions of SAFA Board shall be taken by a simple majority except on the matters where any other majority is specified in Appendix 'B' to this constitution.
- h) The meeting of the Board shall be convened and conducted in accordance with the procedure as may be approved by the Assembly from time to time.

10. Committees of SAFA Board

- a) Assembly on the recommendations of the Board may constitute one or more non-standing Committees with their terms of reference from time to time. Non-Standing Committee(s) would normally be constituted to deal with the matters which may be required to be considered on a continuing basis for mid-term and long-term basis. The Board shall be authorized to constitute Working Groups/Task Forces to consider the emerging issues or other important matters specific in nature, with such terms of reference and components as may be considered appropriate.
- b) The Chairman and members of each of the non-standing Committee shall be appointed by the SAFA Board with the approval of the Assembly for a term of three years and is liable to retire by rotation. The SAFA Board shall observe the general parameters set out in the criteria for such appointment in Appendix 'xx'. The Chairman of such a Committee may co-opt one person with the approval of the SAFA Board.
- c) The requirement of the quorum for the meeting of committee shall be the same as in case of a meeting of the SAFA Board.

- d) Decisions of the Committee shall be taken in accordance with the procedure as may be laid down by the SAFA Board.
- e) The meetings of the committee of SAFA shall be convened and conducted in accordance with the procedure as may be approved by the Board.

X. APPOINTMENT OF OFFICE BEARERS OF SAFA

SAFA Assembly shall appoint a President and a Vice President every year to hold office for one year. The term of the said office bearers shall commence on January one each year and end on December 31 of that year. The said office bearers shall only be appointed from amongst the members of SAFA. The sitting Vice President shall automatically succeed the outgoing President and a new Vice President shall be appointed by the Assembly on the basis of a rotational cycle from amongst the full member body countries in the following order:

1. The Institute of Chartered Accountants of India
2. The Institute of Chartered Accountants of Sri Lanka
3. The Institute of Chartered Accountants of Pakistan
4. The Institute of Chartered Accountants of Bangladesh
5. The Institute of Chartered Accountants of Nepal
6. The Institute of Cost Accountants of India
7. The Institute of Cost and Management Accountants of Pakistan
8. The Institute of Cost and Management Accountants of Bangladesh
9. The Institute of Certified Management Accountants of Sri Lanka

If a particular member body is unable to, for any reason whatsoever nominate a person for the posts of either the President or the Vice President if it is their turn to do so, on the basis of the rotational cycle as above, the said member body shall forfeit their right and it will automatically devolve on the next member body as per the rotational cycle. The right of a member body to nominate shall not be surrendered in favor of the other body, if any, from the same country who may or may not already be holding either of the posts.

In the case of a new full member being admitted after 5th November 2009 the said member shall have to wait the completion of one complete rotational cycle before being eligible to nominate a person for the position of the Vice President.

XI. PRESIDENT

The Assembly shall ratify the appointment of the President for a term of one year. The President will have in the preceding year held the office of Vice President SAFA and shall thus be automatically appointed to the position in accordance with

Clause X above.

Any person who holds or has held the office of President shall not be eligible for re-appointment even though he/she may be eligible for re- appointment or continues to be the head of his/her respective member body.

The President shall be the Chief Executive Officer of SAFA and Chairman of SAFA Board.

XII. VICE- PRESIDENT

The Assembly shall also ratify the appointment of a Vice-President duly nominated by the member body whose turn it is do so in accordance with the rotational cycle as stated in clause X hereof. The term of office of the Vice – President shall be one calendar year commencing from January 1 and ending on December 31. The Vice-President shall succeed the outgoing President automatically on January 1 of each year. The Vice – President shall, in the absence of the President, perform all such functions as have been specifically assigned to the President and such other functions as may be assigned by the Assembly.

XIII. PERMANENT SECRETARY

The Assembly shall appoint a person as the Permanent Secretary, to carry out such activities of SAFA as may be prescribed by Assembly from time to time. He shall have the right to participate in the meetings of the Assembly, SAFA Board and the Committees, but without a right to vote.

The Permanent Secretary shall be the executive head of the Secretariat.

The Permanent Secretary may be removed by the Assernbly by passing a unanimous resolution consisting of endorsement from all the member bodies or may resign from the post for any reason whatsoever subject to the acceptance of his/ her resignation from the post by the Board and its approval by the Assembly.

XIV. CASUAL VACANCY

Notwithstanding the provisions of section 'XI', if a casual vacancy arises in the case of the office of the President, the Vice President shall take over as the President and shall hold the office for the residual term. He shall be eligible to be elected as President for the immediately succeeding term. If a casual vacancy arises in the case of the office of the Vice-President, the Assembly may appoint the Vice President from amongst the members of SAFA

based upon the rotational cycle referred to in Clause X above for the residual term. Casual vacancy on the SAFA Board, or any Committees shall be filled in accordance with the procedure outlined for nomination of the member in respect of whom casual vacancy has occurred.

