

Branch No.

## Form 3: Nomination of Delegates Branch Return

1. **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 2024 Annual Report is now available on the NIPSA website.**

2. 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 4 April 2025**. It is essential that all contact details are provided and in particular the email address.

3. **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

Office Tel No:		Ext:		Email:	
The members (names attached) were nominated as delegates by Branch				at the meeting held on	
Signed:		Branch Office:		Date:	

**I confirm as Branch Secretary for 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			

**Which Delegate will be responsible for voting for the Branch?**

### Instructions for completing a Fillable PDF Form

1. Save the pdf form, from our website or email attachment on to your computer, for example into your 'Documents' folder or your Desktop.
2. Open the application form with Adobe Acrobat Reader. Click the tab key to select the first field in the form. The form fields are highlighted in blue.
3. Enter your data into the form, remember to keep saving as you go.
4. Using the tab key to navigate through the fields in order. You can also select form fields directly with your mouse.
5. Once you have completed entering all your relevant information, save the form. You may then return your forms by email to Brian Nugent (brian.nugent@nipsa.org.uk) or print and post to Brian Nugent, NIPSA 54 Wellington Park, Belfast, BT9 6DP.
6. Please ensure your form is signed. Typed signatures will be accepted.