



CIDESCO

71th GENERAL ASSEMBLY 2017

AGENDA

17th September 2017

**Taj Lands End Hotel
Mumbai, India**

CIDESCO
GENERAL ASSEMBLY 2017
17th September 2017, at 9.00h
Taj Lands End Hotel
Mumbai, India

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL DETERMINATION AND VERIFICATION OF VOTING RIGHTS**
- 3. APPROVAL OF 2016 GENERAL ASSEMBLY MINUTES**
- 4. REPORTS FROM THE BOARD OF DIRECTORS, INCLUDING THE YEARLY FINANCIAL REPORT OF THE TREASURER**
 - 4.1. President's report
 - 4.2. Treasurer's report
- 5. SECTION MEMBERSHIP**
 - 5.1. Section membership numbers
- 6. ADMISSION OF NEW CIDESCO SECTIONS**
 - 6.1. South Pacific Association of Beauty & Spa (Fiji)
- 7. REPORT FROM THE AUDITOR**
 - 7.1. Auditor's Report
- 8. RELEASE OF THE BOARD AND AUDITOR FROM RESPONSIBILITY**
- 9. APPOINTMENT OF AUDITOR**
- 10. TRADEMARKS**
 - 10.1. Synopsis of Trademark Protection
- 11. MOTIONS SUBMITTED BY CIDESCO SECTIONS**
(Copy of full motion Section Japan)
- 12. MOTION AIMING FOR CHANGES TO THE CIDESCO SECTION RULES**
 - 12.1. CIDESCO Section Japan's proposed changes

13. DECISION ON ANNUAL MEMBERSHIP AND OTHER FEES

13.1. The CIDESCO Board proposes to increase fees for 2018

14. APPROVAL OF THE BUDGET

14.1. CIDESCO's Forecasted Budget 2017 & 2018

15. CIDESCO WORLD CONGRESS

15.1. 66th CIDESCO World Congress Section Sweden

16. SECTION ANNIVERSARIES

16.1. Anniversaries

- CIDESCO Section France 70 years
- CIDESCO Section Indonesia 40 years
- CIDESCO Section Netherlands 70 Years
- CIDESCO Section Norway 60 years
- CIDESCO Section Switzerland 70 years

17. CIDESCO AWARDS

17.1. Awards recipients

- Medaille d'Or
 - Maya Paranjapye
- Medaille du Merite
 - Julie Lew Yoke Peng
- Medaille d'Esthetique
 - Sara Jane Roberts

18. OTHER BUSINESS

19. CLOSING OF THE MEETING

No recordings or filming is permitted during the General Assembly

CALL TO ORDER

ROLL CALL DETERMINATION AND VERIFICATION OF VOTING RIGHTS

APPROVAL OF 2016 GENERAL ASSEMBLY MINUTES

**REPORTS FROM THE BOARD OF
DIRECTORS, INCLUDING THE YEARLY
FINANCIAL REPORT OF THE TREASURER**

President's report

PRESIDENTS REPORT
CIDESCO International General Assembly
Mumbai, India September 2017

Dear Colleagues and Friends,

I cannot believe that another year has passed since we met at the General Assembly in Dublin, it feels like yesterday. The annual CIDESCO Congress and Exhibition is always a special occasion, just like meeting family members.

First of all, I would like to take this opportunity to thank you for your trust that led to my re-election to the prestigious post as President of CIDESCO International, in 2016. It is very inspiring to work with an organisation that I strongly believe in and that promotes our profession. I see it as a chance of a lifetime.

We are a very well-functioning Board and we work extremely efficiently together. I truly do believe this Board will achieve a great deal over the forthcoming three years in office and it is my responsibility, as the President, to be the leader and to plan for CIDESCO's future. With the help of the Board and our members we will achieve this goal.

Since the Congress in Ireland we have had six productive Board meetings, of which 2 have been at the Head Office in Zurich.

The President's portfolio keeps expanding which makes it both interesting and challenging.

We are on our way to reaching one of our major goals – to register CIDESCO on the European Educational Framework. This achievement will not only be a positive influence for Schools and Sections located in Europe, it will also bring CIDESCO a greater awareness in the international market. With the registration of the CIDESCO Diploma we will receive an approved educational level that can be used to verify the high standard and quality we stand for, in comparison to other educational programs within our industry.

We have seen a decline in the number of CIDESCO candidate's worldwide and this is of great concern for our future. We need to look at new opportunities and how we offer the CIDESCO Diploma going forward. The educational system is changing and we must be open to these changes or we will be left behind. I promise to continue to take my role very seriously and to develop controls that will ensure that CIDESCO will remain financially stable in the coming years. With my new, young and forward thinking Board we are now working hard to set up a long term plan that will keep CIDESCO in its place as the most preferred Beauty & Spa therapy qualification worldwide.

Here is a brief summary of my Boards activities since the last General Assembly:

Finance

All countries are still affected by the global financial situation and so is CIDESCO. The Treasurers report will show the sound financial position of CIDESCO thanks greatly to our strict adherence to financial control over the past years. Biju has taken on his role as Treasurer with great enthusiasm and we will invite him to present the report as a separate item on the General Assembly agenda.

Vice- President

Karin Luggens has been very busy with her portfolio and one of her first tasks was to contact all Sections. This is one of our steps towards building a closer relationship between the CIDESCO Board and our Sections. She was able to contact most of the CIDESCO Sections, getting a good overview on how the various Sections are running and how we can support them. Many ideas have come from these calls and we hope to put them in place in the coming years.

Karin has continued to review the Rules and Regulations for Beauty and Spa Salons, and we are very pleased that we can announce new accredited Beauty Salons in Slovenia and Japan. The promotion of free membership for Beauty Salons and Spa Accreditation for 2017 has been rolled out and we hope to see even more applications come in.

Three times a year the "Greetings from the Board" is prepared by the Vice-President. This describes the Boards activities and are distributed to Honorary Members, Sections, Schools, Beauty & Spa Salons and Examiners.

This year one of the portfolio duties of the Vice-President has been to oversee the 2017 Awards and with the help of the Awards Commission 3 worthy candidates were selected. Many congratulations to the award recipients who have been honoured for their contribution to CIDESCO International. The Awards will be announced at the General Assembly and the recipients will be presented with their medal and certificate at the Gala dinner.

On Tuesday, the 19th September the CIDESCO Body and Make-up Art Competition will take place and Karin has carefully organised this together with Section India. This event plays a significant part in the yearly CIDESCO Congress and Exhibition as it always attracts journalists helping to give CIDESCO important worldwide media coverage. We look forward to a spectacular event where students and artists will show their skills and incredible talent.

