

CHP #4, 6th Floor, Orchid Magu, Malé City 20183, Maldives

Date: 14th May 2022

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		رِسْرِي تَجِيجْ دِ اِرِسْمِي تَمَر نَاجِدِي خَوَا دَكْدِمُو
01 دَكْدِمُو	مَرِيَسُو	1.
02 دَكْدِمُو	سَرِيَسُو مَرِيَسُو	2.
01 دَكْدِمُو	زَعَجِي سَرَتَمَر	5.
05 دَكْدِمُو	رِسْرِي تَجِيجْ دُورَمُو تَمَر	8.

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ديسمبر ۲۰۲۲ء : 14



**MALDIVES ASSOCIATION OF TRAVEL AGENTS AND TOUR OPERATORS (MATATO)
AGM NOTICE**

- 2022 (AGM) Annual General Meeting of Maldives Association of Travel Agents and Tour Operators, MATATO, will be held in 04th June 2022, where a new executive board will be elected for a two years term, voted by the members.
- All MATATO members are invited to the AGM 2022. Members will have to pre-register to attend the AGM 2022, and only general members will be eligible to vote and to contest in the election for executive board members.
- As custom procedure, the secretariat of MATATO will manage the registration and administrative arrangements for the AGM 2022. Voting process and the results will be managed by an election committee selected among the attending members of AGM 2022.
- Deadline for registration, and application for election is 01st June 2022. Venue and time, if date changes of AGM 2022 will announced before 01st June 2022
- Before you submit the applications and AGM 2022 registration form, make sure that the membership fee for your company is settled for the year 2022 before 31st May 2022
- Deadline for registration, and nominations application is 1500 hrs, 01st June 2022
- Applications received after the deadline will be rejected.
- Application should be email to admin@matato.org and scanned copies including other attachments should be sent to MATATO secretariat with subject "AGM 2022"

REGISTRATION FOR ELECTION (MATATO EXECUTIVE BOARD)

Every two years executive members are elected for the 9 positions of MATATO Executive Board. Members for the executive board are elected among the representatives nominated from the member companies. Votes will be collected in ballots during the AGM.

Following posts of the MATATO executive board will be elected at the AGM.

President	1 position
Vice President	2 Position
Treasurer	1 Position
Executive Board members	5 Position

For inquires please contact MATATO secretariat:

Tel: +960 739 0050



MALDIVES ASSOCIATION OF TRAVEL AGENTS AND TOUR OPERATORS (MATATO)

TO BE COMPLETED BY THE CANDIDATE

Full Name		NID No.	
Permanent Address			
Present Address			
Travel Agency Name			
Designation			
Phone Number			
Mobile Number			
Email Address			

Any candidate member, company can contest for only one post.

(Tick the selected position) ☒

☐	President
☐	Vice president
☐	Treasurer
☐	Executive Board Member

Documents must attach

- Fill and complete Form
- NID Copy
- AGM 2022 Registration form - Proxy Form (If Applicable)

Company Authorized Signature and Stamp

Applicants Signature

Date:

Date:

Note:

If Company Nominated working staff, need proxy form fill by the organization

Fill the form and email to MATATO secretariat admin@matato.org latest by 01st June 2022 before 1500hrs

EXECUTIVE BOARD Statement of Interest and Commitment

I _____ would agree to serve as a Executive Board member of the Maldives Association of Travel Agents and Tour Operators. I understand that board seats run for 2-year terms from June 2022.

If I were elected as a member of the executive Board, I agree to:

- Abide by the memorandum, articles of association and Governance Policies of the MATATO; and work towards achieving the goals of the association and corporate requirements.
- Devote the time necessary to fulfill my duties as an active member of the Executive Board; attend minimum 7 annual calendar year meetings of the Board and any applicable committee meetings; and actively participate in events and programs of MATATO.
- Readily disclose any potential conflicts of interest, making it a matter of record through an annual procedure or when the interest becomes a matter of Board action; abstain from voting or using my personal influence on any matter representing a potential conflict of interest, ensuring that the meeting minutes reflect this.
- Make an appropriate commitment of support to MATATO encourage others to participate in the activities and events of the MATATO.

I understand that if at any time I am unable to fulfill the commitments of a member of the Executive Board of Maldives Association of Travel Agents and Tour Operators (MATATO), I should give appropriate notice of resignation to MATATO as per the governing policies.

Company Authorized Signature and Stamp

Applicants Signature

Date:

Date:

Agency name:

All applications for the Executive Board are reviewed by the Elections Committee and recommendations are made by that committee to the Executive Board. Every two year 9 seats on the Executive Board are up for election.

PROXY FORM TO VOTE AT MATATO AGM 2022

All general members of the MATATO have the right to vote at the AGM 2022

If a member is unable to attend, the Member may complete the Proxy Form below, or a similar document with the same information, to authorize another Member to vote on the absent Member's on behalf. Send the proxy form or similar document to MATATO secretariat admin@matato.org latest by 01st June 2022 before 1500hrs.

Maldives Association of Travel Agents and Tour Operators Annual General Meeting 2022

I, certify that our company.....,
Is a General Member in good stand in MATATO

I hereby give our company proxy to:

Name: _____ ID No.: _____ Mob No.: _____

Authorize him/her to vote on our behalf on any item or issue arising at the 2022 AGM

Authorized
Name:

Authorized
Signature/Stamp:

Date:

- └ MATATO AGM 2022 (date and venue will inform later)
- └ One member per company will be allowed to take part in AGM 2022
- └ Please register to vote (Register your company, please send us proxy form)

Deadline to submit proxy form: 01st June 2022 before 1500hrs.