

**FORM 3**

[See bye-law 5(5)]

To  
The Competent Authority  
under The West Bengal Apartment Ownership Act, 1972

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.....

Sir,

In the first meeting of the Board of Managers of ..... (name of the Association) held today, I have been duly elected President of the said Board and the Association of the Apartment Owners namely ..... having Registration No. .... . I do hereby forward to you the names of all the other Office-Bearers and Managers of the Board along with their portfolios as follows : –

- 1. Mr./Mrs. .... President
- 2. Mr./Mrs. ....
- 3. Mr./Mrs. ....
- 4. Mr./Mrs. ....

Date :

Yours faithfully

Signature of the President

Name:–

Phone Number:–

Email id:–

Enclosure : A copy of report of the officer/committee conducting the election and a copy of charge hand over and taken over report of the Board of Managers.

Note : Form 3 shall be printed on the letter head of the Association.