Education

With the introduction of two Board members for Education, the initial point to focus on was to split the portfolio into two, making Pamela Adkins responsible for CIDESCO Schools and Vicky Harper for CIDESCO Examiners. Although there is of course overlap between the two portfolios, the separation has allowed for us to focus more clearly on each category. The Board members for Education have had regular conference calls with the Education Committee members whose tireless work helps our education tremendously. On behalf of the entire Board, I would like to thank the Education Committee members for the dedication and knowledge that they are consistently giving to CIDESCO.

The CIDESCO Education team have been very busy this year:

- Checked syllabi
- Reviewed the Spa glossary
- Reviewed the current MCQ papers and developed new MCQ questions
- Created a guideline for Schools on how to teach PG candidates
- Set up of the online MCQ
- Streamlining examinations:
 - group exams in countries
 - Examiner selection
 - combining examinations
- Helping Schools introduce case histories
- Updating guidelines and Rules for Examiners
- Developing a four-year plan for CIDESCO and the future education
- Developing webinars
- Developing Regional meetings
- Developing a continual Professional Development Programme for Examiners
- Developing a market survey
- Developing an online Examiners Availability Programme

Although it has been a busy year so far, they are looking forward to the next few years to help develop and grow CIDESCO Education. The support of the Board has been invaluable as well as of the CIDESCO Head Office and the Education Committee, without whom all of these tasks would not have been possible.

The education department has worked closely with the Nordic countries, who sent in some suggested changes to the facial analysis sheet. After careful consideration and input from the Education Committee, a meeting with the Nordic countries representatives was arranged, and CIDESCO has implemented many of their suggestions. The CIDESCO Board values any input from our members, and we would like to take this opportunity to thank the Nordic countries for their suggestions, and encourage anybody to please send their suggestions to the Board.

Public Relations

Board member for PR, Sandy Fuhr has made sure that CIDESCO has been actively promoted together with the help of The Spa PR Company. A report on all marketing achievements has been sent each month and we continue to see CIDESCO's presence in the media growing.

As well as our media coverage CIDESCO has developed new pull up banners, plaques for Salons, Spas and Schools and a new PowerPoint presentation for marketing. Since the last General Assembly, 4 issues of the LINK Magazine have been published. We are glad that the online publication is exceptionally well received.

The PR team has developed a media pack for advertisers, should they wish to advertise in LINK. Please remind your corporate members that they may advertise in our magazine. The new CIDESCO Associate Membership offer has been promoted and many corporate members have sent in their application. We see the Corporate Endorsements as very positive way forward.

The new PR Committee has held 2 meetings since the last Congress. Quarterly reports are sent to CIDESCO International on the activities within their Sections. The committee works on articles for the LINK magazine and the media releases. We see that the media exposure is growing and the interest from international press contacts and the support for CIDESCO information is phenomenal. The Beauty, Spa and Wellness industry continues to call on us for professional input.

The website analysis is showing growth in the number of visits to our website. We are considering introducing translation options on our website for a variety of languages. Visits from Board members to different countries such as India and the UK have been featured in CIDESCO's continual global press coverage, at seminars, conferences, exhibitions and media publications. Feel free to invite us to your country to help with your regional PR. Press releases are continuing to be sent monthly, targeting all forms of media.

I hope this gives you a good general overview of what we have done over the past 12 months. With your trust, the Board promises to do its best to work towards developing CIDESCO but please remember that we need Sections, Schools, Beauty & Spa Salons and our Members help and support in order to reach our goals. Every idea is welcome and we promise to take all suggestions and opinions into consideration.

Thank you to my fellow Board members; Karin, Pamela, Vicky, Sandy and Biju for their commitment and dedication to CIDESCO.

And last but not least I would like to highlight and express my appreciation to our amazing team at the CIDESCO Head office. They run our day-to-day business, take care of the increasing workload, and do this with an admiring dedication and a huge portion of enthusiasm.

Thank you; Sandy, Timea, Sandra and Gerard.

I am convinced that CIDESCO's standard and professionalism will continue to grow with the help of our Accredited Beauty & Spa Salons, Schools and Sections around the globe. Let us spread the word and tell the world how inspiring and rewarding it is to belong to such a professional and prestigious organisation as CIDESCO.

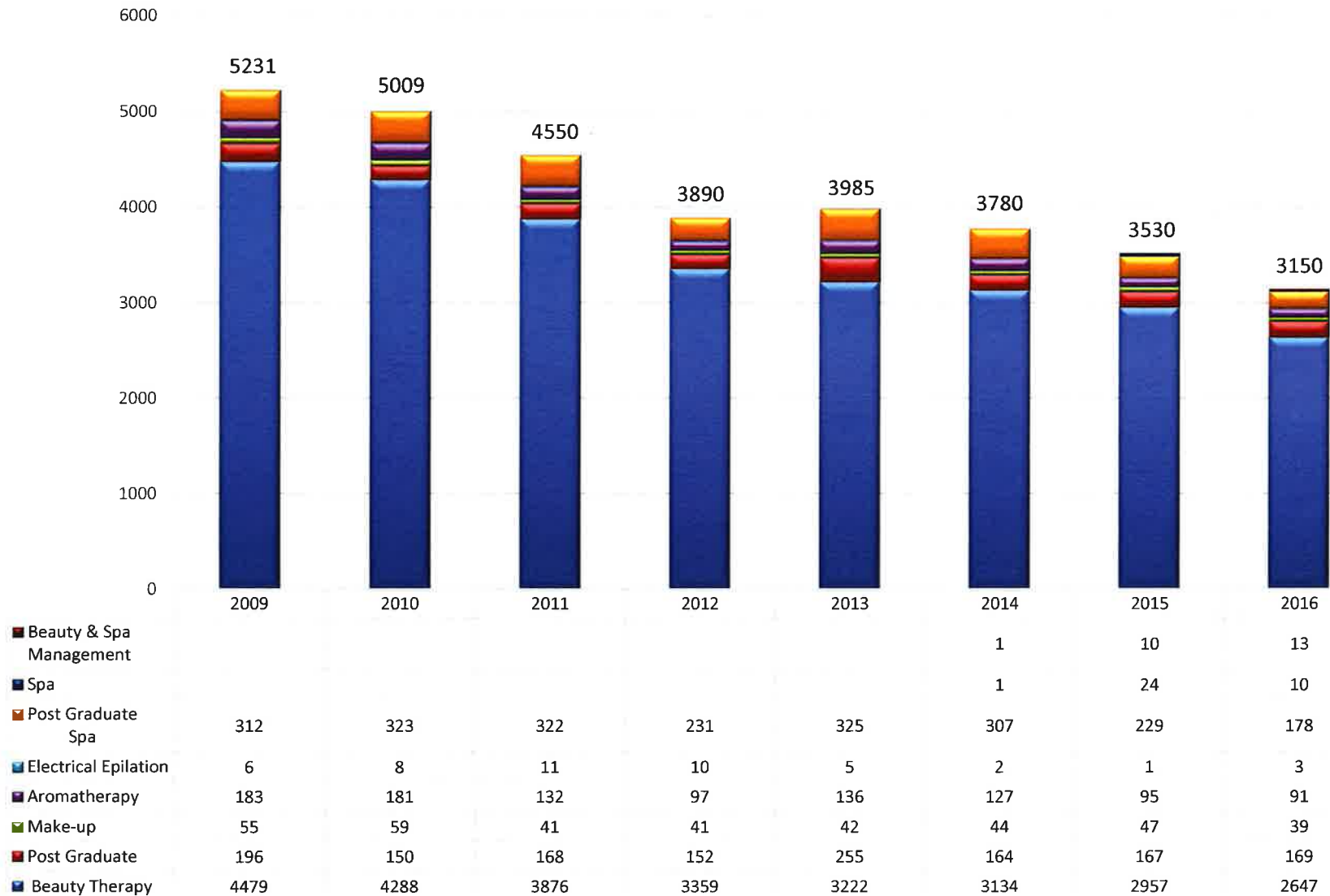
On behalf of CIDESCO International I would like to send a sincere thank you for your continued support and commitment to CIDESCO and to the Beauty & Spa Therapy industry.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anna-Cari Gund', with a stylized, cursive script.

