

Confederation of Asian and Pacific Accountants Limited

MINUTES OF THE ASSEMBLY OF DELEGATES of the above named Confederation held on the following date, and at the following time and place namely:-

Date: 6 October 2023

Time: 12:15 p.m. – 2:15 p.m.

Venue: Jubilee Ballroom, Galle Face Hotel, Colombo, Sri Lanka

PRESENT: As per Attendance List attached

CHAIR

The President Jim Knafo presided at the meeting.

1. CALL TO ORDER, ACKNOWLEDGEMENT AND APOLOGIES

The meeting was called to order at 12:15 p.m.

Apologies were received from 3 Members, 2 Associates and 2 Affiliates.

2. AFFIRMATION OF QUORUM AND PROXIES

The Chair noted that there was sufficient quorum for the meeting with 21 Members present and he declared the meeting duly convened and constituted. The Chair suggested that the notice convening the meeting be taken as read. He welcomed all member organisations, inviting open discussion but noting that only Members may vote.

Confirmed two proxies received, one given to the Chair and the other to the Institute of Chartered Accountants of India.

3. TO ADOPT THE MINUTES OF THE LAST ANNUAL GENERAL MEETING – JUNE 2023

The Chair moved to adopt the minutes of the Annual General Meeting that took place in June 2023.

The motion to adopt the minutes was proposed by Gill Cox, representative of the Chartered Accountants Australia and New Zealand and seconded by Ashwin Dalwadi, representative of the Institute of Cost Accountants of India.

It was unanimously RESOLVED that the minutes be adopted.

4. TO CONSIDER AND APPROVE THE MEMBER ORGANISATIONS' FEES FOR THE YEAR 2024

The Chair noted that this item was discussed at the Members Meeting held before the Assembly, for which most members were present. The Board had approved to recommend a 2% member organisations' fee increase from the prior year base fee, with the fees for the year 2024 as presented.

No questions or comments were raised.

Confederation of Asian and Pacific Accountants Limited

MINUTES OF THE ASSEMBLY OF DELEGATES of the above named Confederation held on the following date, and at the following time and place namely:-

Date: 6 October 2023

Time: 12:15 p.m. – 2:15 p.m.

Venue: Jubilee Ballroom, Galle Face Hotel, Colombo, Sri Lanka

- 2 -

Gill Cox, representative of the Chartered Accountants Australia and New Zealand moved to approve the Board's recommendation. The motion was seconded by Satsuki Miyahara, representative of the Japanese Institute of Certified Public Accountants and Ali Latif, representative from the Institute of Chartered Accountants of Pakistan.

The motion was put to a vote with a show of hands.

There were no objections or abstentions. It was unanimously RESOLVED that the proposed Members' annual financial contributions for the year 2024 be approved.

The Chair thanked all members for their continued support.

5. TO ELECT CAPA BOARD MEMBERS TO SERVE UNTIL THE NEXT ASSEMBLY OF DELEGATES

The Chair drew attention to the paper and informed that Rob Alder, member of the Member Development Committee and representative from AAT UK, and Khoo Mei Leng are appointed as scrutineers. He then passed this item to the Chief Executive (CE) to guide Members on the election.

CE informed the Institute of Cost Accountants of India had submitted a letter withdrawing from the election. In accordance with Article 53, India, being the jurisdiction represented by the current Deputy President and being the only candidate for election, the Institute of Chartered Accountants of India (ICAI) is deemed elected.

The election proceeded according to Policy 4.1, being to elect nine Board members from the seventeen eligible candidates representing fifteen jurisdictions. Noted that the Articles provided for a maximum of 10 candidates to be elected (including India and ICAI in this instance), and that a maximum of 2 candidates may be subsequently appointed by the new Board.

CE explained the voting process in accordance to Policy 4.1 as noted in the paper.

Candidates that were absent but included in the election are from the Institute of Public Accountants and Fiji Institute of Chartered Accountants. All Members standing for election were given the opportunity for their nominated Board candidates, or if absent any attending representatives or colleagues, to present a short address to the members.

The Members proceeded to elect nine Board members by secret ballot. The first round of voting resulted in a tie for the 9th and 10th seats. A second round of voting was held.

Rob Alder announced the results, noting 23 ballots were counted for round 1 and 22 ballots for round 2, with no spoilt ballot. One of the voting representatives was not present during round 2.

...../3

Confederation of Asian and Pacific Accountants Limited

MINUTES OF THE ASSEMBLY OF DELEGATES of the above named Confederation held on the following date, and at the following time and place namely:-

Date: 6 October 2023

Time: 12:15 p.m. – 2:15 p.m.

