CIIG
PROFESSIONALISM · INTEGRITY · EXCELLENCE

CHARTERED
INSURANCE
INSTITUTE OF GHANA

PASSPORT SIZE
PHOTOGRAPH

ELECTION NOMINATION FORM 2020

NOMINEE INFORMATION:

Full Name: Date of Birth: D D M M Y Y Y Y

Current Place of Employment:

Position/ Designation:

Mobile Number: Office Phone Number:

Email Address:

Professional Qualification:

Year of Completion: CIIG Memebership PIN:

Number of years working in the Insurance Industry:

Total years of working experience:

Position Contesting for (PLEASE TICK): President ☐ Vice President ☐ General Secretary ☐ Asst. General Secretary ☐ PRO ☐ Treasurer ☐

REFERENCE DETAILS:

Full Name:

Qualification:

Contact Number: CIIG Memebership PIN:

Email Address:

Current Place of Employment and Position:

I confirm that all details provided by the Nominee are correct and complete. I also confirm that I know the Nominee to be of good character.

Signed: Date: D D M M Y Y Y Y

Full Name:

Qualification:

Contact Number: CIIG Memebership PIN:

Email Address:

Current Place of Employment and Position:

I confirm that all details provided by the Nominee are correct and complete. I also confirm that I know the Nominee to be of good character.

Signed: Date: D D M M Y Y Y Y

Full Name:

Qualification:

Contact Number: CIIG Memebership PIN:

Email Address:

Current Place of Employment and Position:

I confirm that all details provided by the Nominee are correct and complete. I also confirm that I know the Nominee to be of good character.

Signed: Date: D D M M Y Y Y Y

Full Name:

Qualification:

Contact Number: CIIG Memebership PIN:

Email Address:

Current Place of Employment and Position:

I confirm that all details provided by the Nominee are correct and complete. I also confirm that I know the Nominee to be of good character.

Signed: Date: D D M M Y Y Y Y

Full Name:

Qualification:

Contact Number: CIIG Memebership PIN:

Email Address:

Current Place of Employment and Position:

I confirm that all details provided by the Nominee are correct and complete. I also confirm that I know the Nominee to be of good character.

Signed: Date: D D M M Y Y Y Y

DECLARATION BY NOMINEE

I ..... hereby offer myself to be elected to the

position of .....

I confirm that all details I have provided are correct and complete to the best of my knowledge and belief and that, if any of the information I have provided are confirmed to be false, I agree to be disqualified from the contest or removed from office if elected.

Signed: Date: D D M M Y Y Y Y

GUIDELINES FOR CANDIDATES

1. Only members in good standing (for a period not less than 3 years) shall be entitled to stand as candidates, propose/ nominate candidates, support nominations or vote.

2. A member is eligible for election to the office of **President or Vice President** if
   1) he/she has attained an internationally recognized Advanced Diploma in Insurance or Loss Adjusting or have pursued such other course of education and passed such qualifying examinations as the Council may determine and;
   2) is wholly or mainly engaged or employed in work connected with insurance for a period of **not less than Seven (7) years post qualification** and;
   3) serves in a Senior Management position

3. A member is eligible for election to the office of Secretary, Assistant Secretary, Treasurer or Public Relations if the member is wholly or mainly engaged or employed in work connected with insurance for a period of **not less than Five (5) years.**

4. A candidate is **not qualified** to be nominated for election if he/she has any record of conviction for a serious criminal offence or proven professional/other misconduct involving dishonesty or moral turpitude.

5. The nomination of a candidate for the Office of **President, Vice President** and **Secretary** shall be supported by **5 Members,** one of whom shall be a **FELLOW** of the Institute and the others, **ASSOCIATES.**

6. The nomination of a candidate for other Offices shall be supported a **minimum of 3 ASSOCIATES** of the Institute.

7. **Nomination of candidates shall close on the 21st August, 2020.**

8. Proposers and supporters shall state their full names, places of work and such other details as requested on the nomination forms.

9. The consent of a Candidate shall be endorsed on the nomination form by the Candidate's signature.

10. Completed nomination forms shall be submitted together with passport size photographs of the candidate as well as **copies** of certificates /professional qualifications, resume and **not more than** a one page write-up of candidate's vision statement.

11. Completed nomination forms shall be submitted in **triplicate** and after processing the Secretariat shall retain the original nomination form, send the duplicate to the Electoral Committee and return the triplicate to the proposer.

12. The Electoral Officer and the Secretariat shall compile a list of nominated candidates for publication after the close of nominations.

13. The publication of a list of candidates shall include all the particulars of the candidates required to be stated on the nomination form.

14. A candidate may by notice in writing signed by him/her withdraw his candidature not later than five days before the close of nominations.

15. A candidate and a proposer seeking to withdraw a candidate's nomination after the expiration of five days before the close of nomination, or any other period as may be prescribed in that behalf by the Council, shall be liable to be surcharged the processing cost of the nomination papers.

16. The Electoral Committee shall submit a report in respect of the vetting to the Council which shall approve the vetted candidates and cause publication of same.

*****A candidate dissatisfied with the decision of the Electoral Officer or Electoral Committee in respect of his/her nomination, may within seven days of the communication of the decision, appeal against the decision to the Council.**

The Council shall within fourteen days of the receipt of an appeal determine the appeal and the decision shall be final***

SUBMISSION:

Candidates vying for the position of President and Vice President will pay, at the time of submission of their forms, a fee of GH¢ 150.00

All other Candidates will pay, at the time of submission of their forms, an amount of GH¢ 100.00