



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
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May 16, 2026

Dear All,

Re: Council Election 2026

The Council in its meeting held on 28th March 2026 approved the conduct of elections for four vacancies arising in the Election to the Council 2026. The term of office for the members elected against these vacancies shall be co-terminus with the remaining term of the Elected member(s) during the Election to the Council 2026 and in accordance with the applicable provisions of the Actuaries Act, 2006.

Election to Council shall be conducted as per Actuaries (Election to Council) Rules, 2021 by "Voting through electronic means"

Hence, four vacancies need to be filled up for which specimen nomination form (Form B and Schedule 2) is available on the website.

Council also decided on the following and same is notified herewith;

1. Executive Director, Dr. Ruchita Verma appointed as Returning Officer as per Rule 2(d) of Actuaries (Election to the Council) Rules, 2021.
2. Following officers appointed Assistant Returning Officers as per Rule 22 of Actuaries (Election to the Council) Rules, 2021.
 1. Mr. Vaibhav Patil, Chief General Manager - Member Services & Education
 2. Mr. Ulhas Pokharkar, Senior Manager - Finance & Accounts
3. Code of Conduct for Election to the Council 2026 approved as per Annexure 1.
4. In terms of section 29(1) of the Actuaries (Election to the Council) Rules, 2021, election expenses of a member shall continue to be fixed at Rs. 10,000/- as per earlier approval of central government
5. Proposed date(s) for Conduction of Election to the Council for 2026 shall be as per Annexure 2.

Dr. Ruchita Verma
Returning Officer

Annexure 1

Election Code of Conduct 2026

This Code of Conduct is issued by the Returning Officer with the approval of the Council under Rule 13 of the Actuaries (Election to the Council) Rules, 2021. It comes into force from **16 May 2026** and is binding on all contesting members and their authorized agents.

(1) The following code of conduct is to be followed by the members during election:

a. Canvassing is a component of the democratic election process. Members are free to decide whether or not to canvass. However, “Ethics and Good conduct” is expected of members while canvassing.

While canvassing members should ensure that the canvassing is done in a manner conforming to high standards of ethics and good conduct. In particular, canvassing by whatever means should not give a negative impression about others.

A manifesto issued by a member in relation to the election shall conform to the following requirements in the interest of maintaining dignity of the election:

- i. A manifesto shall contain information regarding the member and shall not make any reference directly or indirectly to any other member.
- ii. The information which a member may furnish in a manifesto regarding himself shall not differ in any material respect from the information furnished by the Institute to the voters. A member may include any additional information not contained in the information furnished by the Institute.
- iii. A manifesto shall neither contain any appeal to the voters on the basis of caste or communal, religious, regional or sectional lines nor any tall claim.
- iv. The distribution of a manifesto shall be restricted only to members of the Institute.
- v. A certified copy of such manifesto shall be sent to the Returning Officer by Speed Post, Registered Post or email within 15 days of its issue.
- vi. While a member may repeat in any form the manifesto issued without changing its contents, he shall not issue more than one manifesto.
- vii. A member shall not adopt any of the following practices with regard to the election: bribery or any gift/gratification to induce any member to contest or not contest, or to induce any voter to vote or not vote; undue influence; publication of false statements about any candidate's character or membership; non-compliance with any direction of the Returning Officer; contesting representing a political party.

b. The members contesting the election should not incur expenditure in excess of Rs. 10,000/- (Rupees Ten Thousand only). Every such member shall file a complete account of expenses incurred for the election within 15 days from the declaration of results of election to the Council (i.e., by 31 August 2026).

(2) The list of members as on 1st April 2026 will be placed on the website of the Institute. In case members require such list, the same will be supplied by the Institute on demand in hard copy at a price of Rs. 50/- and in soft copy free of charge.

Annexure 2

Council 2026 Election Proposed Dates

The schedule below has been prepared in strict compliance with the Actuaries (Election to the Council) Rules, 2021. All minimum intervals prescribed by the Rules have been adhered with. The schedule is anchored to a result declaration date of **18 August 2026**, which satisfies the requirement under Rule 3(2) that the schedule be published at least three months before the result date. The results are declared well before the retirement date of **4 September 2026**.

S. No.	Processes	Proposed Date 2026 Election	Day	Margin (days)	Relevant rules
1.	Confirmation from Council regarding vacancy of membership and name of retiring members and fixation of number of members to be elected	Saturday 28 th March 2026	NA	NA	NA
2.	Fixation and Publication of Key Election Dates	Saturday, 16 th May 2026	45	At least three months before the date of declaration of result	Rules 7 & 3(2)
3.	Appointment of Returning Officer by the Council	Saturday, 28 th March 2026	NA	NA	Rule 2(d)
4.	Appointment of Assistant Returning Officers	Saturday, 28 th March 2026	NA	NA	Rule 22
5.	Authority to Returning Officer to delegate duties to Assistant Returning Officer	Saturday, 28 th March 2026	NA	NA	Rule 25(2)
6.	Approval of Election Code of Conduct	Saturday, 28 th March 2026	NA	NA	Rule 13
7.	Fixation of expenses incurred by members for the election	Saturday, 28 th March 2026	NA	NA	Rule 29
8.	Announcement of availability of voters list on website and Notice Board	Saturday, 16 th May 2026	NA	NA	Rule 3(2) & 4
9.	Announcement of number of members to be elected and calling for nominations of candidates	Saturday, 16 th May 2026	NA	NA	Nomination paper Form B and Schedule 2
10.	Last Date of receipt of Nomination Form (by 5:00 p.m.)	Tuesday, 30 th June 2026	21	21 days from Form A publication	Rule 3(2)(a)
11.	Date of scrutiny of nominations received	Thursday, 2 nd July 2026	3	Not more than 3 days from last nomination date	Rule 3(2)(b)
12.	Preparation of list of contesting members with address (Form C)	Saturday, 4 th July 2026	NA	After scrutiny	Rule 10
13.	Last date of withdrawal of nomination (Form D) (by 5:00 p.m.)	Thursday, 9 th July 2026	7	Within 7 days of scrutiny (2 July)	Rule 3(2)(c) & Rule 11
14.	Publication of the final list of candidates	Saturday, 11 th July 2026	NA	After withdrawal deadline	Rule 12
15.	The date on which user login and password shall be sent to the voters for voting by electronic means	Monday, 13 th July 2026	NA	With ballot papers despatch	Rule 3(2)(e)
16.	The date and time of commencement of voting through electronic means (from 9:00 a.m.)	Tuesday, 14 th July 2026	NA	After login/password despatched	Rule 3(2)(f)



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S. No.	Processes	Proposed Date 2026 Election	Day	Margin (days)	Relevant rules
17.	The date and time of end of voting through electronic means / last date of receipt of ballot papers (by 5:00 p.m.)	Monday, 3rd August 2026	NA	21 days from ballot papers despatch (13 July + 21 days)	Rule 3(2)(g) & (h)
18.	Date of counting of votes (at 10:00 a.m.) at IAI Headquarters. Note: 15 August is Independence Day – counting held on 14 August	Friday, 14th August 2026	NA	Within 15 days of last ballot receipt (3 August)	Rule 21
19.	Date of declaration of result – publication in Form F on IAI webpage and Notice Board (before retirement date of 4 September 2026)	Tuesday, 18 th August 2026	NA	After counting; published online	Rule 3(2)(j)