By Speed Post/Email

File no. CEA-12011/295/2025
Government of India
Ministry of Cooperation
The Co-operative Election Authority

09th Floor, Tower E, World Trade Centre
Nauroji Nagar, New Delhi -110029
Dated: 1st May, 2025
Election No.:- 30/2025-26

ORDER

Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Kerala Necessity Co-op Processing Agro Society Ltd., 36/1121/10, Radhakalyan Apartment, Machingal Lane, M.G. Road, Thrissur-680001 (Kerala)

In exercise of the powers conferred by Section 45 K (1) of the Multi-State Co-operative Societies (MSCS) Act 2002, as amended by the MSCS amendment Act 2023 read with Rule 19F (a) of the MSCS Rules 2002, as amended with MSCS Rules in 2023, the Co-operative Election Authority hereby appoints **District Magistrate/Collector,Thrissur** as Returning Officer for conducting Elections as under:

Elections of the of Kerala Necessity Co-op Processing Agro Society Ltd., 36/1121/10, Radhakalyan Apartment, Machingal Lane, M.G. Road, Thrissur-680001 (Kerala)	
Number of Board of Directors (7)	**No. of Directors Director (General 4, Women 2 & SC/ST 1)**
Office Bearers (2)	**(i) Chairman -01 & (ii) Vice Chairman- 01**

2. RO is requested to ensure the election is conducted as per the MSCS Act, 2002 as amended by MSCS (Amendment) Act 2023 and Rules framed thereunder. In case any provision of Registered Bye-Laws of the Society is inconsistent with the provision of Act and Rules made thereunder, then provisions of the Act/Rules shall prevail over such in-consistent provision and decision taken by CEA in this regard shall be final.

3. RO may submit proposal for appointment of adequate number of ARO

4. The Constituency shall be as per registered and approved Bye-Laws of the Society. **Every voter member has a right to elect all the directors individually**.

5. Further, in view of Rule 19(H)(2) of the MSCS Rules 2002 as amended in 2023 with MSCS Rules as 2023, the Election Programme for conducting election of the afore-mentioned Society is enclosed for further necessary action.

6. **Preparation of Member's List:** Returning Officer is requested to refer to Sec 29 of MSCS Act and Rule 19-I while publishing the list of eligible voters. The list should be drawn as on 31st March of the previous financial year which is immediately preceding to the election year. The list of members should also be got posted on website of society.

7. **Disqualification for being a director:** While scrutinizing the nomination RO is requested to refer to Sec 29, 43 and 44 of MSCS Act and also Rules 19J, 19K and 19L of MSCS Rules (as amended time to time).

8. **Report to CEA on nomination:** RO to submit the list of final contesting candidate after withdrawal stage to CEA through e-mail.

9. **Prior approval of result of Board of Director:** After conduct of Elections of Board of Directors, the RO is mandated to submit the requisite details in Format 19 M (for members of the Board of Directors) under rule 19 M for seeking **prior approval** of the Co-operative Election Authority.

10. **Prior approval of result of Office Bearers**: After conduct of elections of Office Bearers, the RO shall submit the requisite details in Format 19-N for seeking **prior approval** of CEA before declaration of results.

Co-operative Election Authority * New Delhi *

11. **Display of Notification/orders on website of society:** Returning Officer shall ensure that the Society prominently displays the **List of Eligible Voters, Election Programme and Final List of the Contesting Candidates,** and other related important documents on the website of the Society prominently on the right-hand top corner of website in a box under the heading of "ELECTION OF BOARD OF DIRECTORS & OFFICE BEARERS" for enabling free, fair and transparent elections.

12. **Submission of account of election expenses by the candidate:** The provisions of MSCS Rules 19(U), (V), (W), (X) relating to expenditure to be incurred by the candidate in connection with elections are annexed herewith. RO is requested that these may be posted on the Notice Board and a copy may also be supplied to the person filing the nomination. The format or account of election expenses shall be kept as per particulars provided in Rule 19 (W). These accounts should be submitted to Returning Officer within 30 days of declaration of result by Returning Officer after approval of CEA.

13. Wide publicity be given for holding of Elections in terms of provision of the MSCS Act and the rules framed thereunder including advertisement in each state of operation. RO shall also issue a press release.

14. Instructions for filling-up of the Format- M and N have been appended below the Format M and N, the same should be scrupulously followed by the Returning Officer.

15. **Payment of remuneration:** It is also requested to provide the requisite details about basic pay of RO and ARO and other polling officer in the enclosed Performa along with a copy of cancelled cheque & PAN Card to claim remuneration from the Society in connection with discharge of duties for conduct of election as RO/ARO/Polling personnel etc.

