From: Alison Catlin
Sent: Friday, 14 July 2017 2:10 PM
To: 'ASH Limited'
Cc: Penrith Area Office DOMs
Subject: FOR ACTION:- Fee for Service Election - Australian Society of Hypnosis Ltd - Postal Ballot for Treasurer and Honorary Secretary [SEC=UNCLASSIFIED]

Good afternoon Ann

As per our telephone conversation of today I can confirm that the ballot dates for the election of the Treasurer and the Honorary Secretary are as follows:-

Ballot to open on Monday 14 August 2017 and close at 10:00am on Monday 4 September 2017 with the count to follow at 11:30am at the Australian Electoral Commissions office Ground Floor 606 High St Penrith NSW 2750.

These dates are in-line with the Memorandum paragraph 62 which states that ballot papers are to be posted not less than 21 days before the AGM and paragraph 65 which states that closing of the ballot is 10am on the day before the general meeting)

Request for Roll of Voters

The AEC has been contracted by your organisation to conduct the Australian Society of Hypnosis Ltd Election for the positions of Treasurer and Honorary Secretary to be held during between 14 August 2017 and 4 September 2017. A key task that the AEC must perform is to use the roll of voters to issue ballot papers to all eligible financial members.

In order to complete this task the AEC requires the following:

1. A roll of voters in excel format by Monday 7 August 2017 to be submitted using the AEC IT Portal (see 3).

    - For a **postal vote** the AEC requires an excel spreadsheet with separate columns as follows:- the surname, given name, postal address including state and post code of each member.

2. The exact number of voters you have submitted on the Roll of Voters.
   Please specify the exact number of voters on the Roll of Voter: _____

3. The Roll of Voters must be submitted via the AEC IT Portal. Instructions and a User Guide are available on the AEC website, here is the link to the IT Portal section on the AEC website.

   The portal enables your organisation to electronically submit data and documents (e.g. list of employees) relating to any commercial election or ballot being conducted by the AEC. It also provides greater data security.

If you have any questions regarding what information to put into the roll of voters please contact me on the number below.

Regards

Alison Catlin | Assistant Divisional Office Manager
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