XV. FINANCIAL CONTRIBUTION

Members and Associates of SAFA shall make such non-refundable contribution annually as may be decided by the Assembly from time to time provided that the financial contribution paid by each such member and associate shall be the same except under compelling reason for a specific body, which may be decided by the Assembly.

SAFA may raise financial resources in such other manner as may be determined by the Assembly unanimously from time to time.

XVI. ACCOUNTING YEAR

The Accounting year of SAFA shall commence on 1st January and end on 31st December every year.

XVII. ACCOUNTS AND AUDIT

The financial statements shall be prepared annually for each accounting year and shall be audited in accordance with the applicable auditing standards.

XVIII. GENERAL

1. SAFA shall maintain close coordination with the International accounting bodies and shall endeavor to promote the aims and objectives of these bodies.
2. Assembly shall have the power to constitute Public Interest Oversight Board (PIOB) and to determine their scope, powers and functions.

XIX. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall require a unanimous approval passed by the Assembly consisting of the absolute total number of members and shall not be carried out except at a meeting of the Assembly provided that the representative who is unable to attend the meeting may vote through a postal ballot.

The professional accountancy bodies, which are signatories to the Constitution of

the South Asian Federation of Accountants, hereby collectively agree to amend SAFA Constitution, 1984.

XX. POWER TO MAKE RULES

The SAFA Board has the power to make rules to implement various constitutional provisions.

SIGNED THIS _____ AT
_____ FOR AND ON BEHALF OF

Bangladesh

The Institute of Chartered
Accountants of Bangladesh _____

The Institute of Cost and
Management Accountants of Bangladesh _____

India

The Institute of Chartered
Accountants of India _____

The Institute of Cost and
Works Accountants of India _____

Pakistan

The Institute of Chartered
Accountants of Pakistan _____

The Institute of Cost and
Management Accountants of Pakistan _____

Sri Lanka

The Institute of Chartered
Accountants of Sri Lanka _____

The Institute of Certified
Management Accountants
Of Sri Lanka _____

Nepal

The Institute of Chartered Accountants of Nepal

Signed in the presence of

President

Vice-President

Advisor

Permanent Secretary

SAFA CONSTITUTION

Member Bodies

The Institute of Chartered Accountants of Bangladesh

The Institute of Cost and Management Accountants of Bangladesh

The Institute of Chartered Accountants of India

The Institute of Cost and Works Accountants of India

The institute of Chartered Accountants of Pakistan

The Institute of Cost and Management Accountants of Pakistan

The Institute of Chartered Accountants of Sri Lanka

The Institute of Chartered Accountants of Nepal [admitted on 29th November 1997]

The Institute of Certified Management Accountants of Sri Lanka [admitted on 6th November 2009]

SAFA CONSTITUTION

Vote at Assembly and SAFA Board

1. Unanimous Vote [See Note 1]

Matters requiring *resolution* carrying unanimous approval of all the members (*present or through postal endorsement*) of the Assembly meeting and SAFA Board meeting.

- a) Amendment *to the Constitution*;
- b) Removal of member (excluding that member);
- c) Determination of financial contribution from member bodies;
- d) Fixation of Conference/Seminars outside SAFA Region;
- e) Issues, which are strategic/policy in nature;
- f) Opting for a membership of International Accountancy Forum;
- g) Appointment and removal of Permanent Secretary SAFA;
- h) Establishment of Regional Secretariat of SAFA in one or more of the countries falling within its jurisdiction;
- i) Promoting and setting up of professional standards;
- j) Investment policy;
- k) Financial contribution from other than a member;
- l) Borrowings;
- m) Any other matter as decided by the Assembly from time to time.

Except for matters at 1(a) to (c), a mail ballot by post or electronically of a member can be taken when so specifically authorized by the President.

2. Special Majority [See Note 2]

Matters requiring *special* majority consisting of at least three-fourth of the absolute total number of members (*present or through postal or electronic endorsement*) in Assembly meeting and SAFA Board meeting.

- a) Admission of member body;
- b) Admission and removal of Observer;
- c) Approval of Capital Budget;
- d) Setting up of Committees and their terms of reference;
- e) Issues concerning any other International forum of Accountancy;
- f) Determining response to other bodies on technical issues;

3. Simple Majority [See Note 3]

Matters requiring simple majority of all the members in Assembly meeting and SAFA Board meeting.

- a) Consideration and approval of audited financial statements;
- b) Appointment of auditor and to fix their remuneration;
- c) Resignation of member body;
- d) Fixation of Conference/Seminars within the SAFA Region;
- e) Receiving the reports of the committees;
- f) Calling for meeting.

Notes:

1. *Unanimous approval means affirmative vote of all the members entitled to Vote.*
2. *Special majority means affirmative vote of majority of at least three-fourth of the total absolute number of members entitled to vote or any other majority as the Assembly may decide unanimously from time to time.*
3. *'Simple majority' means affirmative vote of more than half of the total absolute number of members entitled to vote.*