Anna-Cari Gund
President
71st CIDESCO General Assembly
Mumbai India 2017

TOTAL NUMBER OF NEW CANDIDATES BY EXAMINATION TYPE 2009 TO 2016



ExamN°	Code	MONTH	SCHOOL	Examiner	BTh	PG	MU	AR	EP	PG-Spa	SPA (Stand alone)	BSM
January												

16004	SE531	27/01/2016	Hudvårdshögskolan International Beauty	Annemie van Aken	9							
16005	KR279	07/01/2016	Shinsung University	Qin Chen (Jean)	17							
16006	GB250-1	06/01/2016	The London School of Beauty	Maura O'Flynn	8					9		
16042	GB065-2	28/01/2016	Mary Reid Int. SPA Academy	Georgina Price	6							
16030	MY145	25/01/2016	Top to Toe College of Beauty Therapy	Pannee Liangvittayakun	10							

February

16002	DK023	15/02/2016	Kosmetolog Skolen	Maria Severinsson	18							
16027	JP236	15/02/2016	Kokusai Hairdressing & Beauty	Evie Lai Soo Seng	37			7				
16019	JP379	22/02/2016	Tokyo Belle Epoque College of Beauty	Evie Lai Soo Seng	13							
16017	JP433	25/02/2016	Yokohama Beauty Art	Evie Lai Soo Seng	10							
16014	JP370	23/02/2016	Chunichi Beauty College	Jeannie Tai	10							
16016	JP447	26/02/2016	Osaka Beauty Art Vocational School	Jeannie Tai	10							
16018	JP232	29/02/2016	The Koza Beauty and Hairdressing College	Jeannie Tai	14			2				
16020	JP526	20/02/2016	Gunma Beauty College	Helene Goh Hui Khoon	5							
16021	JP298	23/02/2016	Hollywood Fashion & Beauty College	Helene Goh Hui Khoon	25			25				
16013	JP406	01/03/2016	Tokyo Beauty Art College	Helene Goh Hui Khoon	9							
16046	IN286	31/01/2016	Butic College of Beauty	Liandré Hawkes	5	2		4		1		
16044	IN182	03/02/2016	Butic Institute of Beauty	Liandré Hawkes	8							
16035	IN353	05/02/2016	Seema Institute & Salon	Liandré Hawkes	8					3	2	
16036	IN501	08/02/2016	Anoo's International Beauty School (AIBS)	Liandré Hawkes	7	1						
16045	IN543	11/02/2016	Orane Institute of Beauty and Wellness	Liandré Hawkes	12							
16032	SE175	19/02/2016	Gilda Skolan AB	Karin Luggens	14							
16038	SE316	19/02/2016	Gilda Skolan AB	Thea de Ruijter	11							
16007	IN494	12/02/2016	Christine Valmy International School of	Amanda Pet	6							
16022	IN442	15/02/2016	LTA School Of Beauty Pvt. Ltd.	Amanda Pet	19	16						
16033	FI032-1	11/02/2016	Suomen Kosmetologikoulu Oy	Christina Hagberg Talonen	9							
16034	SE317	19/02/2016	Gilda Skolan AB - Stockholm	Sylvia Molenaar-Haas	6							
16039	SE174	21/02/2016	Yrkeshögskolan för Hudvård & Spa	Sylvia Molenaar-Haas	18					18		
16051	CN202	29/02/2016	Shenzhen Monita Beauty College	Narelle Blinman		42						
16056	KR552	23/02/2016	Seo-Yeong University	Joon L. Wong	18							
16060	KR198	23/02/2016	Yelim Beauty Academy	Qin Chen (Jean)	18			2				
16057	GB222	12/02/2016	The International School of Beauty Therapy	Emma Kinsella	2							

March

16025	JP446	29/02/2016	Fukuoka Beauty Art College	Pannee Liangvittayakun	7							
16024	JP375	03/03/2016	Fukuoka Belle époque	Pannee Liangvittayakun	11							
16023	JP320-1	06/03/2016	Deux Marie Esthetic School	Pannee Liangvittayakun	5							
16010	JP418	03/03/2016	Nunokawa Gakuen School Corporation	Jeannie Sim	12							
16011	JP378	07/03/2016	Sapporo Belle époque	Jeannie Sim	14							
16012	JP385	10/03/2016	Sapporo Beauty Art College	Jeannie Sim	5							
16026	JP235	11/03/2016	Takara International Esthetic	Norisa Lee Abdullah	18			14		2		
16015	JP369	17/03/2016	Kokusaibunka Technical College of	Norisa Lee Abdullah	8							
16041	DE358	10/03/2016	Erstes Paderborner Cosmetic	Annemie van Aken	7							
16040	CH410	01/03/2016	Maria Schweizer AG, Fachschule für	Victoria Harper								
16048	GB046	09/03/2016	Champneys College for Health and Beauty	Joma de Roos	7	8						
16059	ID431	07/03/2016	Pacific International Beauty Institute - Bali	Julie Lew	8							
16055	EE216	21/03/2016	The First Estonian Private	Josephine Wackett	19							
16043	FR480	23/03/2016	IFOM	Sonia O'Dwyer	11							

