

EXHIBIT NO.4

(Performa of resolution to be passed by the Managing Committee appointing the Returning Officer)

MINURES OF THE MEETING HELD ON _____

A meeting of the members of the _____ Co-operative Housing Society Ltd. was held on _____ at _____ in _____ or _____ Portal (User Id. _____ and Password _____) to discuss the following agendas:-

Agenda no 1 .:- To grant leave of absence.

Agenda no. 2 :- To approve the minutes of the last committee meeting.

Agenda no.3 :- To scrutinize the applications received from interested members willing to act as a "Returning Officer".

Agenda no. 4 :- To discuss and appoint in the "Returning Officer" from the applications received from the society or from the panel of election officers as may be notified by the Maharashtra State Cooperative election Authority and fix his Honorarium or the remuneration, as the case may be.

Agenda no. 5 :- To authorize the Returning office to perform all the duties essential for conducting the election of Managing Committee .

Agenda no. 6 :- To consider any other matter to be brought before the meeting with the permission of the chair.

The meeting was attended by _____ members of the society and Mr. / Mrs. _____, Hon'ble Chairman of the society presided over the meeting.

The following points were discussed and passed at the meeting:

Agenda no. 1 : To grant leave of absence.

"RESILVED THAT, leave of absence was granted to _____ "

Proposed by : _____

Seconded by : _____

Carried out by unanimously.

Agenda no. 2 : To approve the minutes of last meeting.

“RESOLVED THAT, the committee has approved the minutes of the last Managing Committee meeting held on _____”

Proposed by : _____

Seconded by : _____

Carried out unanimously.

Agenda no. 3 :- To scrutinize the applications were received from the interested members willing to act as a “Returning officer”.

“RESOLVED THAT total _____ applications were received from the interested members of society, showing their willingness to act as returning officer. That all the _____ application were duly placed before the members of the managing committee and the committee have carried out the necessary scrutiny of all _____ applications.

Proposed by : _____

Seconded by : _____

Carried out unanimously.

Agenda no. 4 :- To discuss and appoint the “Returning Officer” from the applications received from the society or from the panel of election officers as may be notified by the Maharashtra State Cooperative election Authority and fix his Honorarium or the remuneration, as the case may be.

“RESOLVED THAT, , Mr./Mrs. _____ be and hereby appointed as the “Returning Officer” to conduct the election for the new managing committee for the period _____ to _____. Further resolved that he/ she may be paid Honorarium of Rs. _____ to complete the election process.

Further resolved that he is authorized to take the necessary training from the district Cooperative Housing Federation or from the Government Approved Training Institute to conduct the election and such training fees will be reimbursed by the society.

Further resolved that the election officer is hereby authorized to appoint any polling staff, if required at the cost and expenses of the society. He/ She is also authorized to appoint consultant at the cost of the society, if so required to guide him/her during the election process to complete the same smoothly.

Further resolved that all expenses related to the election shall be paid and borne by the society.

Further resolved that if any candidate or the members files any election disputes, the same shall be defended by the election officer for which he/she is authorized to appoint the advocate, if required at the cost and expense of the society till the matter is fully disposed off.

Further resolved that the secretary or the chairman is hereby authorised to issue the appointment letter to the election officer as per the above terms and conditions.

Proposed by _____

Secoded by _____

Carried out : by majority / unanimously.

(In case, no one is ready from the society, following resolutions may be passed to appoint the election officer from the panel)

Secretary informed the committee, that no one from the society is ready and willing to be returning officer. Therefore, an interest letters from the panel of election officers with their profile were also obtained along with the fees payable to them which are as under:

Shri/ Smt. _____ fees quoted Rs. _____

Shri/ Smt. _____ fees quoted Rs. _____

After considering the above quotation and the profile of the election officer, the following resolution was passed :

“RESOLVED THAT, , Mr./Mrs. _____ from the panel of election officers for _____ Division be and hereby appointed as the **“Returning Officer”** to conduct the election for the new managing committee for the period _____ to _____. Further resolved that he/ she may be paid fees of Rs. _____ to complete the election process.

Further resolved that the election officer is hereby authorized to appoint any polling staff, if required at the cost and expenses of the society. He/ She is also authorized to appoint conjsultant at the cost of the society, if so required to guide him/her during the election process to complete the same smoothly.

Further resolved that if any candidate or the member files any election disputes, the same shall be defended by the election officer for which he/she is authorized to appoint the advocate, if required at the cost and expense of the society till the matter is fully disposed off. Further resolved that the secretary or the chairman is hereby authorized to issue the appointment letter to the election officer as per the above terms and conditions.

Proposed by _____

Secoded by _____

Carried out: By majority / unanimously

Agenda no. 5 :- To authorize the Returning office to perform all the duties essential for conducting the election of Managing committee.

RESOLVED THAT, the Returning officer is authorized to perform his duties in lawful and unbiased manner and do all acts and necessaries, as prescribed in **Maharashtra Co-operative Societies (Election to Committee) (Amendment) Rules, 2019** for conducting the elections of Managing Committee.

No further matter was discussed.

The meeting ended with a vote of thanks to the Chair.

For _____ Co-operative Housing Society Ltd.

Hon. Chairman

Hon. Secretary