THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Association of Accounting Technicians West Africa (AATWA)

November 9, 2026

TO: ALL MEMBERS,

2026 ANNUAL GENERAL MEETING – Tuesday, December 15, 2026

At the forthcoming Annual General Meeting of the Association of Accounting Technicians to be held on Tuesday, December 15, 2026 by 1.00p.m prompt the following Executive Members will retire or seek re-election in accordance with Rule 13, item iii of the Association of Accounting Technicians Constitution and Bye Laws 2020 as amended:

1.	Mr. Emmanuel C. Modozie	AAT/016309	- Retiring
2.	Mr. Shonde Musa Ayomide	AAT/013980	- Re-election
3.	Ms. Bashorun Elizabeth Modupe	AAT/022659	- Re-election
4.	Ms. Oluchi Anne Kem-Ajieh	AAT/022778	- Re-election
5.	Mr. Awonaya Moses Segun	AAT/020799	- Re-election
6.	Mr. Olawale Olajide Ayodele	AAT/019894	- Re-election
7.	Mr. David Oluwaseun Segun	AAT/013327	- Re-election

Seven vacancies will be filled by members of the Association in accordance with Rule 10 of the Constitution by election. Nominations are hereby invited from members to fill the **Seven** vacancies at the next Annual General Meeting. Some of the retiring members are eligible for re-election. The guidelines on election are listed on page 2. **In addition, members seeking election or presenting nominees should have fulfilled all the financial obligations to the Association according to Rule 7(f) of the Constitution as failure in this regard will result in outright disqualification**.

Members are required to forward the names of their nominees together with the nominee's written consent to the **Membership Secretary** not later than **Tuesday, December 1, 2026** through shittua1212@gmail.com and **sfjohnson@ican.org.ng**

In order to guide members in voting for candidates at the election, candidates seeking election are to complete the attached form and return to the General Secretary of the Association not later than **Tuesday, December 1, 2026.** They are also to forward ***two recent passport-size photographs*** and a letter of consent in support of their nominations.

Members are to note that any motion(s) not relating to the ordinary business of the Annual General Meeting under Rule 8b (see attached) should be forwarded to, and be received by the General Secretary not later than **Tuesday, December 1, 2026.**

All correspondence should be addressed to the **Membership Secretary.**

Yours faithfully,

BALOGUN SHAKIRU AKANNI, FCA
GENERAL SECRETARY

All AATWA members are expected to be financially up to date. The council of the Institute would take necessary action against defaulters.

GUIDELINES FOR ELECTIONS

1. Election of members to fill vacancies on the Executive Committee of the Association of Accounting Technicians West Africa shall be held annually at the Annual General Meeting or as near thereto as possible and such election shall be by secret ballot or e-voting.

2. Any member wishing to nominate a member or members for election to the Executive Committee shall notify the General Secretary in writing. This shall be accompanied by the nominee's consent in writing of his intention to seek election not later than **Tuesday, December 1, 2026**.

3. No member shall be allowed to nominate himself/herself for election.

4. Each candidate for election shall be sponsored by at least two members.

5. A retiring Vice Chairman of the Executive Committee shall not be eligible for re-election.

6. Election shall be by e-voting

7. Voting credentials shall be sent to all financial members

8. **Three Scrutineers** appointed by the Executive Committee shall, in the presence of each other, scrutinise and count the votes obtained by any candidate shall be recorded and enclosed in sealed envelope to be opened at the Annual General Meeting.

9. The results of the election as authenticated by the **Scrutineers** shall be final.

Rule 8b: MOVING OF MOTION

A member who wishes to bring before the Annual General Meeting any motion not relating to the ordinary annual meeting of the Association may do so provided:

1. That notice in writing of the proposed motion be sent or given to the General Secretary and be received by him/her not later than **twenty-eight days** before the date of the Annual General Meeting.

2. That not less than five members entitled to vote at the Annual General Meeting shall have sent or given notice in writing to the General Secretary to be received by him/her not later than twenty-eight days before the date of the Annual General Meeting; and

3. That the proposed motion relates to matters affecting the Association.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Association of Accounting Technicians West Africa (AATWA)

(AFFIX TWO RECENT PASSPORT- SIZED PHOTOGRAPHS)

PROFILE OF ELIGIBLE CANDIDATE FOR ELECTION INTO AATWA EXECUTIVE COMMITTEE

1) NAME:_____

SURNAME **OTHER NAMES**

2) MEMBERSHIP NUMBER: AAT/0_____

3) YEAR OF QUALIFICATION_____ **4) GSM/TEL.:**_____

E-MAIL: _____

5) INSTITUTIONS ATTENDED

Schools (from Secondary/High School)	Date	Qualification Obtained

6) PLACE OF WORK (PAST & PRESENT) WITH DATES

_____

_____

7) SERVICES TO THE ASSOCIATION (COMMITTEE, SUB-COMMITTEE & DISTRICT SOCIETIES) WITH DATES:

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8) SERVICES TO THE PUBLIC (list them)

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9) SIGNATURE & DATE: ----------

NOTE: **CANDIDATES ARE TO USE THIS PRESCRIBED FORM FOR THEIR PROFILE.**
NO ADDITIONAL SHEET WILL BE ENTERTAINED. PLEASE COMPLY.

Guidelines for Completion of the Form

- *The purpose of this form is to standardize information about members standing for election into the Executive Committee. Candidates are advised to be concise and provide only information which are of direct relevance to the Institute.*

- *Services to the Institute should be only those rendered at Committee, Sub-Committee and District Society levels.*

- *Services to the public include government assignments/appointment*s