ExamN°	Code	MONTH	SCHOOL	Examiner	BTh	PG	MU	AR	EP	PG-Spa	SPA (Stand alone)	BSM
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April

16049	IE351	18/04/2016	Limerick College of Further Education	Juanita van Emmenis	9							
16037	IE157	25/04/2016	Blackrock FEI	Anna Allington	31							
16031	MY079	19/04/2016	Top to Toe Beauty Therapy & Cosmetology	Pannee Liangvittayakun	8							
16061	MY126	25/04/2016	Top To Toe Beauty Therapy & Cosmetology	Liandré Hawkes	8							
16052	SG340	27/04/2016	Aesthetics International Academy Pte Ltd	Liandré Hawkes	14							
16063	CH099	31/03/2016	Ecole Vio Malherbe S.A	Nathalie Garnier	6							
16064	FR128	04/04/2016	Ecole Privée d'Esthétique de	Johanna-Maria-Wilhelmina de Roos-de	10					2		
16070	SE174	17/04/2016	Yrkeshogskolan for Hudvård & Spa	Daria Babsek	18					17		
16078	ID208	12/04/2016	Pacific International Beauty Institute	Helen Tan	8							
16071	IE186	18/04/2016	Crumlin College of Further	Gabriella Andina-Ahrens	23	1						
16081	CN287	27/04/2016	Polus International College	Jeannie Sim	14							
16084	GB250-1	27/04/2016	The London School of Beauty	Cornelia Groth	7					7		
16065	US209	02/04/2016	Independence College of	Dawn Owen	3	1						
16003	IE441	18/04/2016	Ormonde College -School of Beauty Therapy	Maria Severinsson	16							
16054	IE354	20/04/2016	Carlow Institute of Further Education	Maria Severinsson	17							

May

16066	MY518	01/05/2016	Aesthetics International Academy SDN BHD	Pannee Liangvittayakun	3							
16069	HK331	23/05/2016	Beauty Expert International College	Catherine Lew How Ming	4							
16077	US282	02/05/2016	Merrell University of Beauty Arts	Alanna Hedanus	15							
16047	IE329	05/05/2016	Cavan Institute	Susie Swift	8							
16067	IE150	16/05/2016	Waterford College of	Julia Leone	18							
16103	IE419	18/05/2016	Enniscorthy College of Further Education	Julia Leone	9							
16094	IE451	20/05/2016	Colaiste Chathail Naofa	Julia Leone	5							
16083	IE195	23/05/2016	Cork College of Commerce	Julia Leone	40							
16029	IE169	23/05/2016	Georgina Price College	Karin Luggens	17							
16009	IE544	25/05/2016	GTI - Galway Technical Institute	Karin Luggens	13							
16062	FI033	09/05/2016	SKY Opisto	Lonneke Kanters	12							
16088	US516	16/05/2016	The Elaine Sterling Institute	Dawn Owen	5	1						
16053	FI399	17/05/2016	Yrkes Institutet Prakticum	Jacqueline Kennedy	9							
16105	FI185	19/05/2016	Helsinki Vocational College	Jacqueline Kennedy	8	1						
16075	IE364	16/05/2016	Glenart College	Janet Rose	5							
16080	IE524	17/05/2016	Portlaoise College	Janet Rose	9							
16058	IE141	20/05/2016	Pembroke College of Beauty	Janet Rose	21							
16116	US492	12/05/2016	Cinta Aveda Institute	Qin Jean Chen	12							
16110	US498	20/05/2016	The New Age Spa Institute, Inc	Qin Jean Chen	2							
16109	CA433	28/05/2016	Gina's College of Advanced Aesthetics	Mary Finnegan	5	3						
16122	ID332	27/05/2016	Pacific International Beauty	Helen Tan	8							
16098	GB059-1	24/05/2016	Cambridge School of Beauty Therapy	Sonia O'Dwyer	2	2						
16123	MY135	30/05/2016	Issamay School of Beauty Sdn. Bhd.	Liandré Hawkes	6							
16129	US210	23/05/2016	Institute of Cosmetology & Esthetics	Alanna Heydanus	2							
16153	QA515	29/05/2016	Qatar International Beauty Academy	Beverley Crowther								

