

### **Typical form: Branch Information for Publishing in Souvenir.**

1. Name of the Branch:
2. Address of the Branch: (Give full address including state, district, location, postal pincode, email address and contact number with std code)
3. List of members of Branch Working Committee: (Give name and position with contact numbers and email address. List should start with President and end with working committee member. Passport size photograph should be attached for all).
4. Total Members registered up to 31 March 2010:
5. Total Effective Members up to 31 March 2010:
6. Total Members registered on website up to 31 March 2010:
7. Total Members registered on website up to 31 Oct 2010: (This information shall be given separately before 15 Nov 2010)
8. Total members registered during last year: (01 Apr 2009 to 31 mar 2010)
9. Type of guidance given to members: (Not more than 75 words)
10. Typical problems brought to the notice of the branch during last year: (01 Apr 2009 to 31 mar 2010)
11. No. of cases handled and resolved during year:
12. Difficulties referred to AICGPA CHQ and resolved during year:
13. Economical position of the Branch: (specify amount held under various heads and annual receipts and expenditure for last year)
14. Social Service Provided by the Branch: (not more than 75 words)
15. Branch in news:

**Branches also should write a paragraph giving their expectations from CHQ. This shall not be published in souvenir but shall be discussed in CWC meeting. Some of these may be put up to AIC for information and thinking. Branches should give full thought on this aspect so that CWC and CHQ are posted with problems faced. This shall help CWC and CHQ to address difficulties faced by members in due manner and find solution in due course of time. Discussion on points not included in this shall be postponed to 64<sup>th</sup> AIC.**