**EXHIBIT NO.21**

(The **Performa of the Notice and Agenda** for such Special General Body Meeting for election of the Managing Committee)

On the letterhead of the Society

**NOTICE**

To, Date:-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The All the Members of,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-operative Housing Society Ltd.,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Dear Members,

Sub: To conduct the Special General Body Meeting of the society on \_\_\_\_\_\_ at\_\_\_\_\_\_

A.M.

I, Mr./ Mrs. (Name of returning officer) who has been appointed as returning officer to conduct the election to the committee of your society for the year \_\_\_\_ to \_\_\_\_ and with reference to above would like to inform that the Special General Body Meeting of the society is scheduled on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ in order to conduct the election to the society.

Along with this Notice all the members are hereby given the copy which will inform all the

Brief process of election program for electing the committee members for the year \_\_\_\_\_ to

\_\_\_\_\_ . The following agendas are decided for the discussion in the Special General Body Meeting of the society.

**Agenda:-**

To conduct the election to managing committee of the society on \_\_\_\_\_\_\_\_\_\_\_ (date for election).The strength of managing committee shall be as per Bye law no. 114 of the model bye-laws of the housing societies as under:-

1. Total Number of members required in the managing committee: \_\_\_\_\_\_\_\_\_\_

2. Number of members to be elected in the General category: \_\_\_\_\_\_\_\_\_\_

3. Number of reserved seat for women (to be filled according to section 154 B-21):\_\_\_\_\_\_\_\_\_\_

4. Number of reserved seats for SC/ST Candidates (to be filled according to section 154B-20): \_\_\_\_\_\_

Please be informed that if the number of candidate whose nomination papers have been declared valid dose not exceed the number of candidate to be elected for completing the strength of the Managing Committee of the society. The Returning Officer shall at this meeting declare them to have been duly elected unopposed to the Managing Committee for the year \_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ without conducting the poll.

Or

If the numbers of candidate whose nominations are valid exceeds the numbers to be elected as the managing committee, the Returning Officer shall conduct the poll and duly elect the managing committee of the society for the year \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ .

Kindly, attend the meeting on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ for casting your votes to your favored candidate to be getting as Managing Committee Member.

Thanking you,

Yours truly,

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-operative Housing Society Ltd.**

(Name of returning officer)