ExamN°	Code	MONTH	SCHOOL	Examiner	BTh	PG	MU	AR	EP	PG-Spa	SPA (Stand alone)	BSM
June												
16085	IE231-1	30/05/2016	Sharon Leavy College of Hair & Beauty	Cornelia Groth	10							
16089	IE119	06/06/2016	Kilkenny School of Beauty Therapy	Nathalie Garnier	2	1						
16068	IE154	08/06/2016	Foxhall College of Beauty Therapy	Nathalie Garnier	11							
16086	IE487	10/06/2016	Sanctuary Beauty Academy	Nathalie Garnier	6							
16072	IE373	13/06/2016	Kerry ETB Training Centre	Nathalie Garnier	14							
16087	IE151	16/06/2016	Cork College of Beauty Therapy	Nathalie Garnier	13							
16001	IE467	07/06/2016	Beauty Academy	Baljeet Suri	9							
16101	IE067-1	08/06/2016	Bronwyn Conroy Ltd	Baljeet Suri	11							
16093	IE368	31/05/2016	Templemore College Of Further Education	Josephine Wackett	10							
16079	LV287	06/06/2016	Rigas Kosmetikas Skola	Jacqueline Kennedy	34	1						
16099	SE176	20/06/2016	Elisabethskolan Stockholm	Juanita van Emmenis	16							
16106	US534	20.06.2016	The Aesthetic Science Institute	Qin Jean Chen	2							
16119	CA417	27/06/2016	European Institute of Esthetics	Qin Jean Chen	12	1						
16104	DE396	22/06/2016	Ergänzungsschule für Kosmetik der	Ronelle Iten	6							
16117	NL190	27/06/2016	International Opleidingsinstituut Thomas	Jacqueline Kenendy	4	2						
16134	NL190	27/06/2016	International Opleidingsinstituut Thomas	Jacqueline Kenendy			4					
16138	GR422	11/06/2016	AKMI (Thessaloniki)	Alexandra Wolf Haug	10							
16092	RU275	15/06/2016	Cosmetic educational centre "NERA"	Anna-Liisa Halsas-Lehto	4	7						
16139	FR040-1	27/06/2016	Ecole Internationale d'Esthétique	Monique van Duren	14							
16100	FR512	28/06/2016	Lycee Professionnel Saint-Joseph	Lonneke Kanters	6							
16108	SG088	08/06/2016	Top to Toe College of Beauty Therapy	Norlisa Lee Abdullah	17			1		1		
16131	NZ363-1	23/06/2016	Elite International School of	Vanessa Prohowski	8							
16130	NZ086-1	16/06/2016	Elite International School of Beauty	Vanessa Prohowski	10							
16112	NZ120	19/06/2016	N.Z. Institute of Electrolysis	Vanessa Prohowski	7					6		
16113	NO315	13/06/2016	Sorlandets Hudpleieskole	Maria Severinsson	15							
16128	NO391-2	14/06/2016	Beauty hudpleieskole	Inkeri Sarpila	10							
16114	NO167	16/06/2016	Hudpleieakademiet	Evelina Sylla and Maria Severinsson	60							
16140	NO382	20/06/2016	Hud og Spa Akademiet as	Malin Isaksson	7							
16120	LT541	09/06/2016	Art of Beauty	Carola Sundstrom	10							
16125	MY140	14/06/2016	Clara Int. Beauty Therapy Academy	Jeannie Sim	8							
16126	MY078	15/06/2016	Clara Int. Beauty Therapy Academy	Dianne Miles	33							
16121	MY246	21/06/2016	Impress-Esteem Beauty Academy	Lianré Hawkes	34							
16127	GB311	21/06/2016	Oxford International College of Beauty	Andrea van den Haute	14							
16144	GB211	28/06/2016	Bronwyn Conroy Beauty School	Josephine Wackett	5	1						
16146	GR388	27/06/2016	AKMI, Institute of Vocational Training	Margaret Toulter	48	1						
16149	AU238	27/06/2016	Elly Lukas Beauty Therapy College	Jennifer Savannah	32							
July												
16147	AU013	01/07/2016	Int. School of Beauty Therapy	Jennifer Savannah	8			1				
16050	CH303	20/07/2016	Athenee Ecole Professionnelle	Karin Luppens	8					5	2	
16135	CH337-1	27/07/2016	Arcos Akademie	Jacqueline Kennedy	4							
16076	CA486	17/07/2016	Seneca College: School of Fashion and	Dawn Owen	15							
16107	CA018	20/07/2016	Pebe School of Esthetics	Dawn Owen	8							
16133	GB062	04/07/2016	Roberta Mehan College	Maura O'Flynn	17							
16169	GB065-2	11/07/2016	Mary Reid Int. SPA Academy	Evelina Sylla	7							
16082	GB046	18/07/2016	Champneys College for Health and Beauty	Sylvia Molenaar-Haas	19							
16115	GB060	19/07/2016	The Yorkshire College of Beauty Therapy	Lorraine Galligan	10							
16111	GB392	30/06/2016	Younique College of Beauty	Josephine Wackett	3	1						
16157	GB222	28/07/2016	The International School of Beauty Therapy	Lorraine Galligan	4							
16136	SE174	03/07/2016	Yrkeshögskolan för Huvud & Spa	Andrea van den Haute	15					15		
16137	FR252	18/07/2016	Ecole Privée d'Enseignement de	Amanda Bell	9	1				3		
16141	CN324	27/07/2016	Monita Chong Qing Beauty College	Dolly Tan	21							
16160	US319	19/07/2016	Saint Paul College	Seema Gopujkar	1							
16143	US400	15/07/2016	Christine Valmy International School	Seema Gopujkar	8	4						

ExamN°	Code	MONTH	SCHOOL	Examiner	BTh	PG	MU	AR	EP	PG-Spa	SPA (Stand alone)	BSM
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July

16165	IE069	11/07/2016	The Coogan Bergin College	Cornelia Groth	14	1						
16156	IE070	14/07/2016	The Galligan College of Beauty	Cornelia Groth	10	2						
16168	GB250-1	21/07/2016	The London School of Beauty	Lonneke Kanters	5					5		
16181	FR041-1	04/07/2016	NEO Christian Chauveau	Godard Koremans			20					
16188	KR511	21/07/2016	Kyungnam College University	Pannee Liangvittayakun	15							
16185	KR527	25/07/2016	Masan University	Pannee Liangvittayakun	19							

August

16102	AU562	22/08/2016	College of Natural Beauty	Linda Jackson	6							
16148	IN182	21/08/2016	Butic Institute of Beauty	Josephine Wackett	14	4						
16150	IN286	24/08/2016	Butic College of Beauty	Josephine Wackett	8			4		1		
16155	IN549	31/08/2016	Enrich Salons & Academy	Josephine Wackett	8							
16132	IN557	26/08/2016	Blaze Beauty Academy	Josephine Wackett	11							
16170	IN494	18/08/2016	Christine Valmy International School of	Cornelia Groth	14							
16142	IN442	22/08/2016	LTA School Of Beauty Pvt. Ltd.	Cornelia Groth	33	2						
16162	IN353	27/08/2016	Seema Institute & Salon	Cornelia Groth	8					5		
16178	IN545	30/08/2016	ISAS	Cornelia Groth	6							2
16166	IN464	02/09/2016	Blossom Kochhar Aesthetic & Spa Academy	Cornelia Groth	5	2						
16158	SE175	19/08/2016	Gilda Skolan AB	Annemiek van Aken	16							
16163	SE317	19/08/2016	Gilda Skolan AB - Stockholm	Joma de Roos	16							
16175	SE316	19/08/2016	Gilda Skolan AB	Niina Patricio	17							
16164	DK023	24/08/2016	Kosmetolog Skolen	Anna Wigo	36							
16167	GB042	02/08/2016	Ray Cochrane Beauty School	Helena Rolander	7							
16073	DE294-1	02/08/2016	Berufsfachschule für Kosmetikfachkräfte	Josephine Wackett	20					12		
16074	DE455	04/08/2016	Mannheimer Berufsfachschule für Kosmetik,	Josephine Wackett	6							
16145	SE531	11/08/2016	Hudvårdshögskolan International Beauty	Susanna Korpinen-Back	10							
16176	MY179	05/08/2016	Domeilee Beauty Academy	Helen Tan	13	1						
16154	MY558	16/08/2016	Finesse Beaute Academy	Shuh En Liou	8							
16201	KR198	16/08/2016	Yelim Beauty Academy	Jean Qin Chen	20			3				

