

March 7, 2024

Dear Member,

In accordance with the Rules and Regulations of ICATT, (Rule 10 - Annual General Meeting and Regulations 7 – Virtual General Meetings), the Fifty-Fourth (54<sup>th</sup>) Annual General Meeting (AGM) of the Institute of Chartered Accountants of Trinidad and Tobago (ICATT) will be held on **Thursday March 28, 2024, at 5.00 p.m.** on a virtual platform whereby members may attend and participate in the meeting to transact the following business:

**ORDINARY BUSINESS**

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1. To receive and consider the Annual Report of the Council for the 2023/2024 term.
2. To receive and adopt the Financial Statements of the Institute for the year ended December 31, 2023, with the Auditor's Report thereon.
3. To appoint the Auditors for the year ending December 31, 2024. The Council proposes to re-appoint Aegis Business Solutions Limited as Auditors of the Institute to hold office until the close of the next Annual General Meeting of ICATT.
4. To elect members of the Council.

Members are asked to consider the following members to fill five (5) vacant seats on the Council:

<b>Christopher Ramjit</b>	<b>Edmund Phillips</b>	<b>Kerry Mohammed</b>
<b>Marissa Quashie</b>	<b>Nalini Suratsingh</b>	<b>Petal Daniel-Benoit</b>
<b>Renée-Lisa Philip</b>	<b>Shivanan Deopersad</b>	<b>Tanya Wright</b>

At the 54<sup>th</sup> Annual General Meeting, Christopher Ramjit, Dwayne Rodrigues-Seijas, Edmund Phillips, Marissa Quashie, and Renée-Lisa Philip and are due to retire from the Council of ICATT by rotation. Mr. Rodriguez-Seijas, having served nine (9) years, cannot offer himself up for re-election. Mr. Ramjit, Mr. Phillips, Mrs. Quashie and Mrs. Philip are eligible and have offered themselves for re-election.

Five (5) nomination forms in respect of qualified members proposed as nominees to the Council of ICATT were received on behalf of Kerry Mohammed, Nalini Suratsingh, Petal Daniel-Benoit, Shivanan Deopersad, and Tanya Wright.

As such, Members are required to elect to the Council of ICATT five (5) persons from those members of Council eligible for re-election together with the nominees proposed.

**INSTRUCTIONS TO ATTEND AND VOTE AT THE AGM**

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Financial Members must Pre-Register to Attend the Annual General Meeting via a virtual platform. Registration is open from March 7, 2024, and will close on March 28, 2024, at 4.30 p.m.

Prior to the date set for the 54<sup>th</sup> AGM, Electronic Voting on the Resolutions may be undertaken between March 7, 2024, and 12 Noon on March 26, 2024.

Members who are unable to vote electronically between March 7, 2024, and March 26, 2024, will still be allowed to vote at the AGM. Such financial members must be present online for the March 28 AGM to be eligible. When voting is announced, you will be able to log in and vote by clicking the AGM tab on the link provided.

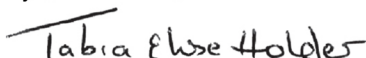
**To vote, members will be required to log in via the unique link provided. Members may only vote once.**

**The Voting Process:**

1. **Click the AGM tab on your Member's profile**
2. **Vote: Approve or Not Approve**
3. **Verify your vote**
4. **Then click the submit button**

**Only Financial Members can attend the AGM and will be allowed to vote either at the AGM or via electronic voting prior to the AGM.**

By Order of the Council



**TABIA HOLDER**  
**CORPORATE SECRETARY**