

PRAKASHDEEP FLAT OWNERS WELFARE SOCIETY

(Registered under Societies Registration Act, 1860)

11th Floor, Prakash Deep Building, 7, Tolstoy Marg, New Delhi - 110001

AUTHORISATION FORM

(Authorization to Represent, Attend, Speak & Vote on Behalf of a Member)

Date: ___ / ___ / 20___

MEMBER (PRINCIPAL) DETAILS	AUTHORISED REPRESENTATIVE DETAILS
<p>I, Mr./Mrs./ Ms. _____,</p> <p>S/o / D/o / W/o _____,</p> <p>Flat No. _____, Prakash Deep Building, 7 Tolstoy Marg,</p> <p>Residence Address :- _____</p> <p>being a duly admitted member of the Society, competent to vote and participate in its affairs, do hereby appoint and authorize following person as his/her authorized representative:</p>	<p>Mr./Ms. _____</p> <p>S/o / D/o / W/o _____</p> <p>Resident of _____</p> <p>_____</p> <p>Valid ID detail (Aadhar Card/ Voter Card/ Driving License) No. _____</p>

SCOPE OF AUTHORISATION

The above-named Authorized Representative is hereby empowered to:

- ✓ Attend the meeting on my behalf
- ✓ Participate in discussions and deliberations
- ✓ Exercise my voting rights
- ✓ Sign attendance register and related records at the following meeting:

TERMS, CONDITIONS & SAFEGUARDS

- a. This authorization shall be valid only for the above-mentioned meeting and shall automatically lapse thereafter.
- b. I confirm that no other authorization has been issued by me for the said meeting. Any duplication shall render all authorizations **void except the latest dated valid instrument**.
- c. This authorization is subject to:
 - Society bye-laws
 - Applicable provisions of the **Societies Registration Act, 1860**
 - Fulfilment of eligibility conditions (including dues status, if applicable)
- d. This authorization is **personal in nature** and cannot be sub-delegated, assigned, or transferred by the authorized representative to any other person.
- e. The Society reserves the right to verify identity, signature, and credentials of both member and authorized representative. Failure to establish authenticity shall result in **rejection without notice**.
- f. A authorized representative shall not represent more members than permitted under Society bye-laws. Any violation shall invalidate such representation.
- g. All lawful acts, participation, and voting carried out by the authorized representative within the scope of this authorization shall be **binding upon me**.
- h. This authorization shall stand revoked:
 - Upon my personal attendance at the meeting
 - Upon written revocation submitted prior to meeting
 - If authorized representative is found ineligible or disqualified
- i. Any misuse, forgery, impersonation, or misrepresentation:
 - Shall render this document **null and void ab initio**
 - Shall invite disciplinary action by the Society
 - May attract **civil and criminal proceedings under applicable laws**

- j. I undertake to indemnify and keep indemnified the Society, its Managing Committee, and office bearers from any claims, disputes, or liabilities arising out of this authorization.
- k. Any dispute relating to this authorization shall be subject to jurisdiction of competent courts/authorities in Delhi.

DECLARATION

I hereby declare that this authorization is executed by me knowingly, voluntarily, and in sound state of mind, without any coercion or undue influence.

<p>SIGNATURES Signature of Member (Principal):</p> <p>_____</p> <p>Name: _____</p> <p>Flat No.: _____</p> <p>Mobile No.: _____</p>	<p>Signature of Authorized Representative:</p> <p>_____</p> <p>Name: _____</p> <p>Mobile No.: _____</p>
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WITNESS (MANDATORY)

Witness Name: _____

Signature: _____

Address: _____

Mobile No.: _____

ENCLOSURES (RECOMMENDED FOR VALIDITY)

- Self-attested ID proof of Member
- Self-attested ID proof of Authorized Representative

IMPORTANT INSTRUCTIONS

1. This form must be submitted at least **72 hours prior to the meeting through mail prakashdeeprwa@gmail.com**. And original authority letter should be accompanied by the authorized representative on the day of meeting & election.
2. Incomplete / unsigned / altered forms shall be **summarily rejected**.
3. The Society shall maintain a **register of authorizations** for transparency.
4. Decision of Election Committee regarding validity shall be **final, subject to law**.