September

16159	DE507	13/09/2016	Bio-Kosmetikschule Dr. Gumbel	Helga Koeninger	5							
16174	DE504	17/09/2016	Kosmetik - Ergänzungsschule	Joma de Roos	2							
16179	HK066	01/09/2016	Monita Hair and Beauty College	Evie Lai Soo Seng	13	4						
16182	MY428	15/09/2016	SUB International School Of Beauty & Make-up	Helen Tan	8							
16183	AU281	08/09/2016	Australasian College of Natural	Lois Fisher	5					5		
16193	AT468	15/09/2016	IKOS Ganzheitskosmetik GmbH	Evelina Sylle	8							
16199	IL253	28/09/2016	Eve Center	Andrea van den Haute	3							
16210	CN202	26/09/2016	Shenzhen Monita Beauty College	Isabelle Lena Foo		39						
16203	CH302-1	28/09/2016	Fachschule für Kosmetik und Hauttherapie	Evelina Sylle	8							

October

16151	SG340	27/10/2016	Aesthetics International Academy Pte Ltd	Sindy Chan	2	4						
16180	CH102	03/10/2016	Ecole Internationale d'Esthétique et de	Maura O'Flynn	14							
16191	SE176	11/10/2016	Elisabethskolan Stockholm	Ronelle Iten	9							
16192	MY246	27/10/2016	Impress-Esteem Beauty Academy	Prajakta Paranjapye	19							
16200	US209	15/10/2016	Independence College of	Dawn Owen	6							
16206	GB250-1	18/10/2016	The London School of Beauty	Sonia O'Dwyer	7					7		
16208	CN469	13/10/2016	Hubei Monita Vocational Training College	Pamela Adkins	9	2						
16202	CH099	06/10/2016	Ecole Vio Malherbe S.A	Ronelle Iten	4							

ExamN°	Code	MONTH	SCHOOL	Examiner	BTh	PG	MU	AR	EP	PG-Spa	SPA (Stand alone)	BSM
October												
16223	US492	14/10/2016	Cinta Aveda Institute	Alanna Hyedanus	10							
16231	GR388	31/10/2016	AKMI, Institute of Vocational Training	Iro Koroneau								
16161	ZA161	11/10/2016	Potchefstroom Academy for	Silvana Redman	5					4		
16219	ZA296	13/10/2016	Centurion Academy	Silvana Redman	9							

November												
16195	JP232	07/11/2016	The Kozu Beauty and Hairdressing College	Karen Thomason	25					6		
16194	JP109	11/11/2016	CIDESCO Nippon	Karen Thomason		3						
16197	JP298	15/11/2016	Hollywood Fashion & Beauty College	Karen Thomason	11				10			
16196	JP233	01/11/2016	Kansai Beautypro College	Jeannie Sim	33				18			
16198	JP499	10/11/2016	Koide Fashion Beauty College	Jeannie Sim	6							
16171	ZA257	21/11/2016	Camelot Durban	Ronelle Iten	0					6		
16173	ZA255	23/11/2016	Camelot International	Ronelle Iten	10							
16184	ZA397	24/11/2016	Dermatech (Pty) Ltd.	Ronelle Iten	9							
16187	ZA090	28/11/2016	Isa Carstens Academy (Pty) Ltd.	Ronelle Iten	39							
16190	FJ568	29/11/2016	South Pacific Academy of Beauty Therapy	Narelle Blinman	21	2						
16214	IE070	29/11/2016	The Galligan College of Beauty	Geraldine McGuigan	8	2						
16218	DE031	22/11/2016	Berufsfachschule für Kosmetik	Annemiek van Aken	3							
16189	ZA361	10/11/2016	Camelot Bloemfontein	Dawn Owen	8							
16209	ZA538	12/11/2016	Camelot International West Rand	Dawn Owen	9							
16207	ZA092	15/11/2016	Camelot International Houghton	Dawn Owen	5					1		
16240	ZA256	17/11/2016	Camelot Pretoria together with ZA092	Dawn Owen	4					2		
16216	ZA258	17/11/2016	Camelot East Rand	Dawn Owen	8					5		
16212	ZA122	21/11/2016	Madge Wallace Beauty College - JHB	Dawn Owen	7							
16186	ZA522	23/11/2016	Isa Carstens Academy Pretoria	Dawn Owen	21							
16205	MY145	02/11/2016	Top to Toe College of Beauty Therapy	Helene Goh	10							
16228	ZA297	21/11/2016	Hydro International College	Lonneke Kanters	9							
16229	ZA297	21/11/2016	Hydro International College	Lonneke Kanters								7
16217	ZA266	23/11/2016	Face to Face Beauty School	Lonneke Kanters	6					1		
16244	ZA266	23/11/2016	Face to Face Beauty School	Lonneke Kanters			15					
16124	ZA240	28/11/2016	Total Concept	Lonneke Kanters	11					3		
16177	ZA259-2	01/12/2016	Sanguine College	Lonneke Kanters	9							
16211	ZA171	7.11.2016	Int. Academy of Health & Skin Care	Arlene Davey	19					12		
16224	SE174	20/11/2016	Yrkeshögskolan för Hudvård & Spa	Nathalie Garnier	17					17		
16237	CN333	01/11/2016	Dalian Monita Beauty College	Karin Luggens	54							
16227	NZ437	21/11/2016	Wellington Institute of Technology	Pamela Adkins	4							
16236	NZ474-1	22/11/2016	Elite International School of Beauty and Spa	Pamela Adkins	9						1	
16204	NZ120	25/11/2016	N.Z. Institute of Electrolysis	Pamela Adkins	5					1		
16225	NZ323	28/11/2016	Eastern Institute of Technology	Pamela Adkins	10							
16234	NZ086-1	25/11/2016	Elite International School of Beauty	Dianne Miles	9							
16226	NZ277	28/11/2016	WITT Western Institute of Technology	Dianne Miles	4				3			
16235	NZ363-1	30/11/2016	Elite International School of	Dianne Miles	4					1		
16233	NZ239-1	03.12.2016	Elite International School of Beauty	Dianne Miles	9							
16243	IN553	13/11/2016	LTA School of Beauty Pune	Beverley Crowther	7							

ExamN°	Code	MONTH	SCHOOL	Examiner	BTh	PG	MU	AR	EP	PG-Spa	SPA (Stand alone)	BSM
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December

