



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

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Date: 30.10.2014

Dear All the Members of IISLA,

Please find here below the counting guidelines and relevant annexures received from Sri Sharad Sinha, Election Officer, Chapter and Zonal Elections, 2014, with regard to the counting of Votes for IISLA Zonal and Chapter Elections for information and compliance by the members concerned.

By Manager (Admin)

Counting Guidelines

In view of the forthcoming Counting of Votes for IISLA Zonal & Chapter Elections, following guidelines may please adhered to by each member, Contestant or representative of the Contestant:

1. Only the Contestant or duly appointed representative (Only One) of the Contestant would be permitted inside the counting hall. Representative should be a Member of Good Standing as per IISLA records.
2. Counting shall commence at 10.30 AM and shall continue until the entire exercise has been completed subject to Lunch/Tea Break. In the event entire process cannot be completed the same day within reasonable business hours, counting may be extended/ deferred to next day
3. Contestant or his representative would be permitted inside the hall on a pre condition that he shall issue a declaration to IISLA in writing after the conclusion of the counting that Counting exercise has been carried out to his satisfaction and that the process and the results are acceptable to him or in any such format as the Competent Authority may deem fit. For Sample refer annexe-1
4. Authorization Letter for Representative shall be as per the format annexed-Annexe-2
5. As a measure to create conducive environment for Counting exercise only relevant Zone/Chapters members would be present
6. Contestant or his representative shall record their attendance in the Attendance register at the Counting Hall and Representatives shall submit the Authorization Letter to the Competent Authority upon reporting at the venue.
7. Counting process would begin with opening of the covers in the presence of Contestants /Representatives and then sorting them out Zone wise. Certain covers where address of the sender is not available, ballot papers would be opened to determine the relevant Zone. Actual counting would thus begin with each Zone in the order of East West, Central, South & North.
8. Results would be tabulated on the sheets wherein sign off of the Contestants /Representatives would be obtained before declaring the final result

Annex-I- Letter of Satisfaction

To
The Board of Directors of
Indian Institute of Insurance Surveyors & Loss Assessors
Hyderabad

Dear Sir/Madam

Sub: Letter of Satisfaction

Ref: IIISLA Zonal/Chapter Elections-2014

I, Contestant/Authorised representative of Contestant Shri....., contesting forZone/Chapter, do hereby confirm that :

- 1. I have witnessed the entire process of counting of ballots for IIISLA Zonal/Chapter Elections-2014**
- 2. That the above said process has been carried out in the best transparent and controlled manner**
- 3. That the results announced as per such process is True and Correct and is acceptable to me**
- 4. I however have following objection(s)/ No objections.**

For

Contestant/Authorised Representative Zone/Chapter

Annex- II-Letter of Authorisation

**To
The Board of Directors of
Indian Institute of Insurance Surveyors & Loss Assessors
Hyderabad**

Dear Sir/Madam

Sub: Appointment of Representative for being present at Counting hall

Ref: IISLA Zonal/Chapter Elections-2014

With reference to above , I....., (Membership. No.) contestant forZone/Chapter do hereby appoint Shri..... (Membership. No.), to be my representative at the Counting Hall for the entire process of counting of votes and that any declaration issued by him with regard to the Counting of Votes and Declaration of results on my behalf shall be acceptable and binding on me and that this authorisation is irrevocable

His signature is hereby attested by me.

Signature of Representative

Thanking You,

.....

Membership No.

Contestant forZone/Chapter