16. This issue with the approval of Co-operative Election Authority.

Cooperative Election Authority ★ New Delhi ★

By Order

Harinder

(Authorized Signatory)
For Cooperative Election Authority

To

District Collector/ Magistrate, Thrissur
First floor, Civil Station, Civil Lines Rd, Kalyan Nagar,
Ayyanthole, Thrissur, Kerala 680003
E-Mail ID – tsrcoll.ker@nic.in

Copy to:

1. The Central Registrar of Cooperative Societies. Web-site
2. The Chief Executive Officer/Managing Director of **Kerala Necessity Co-op Processing Agro Society Ltd., 36/1121/10, Radhakalyan Apartment, Machingal Lane, M.G. Road, Thrissur-680001 (Kerala) Email:- kncpmailgmail.com**
   -with a request

a) To deposit amount on account of remuneration payment for the conduct of election by RO/ARO and Polling Officer(s). Amount of remuneration to be as per order CEA-12011/84/2024 dated 03.06.2024 (copy enclosed). The requisite amount is to be deposited by the society in CEA's account titled Cooperative Election Authority by 9th July 2025 as details below: -

Name of Account Holder	Cooperative Election Authority
Name of Bank	State Bank of India
Account Number	43320407875
IFCS Code	SBIN0001076
Name of Branch	R.K.Puram, New Delhi
Type of Account	Saving Account

Contd..

b) This may be ensured by C.E.O / M.D that the following documentsmust be uploaded on Official Website of the Society.

i. Order of CEA for appointment of Returning Officer and election programme.
ii. Notification issued by Returning Officer giving details of election schedule and details of constituency etc.
iii. Provisional list of Members/Delegates who are eligible to vote.
iv. Publication of final list of Members/Delegates who are eligible to vote.
v. List of nomination received by the Returning Officers constituency-wise.
vi. List of nomination which has been rejected along with reasons for rejection.
vii. Publication of final list of contesting candidates.
viii. Declaration of result of Board of Directors.
ix. New Board of Directors and its Office Bearers.

c) All documents regarding the election will be prominently displayed on the website of the society.



No. CEA-12011/295/2025
Government of India
Ministry of Cooperation
The Co-operative Election Authority

09th Floor, Tower E, World Trade Centre
Nauroji Nagar, New Delhi -110029
Issue Date: 01.05.2025
Election no. 30/2025-26

Election Program

Attachment of the Order no. CEA-12011/272/2025 dated 1st May, 2025 for conduct of election

(A) General Information	
Name of MSCS	Kerala Necessity Co-op Processing Agro Society Ltd., 36/1121/10, Radhakalyan Apartment, Machingal Lane, M.G. Road, Thrissur-680001 (Kerala) Email:- kncpmailgmail.com
Registration Number	MSCS/CR/1558/2024
Returning Officer	District Magistrate / Collector, Thrissur
Post for which election being held	Board Member- 7 (General-4, SC/ST-1 & Women-2) and Office Bearers-2 (Chairman-1 & Vice-Chairman-1)
Area of Operation	Kerala & Tamil Nadu
Regular Member	177
Polling Booth	Adequate polling booth in each state

(B) Election program for Board of Directors

SL. No.	Particulars	Date	Time
1	Publication of Provisional List of Members / Delegates, Eligible to Vote	2nd June 2025 (Monday)	11:00 AM
2	Time Window for Raising Objection to the Provisional List	3rd June, 2025 to 8th June, 2025 (Tuesday to Sunday)	11:00 AM to 3:00 PM
3	Scrutiny of objection received to the Provisional List (if any)	9th June, 2025 to 15th June, 2025 (Monday to Sunday)	11:00 AM to 3:00 PM
4	Publication of Final List of Members / Delegates, Eligible to Vote	16th June, 2025 (Monday)	11:00 AM
5	Issue and Filing of Nomination Form	17th June, 2025 to 20th June, 2025 (Tuesday to Friday)	11:00 AM to 3:00 PM
6	Publication of List of Nominations Received	20th June, 2025 (Friday)	5:00 PM
7	Scrutiny of Received Nomination Forms	24th June, 2025 (Tuesday)	11:00 AM to 3:00 PM
8	Publication of List of Valid Nominations	24th June, 2025 (Tuesday)	5:00 PM
9	Withdrawal of Nominations	28th June, 2025 (Saturday)	11:00 AM to 3:00 PM
10	Publication of Final List of Contesting Candidates	28th June, 2025 (Saturday)	5:00 PM