16213	AU395	07/12/2016	Papillon Academy of Beauty Therapy	Catherine Lew	7	1						
16220	AU238	09/12/2016	Elly Lukas Beauty Therapy College	Catherine Lew	37							
16238	AU013	14/12/2016	Int. School of Beauty Therapy	Catherine Lew	5	1						
16215	ZW219-1	05/12/2016	Elite School of Beauty t/a	Marlé Vosloo	6							
16221	ZW219-1	05/12/2016	Elite School of Beauty t/a	Marlé Vosloo								4
16230	MY078	28/11/2016	Clara Int. Beauty Therapy Academy	Shuh En Liou	26	1						26
16232	FI033	13/12/2016	SKY Opisto	Helga Koeninger	19							
16242	HU537	01/12/2016	Pandhy's Beauty Academy	Juanita van Emmenis	4							
16245	GB042-1	13/12/2016	Ray Cochrane Beauty School	Annica Joensu	4							
16241	SE176	12/12/2016	Elisabethskolan Stockholm	Jo Cusworth	16							
16239	SE531	14/12/2016	Hudvårdshögskolan International Beauty	Jo Cusworth	20							
16246	VN539	11/12/2016	Vodung Spa School	Pannee Liangvittayakun		2						

Treasurer's report

TREASURER'S REPORT
CIDESCO International General Assembly
Mumbai, India September 2017

Enclosed herein is the Treasurer's Report and Audited Financial Statements, including Balance Sheet, Income Statements, and Auditor's Note for the year ended 31st December 2016.

EXPENSE SUMMARY

CIDESCO has been working hard to continually reducing our expenses without affecting the service to our members. We have over the past 5 years decreased our expenses by approximately 18%.

The main areas we were able to reduce costs:

- Board expenses by 54%
- Salaries by 8%
- Calligraphy by 100%
- Legal advice and trademark by 50%

Although we have decreased our expenses over the last years we feel that we have almost reached our limit in which cost can be reduced. That is to say, further reduction in expenses would affect the level of service we currently provide.

INCOME SUMMARY

The overall global economic condition has had its impact on CIDESCO's revenue over the last 8 years and this situation does not show any indication that it will change dramatically in the next few years. In 2009, CIDESCO's income was CHF1,575,745.00 and in 2016 our income was only CHF1,136,235.37. This represents a 27.9% decrease.

CIDESCO's main income is derived from membership and examinations fees, with a very small percentage coming from sales, advertising and the Congress.

Income in 2016:

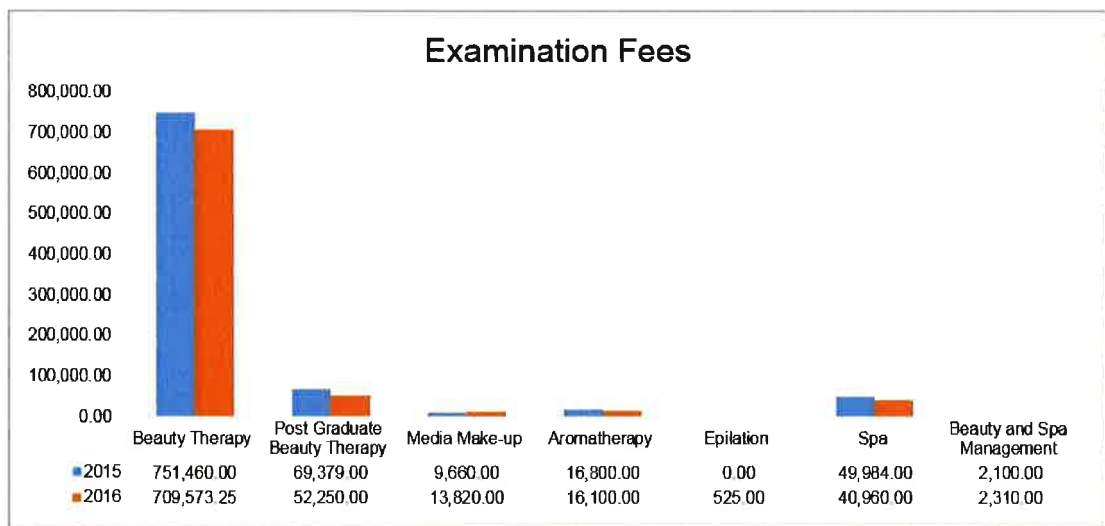
- Membership fees make up 25.8% of our overall income
- Examination fees make up 72.9% of our overall income
- Additional income 1.3%

Examination Fees

Although CIDESCO has diversified the membership programs with the introduction of Associate members and the amendments to the application process for Salons, we have not yet seen any real growth in these areas.

CIDESCO's main area of income is still derived from examinations and on a positive note we have seen some growth in Media Make-up examinations with an increase of 100% in 2017 from 2016, although this figure was calculated as of the examinations submitted, we would expect a slightly higher percentage increase at years end.

The number of CIDESCO candidates has decreased by 19% in the past 5 years and a 44.7% since the global financial crisis in 2008; unfortunately we have not seen any signs of recovery to date.



CONCLUSION

While CIDESCO has significantly reduced costs in many areas, the reduction of examinations worldwide continues to affect CIDESCO's bottom line. CIDESCO has a healthy asset value of CHF2,000,000.00 with CHF1,000,000.00 in cash and bank investments. Without any growth or change in income we can assume that CIDESCO will need to use our cash and bank investments in the future to subsidise our operational costs.

Although CIDESCO has shown a profit in 2016 of CHF15'000.00 we must note that a large percentage of this reflects an asset in the form of the CIDESCO MCQ online program that is amortized over the next three years. As a result of this we have recorded an overall profit of CHF15'000.00 without this we would have only recorded approximately CHF3000.00 profit for 2016.