Venue: Jubilee Ballroom, Galle Face Hotel, Colombo, Sri Lanka

- 3 -

The jurisdictions, and their representatives, elected to the new Board to serve until the next Assembly were:

1. Australia - CPA Australia (Priya Terumalay)
2. India - The Institute of Chartered Accountants of India (Aniket Sunil Talati)
3. Japan - Japanese Institute of Certified Public Accountants (Satsuki Miyahara)
4. Korea - Korean Institute of Certified Public Accountants (Yong Sok Jhun)
5. Nepal - The Institute of Chartered Accountants of Nepal (Yuddha Raj Oli)
6. New Zealand - Chartered Accountants Australia and New Zealand (Gill Cox)
7. Papua New Guinea - Certified Practising Accountants of Papua New Guinea (Richard Kuna)
8. Philippines - Philippine Institute of Certified Public Accountants (Randy Blanza)
9. Sri Lanka - The Institute of Chartered Accountants of Sri Lanka (Tishan Subasinghe)
10. USA - American Institute of Certified Public Accountants (Jim Knafo)

It was RESOLVED that the ballot papers be destroyed. CE handed over the meeting to the Chair.

6. ANY OTHER MATTERS

No other matters were raised.

7. CLOSING OF THE MEETING

There being no further business, the Assembly was declared closed at 2:15 p.m.

Signed as a correct record,



Jim Knafo

ATTENDANCE LIST

CAPA Assembly of Delegates

6 October 2023

CAPA	NAME	DESIGNATION
	Jim Knafo	President
	Prafulla Chhajed	Deputy President
	Brian Blood	Chief Executive
	Rachel Chee & Johnny Yong	Executive Directors
	Khoo Mei Leng & Yap Imm Ai	Managers

MEMBER	NAME	DESIGNATION
AUSTRALIA CPA Australia	Priya Terumalay	Representative
AUSTRALIA Institute of Public Accountants	Catherine Cleary	Representative
AUSTRALIA & NEW ZEALAND Chartered Accountants Australia and New Zealand	Gill Cox Geraldine Magarey	Representative
BANGLADESH Institute of Chartered Accountants of Bangladesh	Md. Moniruzzaman Nasir Uddin Ahmed Shahadat Hossain	Representative
Institute of Cost and Management Accountants Accountants of Bangladesh	Md. Kausar Alam	Representative
CHINA Chinese Institute of Certified Public Accountants	Wan Wenxiang Wu Suyan	Representative
INDIA Institute of Chartered Accountants of India	Aniket Sunil Talati Mudit Vashishtha	Representative
Institute of Cost Accountants of India	Ashwin G Dalwadi Dr. V. Murali Dr. Ashish P. Thatte	Representative
JAPAN Japanese Institute of Certified Public Accountants	Satsuki Miyahara Rie Nakane	Representative
KOREA Korean Institute of Certified Public Accountants	Yong Sok Jhun	Representative
MONGOLIA Mongolian Institute of Certified Public Accountants	Tuvshin Banzragch Oyunbaatar Baasandorj Tserennadmid Ganbaatar	Representative
NEPAL Institute of Chartered Accountants of Nepal	Sujan Kumar Kafle Sanjay Kumar Sinha Prabin Kumar Jha Yuddha Raj Oli	Representative

ATTENDANCE LIST

CAPA Assembly of Delegates

6 October 2023

MEMBER	NAME	DESIGNATION
PAKISTAN		
Institute of Chartered Accountants of Pakistan	Muhammad Ali Latif	Representative
Institute of Cost and Management Accountants of Pakistan	Shehzad Ahmed Malik Zia ul Mustafa Awan	Representative
PAPUA NEW GUINEA		
Certified Public Accountants Papua New Guinea	Richard Lekep Kuna Rex Towa Apa	Representative
PHILIPPINES		
Philippine Institute of Certified Public Accountants	Atty. Randy Blanza Galdeys Jill Santos Abner Ty	Representative
SRI LANKA		
Institute of Chartered Accountants of Sri Lanka	Sanjaya Bandara Tishan Subasinghe	Representative
Association of Accounting Technicians of Sri Lanka	Naleen De Silva Tishanga Kumarasinghe Jagath Nandana Perera	Representative
Institute of Certified Management Accountants of Sri Lanka	Lakshman R Watawala	Representative
USA		
American Institute of Certified Public Accountants	Jim Knafo	Representative
VIETNAM		
Vietnamese Association of Certified Public Accountants	Tran Khanh Lam	Representative

AFFILIATE	NAME
UNITED KINGDOM	
Association of Accounting Technicians	Rob Alder
Association of Chartered Certified Accountants	Zarif Ludin

APOLOGY/NOT PRESENT

FIJI - Fiji Institute of Accountants *(proxy to Institute of Chartered Accountants of India)*
SAMOA - Samoa Institute of Accountants *(proxy to Chair)*
CANADA - Chartered Professional Accountants of Canada
FRANCE (Affiliate) - La Délégation internationale pour l'Audit et la Comptabilité
D.P.R OF KOREA (Associate) - Pyongyang Office of Auditors of the D.P.R. of Korea
SOLOMON ISLANDS (Associate) - Institute of Solomon Islands Accountants
UNITED KINGDOM - Institute of Chartered Accountants in England & Wales