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11	Date of Polling, if Necessary	6th July, 2025 (Sunday)	8:00 AM to 02:00 PM and all those who have entered polling station at 02 PM or before should be allowed to cast vote
12	Counting of votes	6th July, 2025 (Sunday)	08:00 AM Onwards
13	Declaration of Result of Board of Directors	9th July, 2025 (Wednesday)	After approval of Cooperative Election Authority, New Delhi on Format 19M
(C) Election Program of Office Bearer			
14	Announcement of Election Schedule I. Time window for filing nomination II. Scrutiny of nomination papers III. Time and date for withdrawal IV. Display of list of the contesting candidate and schedule of election	14th July, 2025 (Monday)	After Declaration of Result of Board Members' Election
15	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required	16th July, 2025 (Wednesday)	11:00 AM Onwards
16	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	
17	RO may submit the details of Basic pay drown in the month in which Election programme is issued	After receipt of order of appoint for RO/ARO	

This issues with the approval of Cooperative Election Authority

Harinder

(Authorized Signatory)
For Cooperative Election Authority

Cooperative Election Authority ★ New Delhi ★

19U. Account of election expenses. — (1) Every candidate at an election shall keep a separate and correct account of all expenditure in connection with the election incurred or authorised by him between the date of the order calling the election and the date of declaration of the result thereof, both dates inclusive within the period of thirty days from the date of declaration of the result.

(2) The account shall contain such particulars as may be specified from time to time in addition to the particulars referred to in rule 19W.

(3) The total expenditure shall not exceed the amount as may be specified by the Authority from time to time.

(4) Every contesting candidate at an election shall lodge with the Returning Officer an account of his election expenses within the time and in the manner specified by the Authority from time to time.

19V. Disqualification for failure to lodge account of election expenses. — If the Authority, based on a report from the Returning Officer, is satisfied that a person has failed to lodge an account of election expenses within the time and in the manner specified in rule 19U and has no good reason or justification for such failure, the Authority shall, by order published in the Official Gazette, declare him to be disqualified for being elected as, and for being, a member of the board of any society, and any such person shall be disqualified for a period of three years from the date of the order.

19W. Particulars of account of election expenses. — (1) The account of election expenses to be kept by a candidate shall contain the following particulars in respect of each item of expenditure from day to day, namely: —

(a) date on which the expenditure was incurred or authorised;

(b) nature of the expenditure (as for example, travelling, postage or printing etc.,);

(c) amount of the expenditure: —

(i) amount paid;

(ii)amount outstanding;

(d) date of payment;

(e) name and address of the payee;

(f) serial number of voucher, in the case of amount paid;

(g)serial number of bills, if any, in case of amount outstanding;

(h) name and address of the person to whom the amount outstanding is payable.

(2) All the vouchers shall be lodged along with the account of election expenses, arranged according to the date of payment and serially numbered by the candidate and such serial numbers shall be entered in the account under item (f) of sub-rule (1).

(3) It shall not be necessary to give the particulars mentioned in item (c) of sub-rule (1) in respect of items of expenditure, for which vouchers have not been obtained.

19X. Notice by Returning Officer for inspection of accounts. — The Returning Officer may, within two days from the date on which the account of election expenses has been lodged by a candidate, cause a notice to be affixed to his notice board, specifying—

(a) the date on which the account has been lodged;

(b) the name of the candidate; and

(c) the time and place at which such account may be inspected

Cooperative Election Authority
New Delhi

Format 19 M for Seeking Approval for Declaration of Election Result of the Board of Directors

[Under Rule 19 M (1) & (14)]

Section A –Election Summary (To be filled by the Returning Officer (RO))

1. General information	
(i) Name and Registration no. of the MSCS	:
(ii)	:
(a) Whether polling held (Yes / No), If yes, provide date and timing of polling (b) If no polling is held, then indicate scheduled date of polling	:
(iii) Whether the election held peacefully (Yes / No) [In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]	:
2. Information related to seats on the Board (Pre-counting)	
(iv) Number of elected members in the Board of Directors as per bye-laws	General – Women – SC/ST –
(v) Number of elected members in the Board of Directors notified to be filled up through election	General – Women – SC/ST –
3. Information related to the number of contestants	
(vi) Number of nominations received	General – Women – SC/ST –
(vii) Number of nominations rejected	General – Women – SC/ST –
(viii) Number of nominations withdrawn	General – Women – SC/ST –
(ix) Number of valid contesting candidates	General – Women – SC/ST –
4. Information related to voters and votes polled	
(x) Number of eligible voters	:
(xi) Total number of voters who casted their vote	:
(xii) Number of votes rejected	:
5. Information on un-opposed seat(s) and seat(s) for which polling was held	
(xiii) Number of elected seats recommended to be filled up un-opposed (if any)	General – Women – SC/ST –
(xiv) Number of elected seats for which polling was held	General – Women – SC/ST –

