

Pakistan Association of Western Australia Inc.

(FORM PAWA-5) Information Sheet A

Procedure to be adopted

At the time of Handing over / Taking over charge between two Officers

Outgoing Officer

1. Check what are your legal responsibilities to maintain relevant books and record of the Association under the constitution and sections 25, 26, 27, 28 & 29 of the Act.
2. Examine your record for its accuracy and up to date completion.
3. Keep the records available for hand-over to your incoming counter-part immediately after the close of AGM, in case of your resignation or in special circumstances decided by the Executive Committee.
4. Explain your counter-part officer the way you maintained your records and any other useful information which can assist the incoming officers of the Association further.
5. Type-write the list of documents, cheque books and any other transferable items, sign and attach the list with prescribed 'Form 'PAWA-5'.
6. Complete Form 'PAWA-5 in duplicate with all signatures and file one copy in the official records of the Association.
7. Hand over all the books, record and material physically to the incoming officer, in the presence of another member as a witness.
8. Your hand over is complete, however your ongoing courtesy and assistance will be appreciated by the incoming committee in case it is required in the due course.

Incoming Officer

1. Check your legal responsibilities to keep and maintain the Association books and record. Familiarize yourself with the relevant procedure and all the requirements under sections 25 to 29 of the Act and the constitution.
2. Ask any question or make clear any queries from the outgoing officer or your own sources. Ignorance of law is no excuse.
3. Check the books, items and various records handed over to you against the itemized list attached with Form 'PAWA-5' for accuracy.
4. Complete Form 'PAWA-5' in duplicate with all signatures and file one copy in the official records of the Association.
5. Take over the items handed over to you from the outgoing officer, in the presence of another member as a witness.
6. Congratulations ! Your take over is complete.
7. It is now your obligation along with your Executive Committee, to deal with the ongoing business of the Association. Good Luck !