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## Form 3: Nomination of Delegates Branch Return

- Form 3** is to be completed by the Branch Secretary confirming that the delegate(s) has (have) been elected at a properly constituted Branch meeting.  
*Please consult the Annual Report to determine the number of delegates to which your Branch is entitled. The 2023 Annual Report will be published on the NIPSA website by Monday 4 March.*
- NIPSA Headquarters must be notified of delegates and completed forms, properly signed, must be returned to **Brian Nugent** (brian.nugent@nipsa.org.uk) at NIPSA Headquarters by **2.00 p.m. on Friday 5 April 2024**. It is essential that all contact details are provided and in particular the email address.
- Form 4** is to be completed by each delegate.  
Only ordinary fully paid up members are eligible to attend conference as delegates and they must be paying members on the dates during which conference is held. Members on career breaks or associate members are not entitled to attend Conference.  
**Form 3 must be completed and returned along with Form 4, otherwise the delegates will not be accepted by the General Secretary and will not be eligible to attend Conference.**

### Form 3: Return

Branch Secretary's Name

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Office Tel No:		Ext:		Email:	
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The members (names attached) were nominated as delegates by Branch		at the meeting held on	
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Signed:		Branch Office:		Date:	
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I confirm as Branch Secretary for the Branch detailed above, the following delegates shall attend the Annual Delegate Conference.

Delegate's Name		Delegate's Name	
Delegate's Name		Delegate's Name	
Delegate's Name		Delegate's Name	

Which Delegate will be responsible for voting for the Branch?

### Notes on Fillable PDF Form

**This is a fillable PDF form.** If you wish you can print out the PDF form and fill in your answers by hand, in black ink using block letters. Alternatively you can save the form to your computer and type your data directly into the form using Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader installed, a free download is available from <https://get.adobe.com/uk/reader/>. Please do not use any third party PDF readers to complete this form.

#### Instructions for completing a Fillable PDF Form

- Save the form, from our website on to your computer, for example into your 'Documents' folder or your Desktop.
- Open the application form with Adobe Acrobat Reader. Click the tab key to select the first field in the form (Surname). The form fields are highlighted in blue.
- Enter your data into the form, remember to keep saving as you go.
- Using the tab key to navigate through the fields in order. You can also select form fields directly with your mouse.
- Once you have completed entering all your relevant information, save the form, print it out, and **complete your application by adding your signature and date where applicable.**