6. Candidate-wise voting details and recommendations of RO

(a) For general category contestants (*in descending order of number of votes obtained*)

SN	Name & area of Constituency if any (as per Bye-Laws)	Name of contestant, Father / Husband Name, Adress & Mobile No.	Membership No.	Elected unopposed under rule 19M (1) (Write Unopposed)	If polling held, no. of votes obtained	Recommendation of the RO – whether the candidate elected (Yes or No)

(b) For women category contestants (*in descending order of number of votes obtained*)

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Adress & Mobile No.	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

(c) For SC/ST category contestants (*in descending order of number of votes obtained*)

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Adress & Mobile No.	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

7. Detail of recommended vacant seats in the Board after counting

SN	Name of Constituency & Area	Seat Category	No. of recommended vacant seats	Reason for recommendation
1		General		
2		Women		
3		SC/ST		

8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure

I, _____ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended by the MSCA (Amendment) Act 2023 and Amended Rules 2023

Place:
Date:

(Signature of RO)

Name and seal of RO-
Mobile Number-_____
Land Line Number-_____

Section – B (for office of Cooperative Election Authority only)

Under Rule 19 M (1) & (14) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved / rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are_____.

After declaration of result by RO the details of Board of Directors as contained in Point 6(a), 6(b) & 6(c) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Authorized Signatory)

For Cooperative Election Authority

Instructions for filling up Format 19M for the Returning Officer

1. The Returning Officer shall declare result only after seeking prior approval from the Cooperative Election Authority (Rule 19M)

2. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write "Not applicable"

3. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling as in "Election Program" issued/ approved by the Cooperative Election Authority, the same date should be written as "date of poll"

4. Each page of the Format 19M should be signed by the Returning Officer along with his seal.

5. Over-writing should be strictly avoided.

6. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.

7. This form should be submitted to office of Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email (cea-2023@gov.in) and by speed post with a covering letter under signature & seal of Returning Officer.

Authorized Signatory

Format 19 N for Seeking Approval for Declaration of Election Result of the Office Bearer
[Under Rule 19 N (4) & (6)]

Section A – Election Summary (To be filled by the Returning Officer (RO))

1. General information	
(i) Name and Registration no. of the MSCS	:
(ii)	:
(a) Whether polling held (Yes / No) If yes, provide date and time of polling **(b)** If no polling is held, then indicate scheduled date of polling	:
(iii) Whether the election held peacefully (Yes / No) [In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]	:
2. Information related to post of the Office Bearers (Pre-counting)	
(iv) Name of post of Office Bearers as per Bye-Laws	:
(v) Name of post of Office Bearers notified to be filled up through election	:
3. Information related to the contestants	
(vi) Number of valid contesting candidates	**a.** For President or Chairperson: **b.** For Vice President or Vice Chairperson:
4. Information related to Board Meeting as per rule 19N (1)	
(vii) Date and Time of Board Meeting	
(viii) Number of incumbent elected directors in the Board	:
(ix) Number of incumbent elected directors who attended Board meeting convened by RO	:
5. Information on un-opposed post and post for which polling was held	
(x) Name of posts recommended to be filled up un-opposed,	
(xi) Name of posts for which polling was held	

6. Candidate-wise voting details and recommendations of RO

6 (a) For the post of President or Chairperson (*in descending order of number of votes obtained*)

SN	Name of contestant, Father / Husband Name, Adress & Mobile No	Membership No.	Elected unopposed under rule 19N (4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

Sign & Stamp of RO

6 (b) For the post of Vice-President or Vice-Chairperson (*in descending order of number of votes obtained*)					
SN	Name of contestant, Father / Husband Name, Adress & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

7. Detail of recommended vacant seats of Office Bearer after counting		
SN	Name of post recommended to be vacant	Reason for recommendation
1		
2		
3		

8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure

I, _____ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended from time to time.

Place: (Signature of RO)
Date:

Section – B (for office of Cooperative Election Authority only)

Under Rule 19 N (4) and (6) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved / rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are_____.

