



**UNDERSTANDING THE REGISTRATION PROCESS**

1. Registration will start after Notice of the GBM has been given by the GS.
2. The deadline for registrations will be Monday 1 November 2021.
3. The Assembly Governing Body will formally nominate the delegates to the GBM at a duly convened meeting. (Two delegates per registered assembly.)
4. Each individual delegate will complete a registration form with his/her personal details.
5. The Assembly Secretary/Administrator will sign the Registration form as proof that the delegate/s have been formally nominated.
6. The completed forms, with attached proof of payment will then be forwarded by the Assembly Secretary/Administrator to the Regional Secretary/Administrator.
7. The Regional Secretary/Administrator will sign the form as proof that the Assembly is a registered Assembly of the AFM in his/her Region.
8. The Regional Secretary/Administrator will forward all completed documents to the National Office.
9. After verifying the information, the National Office will capture the information on the database.
10. The delegate will then receive a “Confirmation of Registration Letter” with a QR code and information on the specific GBM Election Venue that he/ she must go to.
11. A hardcopy of the Confirmation Letter or a copy on a cell phone, must be presented at the GBM Election Venue on the day of the GBM.
12. At the venue the QR code will be scanned to give delegates access to the GBM. (You will only be allowed at the allocated GBM Election Venue.)

For Office use only

GBM/ VOTING CENTRE: .....

DATE OF PAYMENT: .....