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| MINUTE OF MEETING |
| MEETING TITLE | **ANNUAL GENERAL MEETING 2021** |
| CONFIDENTIALITY LEVEL  | Open |
| DATE/TIME |  Sunday, 19th December 2021 | **DURATION** | 10:30 – 12:00 |
| PLACE | Dalcheeni Restaurant, 100 Xuan Dieu Street, Hanoi |
| MEETING SECRETARY | Ms. Dinh Phuong Thuy  |
| ATTENDEES |

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| **Physical Attendance:** | **Virtual Attendance via Zoom:** |
| 1. Mr. Arun Chhhotelal Dubey
2. Mr. Atul Wal
3. Mr. Chaitanaya Kishore Reddy
4. Mr. Dibyendu Banerjee
5. Mr. Harish Taparia
6. Mr. Indronil Sengupta
7. Mr. Maddi Koteswara Rao
8. Mr. Mahesh Adhikari
9. Mr. Nakul Verma
10. Mr. Navendu Kumar
11. Mr. Nguyen Trong Tai
12. Mr. Neeraj Malik
13. Mr. Nikhil Nanda
14. Mr. Nilesh Banglorewala
15. Mr. Pangaonkar Sanjaykumar
16. Mr. Rajaram Kadiravan
17. Mr. Rajeev Garg
18. Mr. Ravi Kumar Garikaparthi
19. Mr. Utpal Bora
20. Mr. Vaibhav Sakorikar
21. Mr. Vaibhav Saxena
22. Mr. Vikrant Tomar
23. Mr. Vishwa Sharan
24. Mr. Navendu Kumar
25. Mr. Kamal Kumar Sogani
26. Mrs. Prabhjyot Kaur Sharma
 | 1. Mr. Ravi Ramasamy
2. Mr. Mohit Agarwal
3. Mr. Nguyen Trong Nguyen
4. Mr. Subrata Barman
5. Mr. Gaurav Sharma
6. Mr. Syed Nishat Hussain
7. Mr. Saurabh Mathur
8. Mr. Krishnakanth Kodukula
9. Mr. Karan Goenka
10. Mr. Shelke Mahanand
11. Mr. Srinivasa Venugopal
12. Mr. Chandranath Pramanik
13. Mrs. Vu Thi Thu Ha

Proxies:1. Mr. Guru Sankar to Mr. Saurabh Mathur
2. Mrs. Nguyen Thi Mai to Mr. Shivanshu Kumar
3. Ms. Phuong Nguyen to Mr. Nguyen Trong Nguyen
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| Topic/Issue | **Discussion/Decision** |
| 2021 Summary | * Mr. Indronil Sengupta presented the main activities and summary of achievements by INCHAM Hanoi during Y2021.
* Mr. Nilesh Banglorewala presented the financial report of Y2021.
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| Open Recommendations/ Suggestions from Members | * INCHAM Members (IT experts for example) can give lectures to the children at Birla Village apart from the donations made under INCHAM banner.
* INCHAM should increase its presence on the business platform, such as improving its relationship with VCCI and other Vietnamese associations; partnering with other chambers of commerce in India or in ASEAN region.
* INCHAM can offer services on down-payment basis, such as providing new law documents, new amended law/decree/updates... in each industry monthly/quarterly to members and non-members.
* Instead of steaming many working groups, INCHAM can focus top 3 sectors (pharmaceutical, IT, Tax...).
* Head of INCHAM Working groups should update members of the activities or achievements of the working group during the year in the AGM or GBM.
* INCHAM can consider hiring an ex-Vietnamese diplomat or expert as Executive Director (depending on the budget of the year).
* INCHAM can also explore changing the Chamber's communication structure that the communication can be sent to members under the name of Industry leader/BOG member in charge instead of Office Manager or General Secretary or Chairman.
* INCHAM Members should be more active and participate more in webinars or working groups either under INCHAM or VBF to better utilize our current resources.
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| Introduction of Newly Elected Members of the 2022 BOG | * The posts of Chairman, Vice Chairman, General Secretary and Treasurer have been announced and ratified:
* Chairman: Mr. Harish Taparia
* Vice Chairman: Mr. Rajeev Garg
* General Secretary: Mr. Shivanshu Kumar
* Treasurer: Mrs. Prabhjyot Sharma
* The positions of the BOG and EC team will be finalized and informed later.
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| Members Lunch | After AGM meeting, members had lunch together.  |