After declaration of result by RO the details of Office Bearers as contained in Point 6(a) & 6(b) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Authorized Signatory)

For Cooperative Election Authority

Instructions for filling up Format 19 N for the Returning Officer

1. The Form 19 N is to seek prior approval for declaration of election result of the Office Bearers (Section 49 (2) (a) (aa) of MSCS Act & Rules).. There are only two office bearers – namely

(i) Chairperson and Vice-Chairperson or
(ii) President and Vice-President

2. Returning Officer shall cross check and verify to ensure that candidates indicated in the form 19 N are duly elected members of the Board and their names are available in Form 19 M also.

3. No Candidate who has been nominated in the Board or coopted in the board is eligible to contest as Office Bearers.

4. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write "Not applicable"

5. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling 2 in "Election Program" issued/ approved by the Cooperative Election Authority, the same date should be written as "date of poll"

6. Each page of the Format 19N should be signed by the Returning Officer along with his seal.

7. Over-writing should be strictly avoided.

8. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.

9. The Returning Officer shall prepare proceedings of the elections of the Office Bearers and submit a copy of proceedings. A copy of such report together with a copy of the return of the polling, to the Authority(Rule 19 N (5) of MSCS Act and Rules.

9. This form should be submitted to office of the Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email (cea-2023@gov.in) and by speed post with a covering letter under signature & seal of Returning Officer.

Authorized Signatory

Email/ Speed post

CEA-12011/84/2024
Government of India
Ministry of Cooperation
Office of the Co-operative Election Authority

9th Floor, Tower-E, World Trade Center
Nauroji Nagar New Delhi-110029
Dated: 03 June, 2024

ORDER

Sub: – Payment of Remuneration for Returning Officer for conduct of election of MSCS-Order reg.

The Cooperative Election Authority (CEA) has been established under section 45(1) of the Multi-State Cooperative Societies Act (Amended in 2023) to conduct elections of Multi-State Cooperative Societies spread across the country.

2. In exercise of the power conferred by Section 45 L of the MSCS (Amendment) Act, read with Rule 20 B of the MSCS (Amendment) Rules and in pursuant to Rule 19 T of the MSCS (Amendment) Rules, Cooperative Election Authority hereby issues the order for payment of remuneration. The objective of this remuneration order is to establish and ensure a fair and transparent framework for conduct of election and strengthen the process of reform in Cooperative sector. As per the provision of Rule 19 T of the MSCS (Amendment) Rules 2023, the dues of remuneration have to be paid by societies to CEA, which in turn is paid subsequently to RO by the CEA.

3. CEA has received request from Returning officers to fix rates for remuneration of Returning Officer, Assistant Returning Officer & Polling personnel in accordance with the provisions of the MSCS (Amendment) Act and Rules on similar lines as granted by Election Commission of India which grants honorarium for conduct of Lok Sabha/ State Assembly elections.

4. Returning officers have to perform all poll related work including preparation of electoral rolls, scrutiny of nominations, conduct of poll, disposal of complaints received from delegates or members of the society by passing speaking orders, signing of each ballot paper, counting of votes, preparation of reports for seeking prior approval of results in the prescribed format, handling of court cases. Nature of these duties are different from the day to day function of the officials. These are highly demanding activities requiring personal attention and timely disposal / action.

5. Remuneration Structure: Keeping in view these facts, the following honorarium rates are ordered which is given below:

Officer	Honorarium rate
Returning Officer, Assistant Returning Officer	Not more than 15 days of basic pay
Polling Personnel	Not more than Rupees 1000/-

6. This order applies to all Multi State Cooperative Societies whose election is conducted by the Cooperative Election Authority (CEA).

7. This remuneration order shall come into effect from the date of the formation of the Cooperative Election Authority and would also be applicable to all past cases where election has been conducted under the supervision of CEA.

This issues with the approval of the Co-operative Election Authority.

By Order

03/06/2024

(Ved Prakash Dwivedi)
Assistant Registrar (Cooperation)

To,

1. All Returning Officer / Assistant Returning Officer appointed by Cooperative Election Authority.
2. C.E.O /M.D. of all MSCSs

Copy to:

i) Secretary, Ministry of Cooperation
ii) CRCS
iii) NIC (for uploading on the websites of CRCS & Ministry of Cooperation)

Proforma

Proforma for remuneration-claims for conduct of MSCS Elections

S.No.	Name and Designation	Service	PAN Number	Bank account details/Bank name and Branch with IFSC Code	Basic Pay drawn in the month in which Election programme is issued
1.					
2.					
3.					
4.					

(Signature of RO or ARO with seal)