Anna-Cari Gund
Co-opt CIDESCO Treasurer
71st CIDESCO General Assembly
Mumbai India 2017

CIDESCO, Comité International d'Esthétique et de Cosmétologie, Zurich

Balance sheet as at 31 December 2016

ASSETS

in CHF	Notes	2016	2015
Cash and cash equivalents		729'813.91	695'390.06
Bank a/c-investments		288'896.00	288'896.00
Trade accounts receivable		33'206.22	33'762.15
Other short-term receivables			
Receivables from third parties		4'197.34	3'264.37
Receivables from governing bodies		0.00	16'590.53
Inventories		15'501.97	25'570.54
Prepaid expenses and accrued income		6'328.10	1'898.82
Total current assets		1'077'943.54	1'065'372.47
Property, plant and equipment	1	899'208.19	918'407.25
Intangible assets	2	36'178.40	11'800.94
Total non-current assets		935'386.59	930'208.19
TOTAL ASSETS		2'013'330.13	1'995'580.66

LIABILITIES AND SHAREHOLDERS' EQUITY

in CHF	Notes	2016	2015
Trade accounts payable		53'246.10	64'929.76
Accrued expenses and deferred income		54'502.65	40'234.13
Total short-term liabilities		107'748.75	105'163.89
Total liabilities		107'748.75	105'163.89
Accumulated Fund			
Balance at January 1		1'890'416.77	1'886'337.10
Profit for the year		15'164.61	4'079.67
Total shareholders' equity		1'905'581.38	1'890'416.77
TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY		2'013'330.13	1'995'580.66

CIDESCO, Comité International d'Esthétique et de Cosmétologie, Zurich

Income statement

	(01.01. - 31.12.)	(01.01. - 31.12.)
in CHF	2016	2015
Sections	159'957.00	166'935.35
School fees	132'289.90	130'919.95
Examinations	835'538.25	899'383.00
Salons	3'210.00	3'400.00
Associate membership	0.00	0.00
Sales	4'411.70	4'250.90
Congress fees	11'275.00	5'000.00
Advertising and sponsorship	0.00	1'275.00
Change of bad debt provision	-10'446.48	1'009.99
Other income	0.00	0.00
Total operating income	1'136'235.37	1'212'174.19
Examiners	-258'754.73	-311'187.77
Board expenses	-29'030.79	-34'432.10
Promotion & marketing	-60'094.66	-63'786.43
Congresses and exhibitions	-31'033.34	-36'096.80
Printing, postage, stationery	-27'582.47	-30'907.60
Salaries	-440'867.85	-434'221.94
Insurances	-59'989.26	-61'819.19
Office expenses	-15'440.64	-15'689.32
Real estate maintenance / Insurance	-19'293.34	-21'562.95
Communication	-5'365.69	-5'577.58
Diplomas & badges	-14'087.93	-10'275.73
Education development	-40'416.27	-12'773.12
Legal advice & trademarks	-29'780.42	-75'571.24
Accountancy and audit	-11'685.20	-9'444.10
Computer costs	-28'768.68	-29'166.55
Loss of debtors	-7'539.90	-22'082.80
Depreciation fixed assets	-32'070.71	-29'431.42
Total operating expenses	-1'111'801.88	-1'204'026.64
Operating result	24'433.49	8'147.55
Financial income	962.42	1'630.17
Financial expenses	-6'101.01	-6'890.76
Foreign currency exchange loss	-1.47	-143.48
Extraordinary income	1'000.48	7'432.51
Extraordinary expenses	0.00	-1'177.97
Profit for the year before taxes	20'293.91	8'998.02
Direct taxes	-5'129.30	-4'918.35
Profit for the year	15'164.61	4'079.67

CIDESCO, Comité International d'Esthétique et de Cosmétologie, Zurich

Notes to the financial statement 2016

Principles

General aspects

These financial statements were prepared according to the principles of the new Swiss Law (2015) as it applies to Accounting and Financial Reporting (32nd title of the Swiss Code of Obligation), in particular Art. 957 to Art. 962 (commercial accounting and financial reporting).

The CIDESCO Board has recognised issues that have an effect on the amount of the declared assets and liabilities as well as contingent liabilities at year-end and on expenses and income in the reporting period. The CIDESCO Board have decided the use of the existing valuation and accounting options on its own. For the benefit of the Organisation, depreciations, amortisations and provisions may be created, which are more than operationally necessary.

The CIDESCO Board has changed some of the heading in this report to allow for easier analyses of our income and expenses.

Under income we have changed the recording to :

- An extra category for School fees
- Beauty Centres has been changed to Salons to include Beauty Salons and Spa's
- An extra category for Associate Membership has been added
- An extra category for Other Income was included for Sundry income

Under expenses we have changed the recording to :

- The category promotion now includes marketing expenses
- The category Salaries & Staff Pensions has been changed only to salaries, staff pensions have been included under insurances
- The category Office upkeep has been removed and is now under the general term Office Expenses
- The category Real estate maintenance has been changed to include Insurance
- The category Diploma's & Diploma Badges has been changed to the word Diplomas & badges
- The category Examination development has been removed in is now include under Education development

Disclosure on balance sheet and income statement items

1. Property, plant and equipment

in CHF	2016	2015
Real Estate	890'400.00	900'400.00
Furniture and Fittings	6'925.90	13'509.34
Education Programme and Website	1'882.29	4'497.91
Total	899'208.19	918'407.25

2. Intangible assets

Intangible assets mainly consist of education programme and concept.

3. Full-time equivalents

The annual average number of full-time equivalents for the reporting year, as well as the previous year, didn't exceed 10.

Additional information

a. Assets

I. Current Assets

Trade accounts receivable

Remains similar to last year due to higher outstanding school payments. The provision includes a 100% valuation reserve on the accounts receivable recorded before year end 2015. For the remaining balance of the doubtful accounts a provision of 10% was booked, mainly for tax purposes year end.

Inventories

Stock value went down as CIDESCO revalued inventory.

Prepaid expenses and accrued income

Cost accrued due to CIDESCO Board members receiving an allowance for computers of CHF 240.00 per year.

II. Non-current Assets

Property, plant and equipment

In 2007 the real estate was bought for an amount of CHF 1'000'000.00. For 2016, a depreciation of CHF 10'000 was booked, being 1% of the cost as in previous years mainly for tax purposes. Additional depreciation was booked for other assets.

b. Current Liabilities

Trade accounts payable

Open creditors end of year, slightly lower compared to 2015.

Accrued expenses and deferred income

Accrued expenses include social insurances and audit fees. It also includes an increased amount for overtime which will be compensated in 2017.

Net Assets

Net assets increased due to investment in MCQ online programme.

c. Income

Total Operating Income

Income continued to decrease in 2016.

d. Expenses

Examiners Expenses

Total examiners expenses decreased due to lower travel expenses, fewer examinations and tighter examination management as well as less days per examination due to lower number of candidates.

Board Expenses

Board expenses decreased in 2016, due to VOI meetings and reduced travel expense thereof.

Real estate maintenance

Real estate expenditure included the yearly contribution to the real estate fund for the maintenance and general services.

Accountancy and Audit

Increase of cost due to need for consulting on financial matters.

Computer Cost

Computer costs are similar to previous years.

Loss of debtors

This represents the amount of debtors (Sections, Schools, and Beauty Salons) which were written off in 2016.

Depreciation of Fixed Assets

Higher depreciation due to MCQ programme.

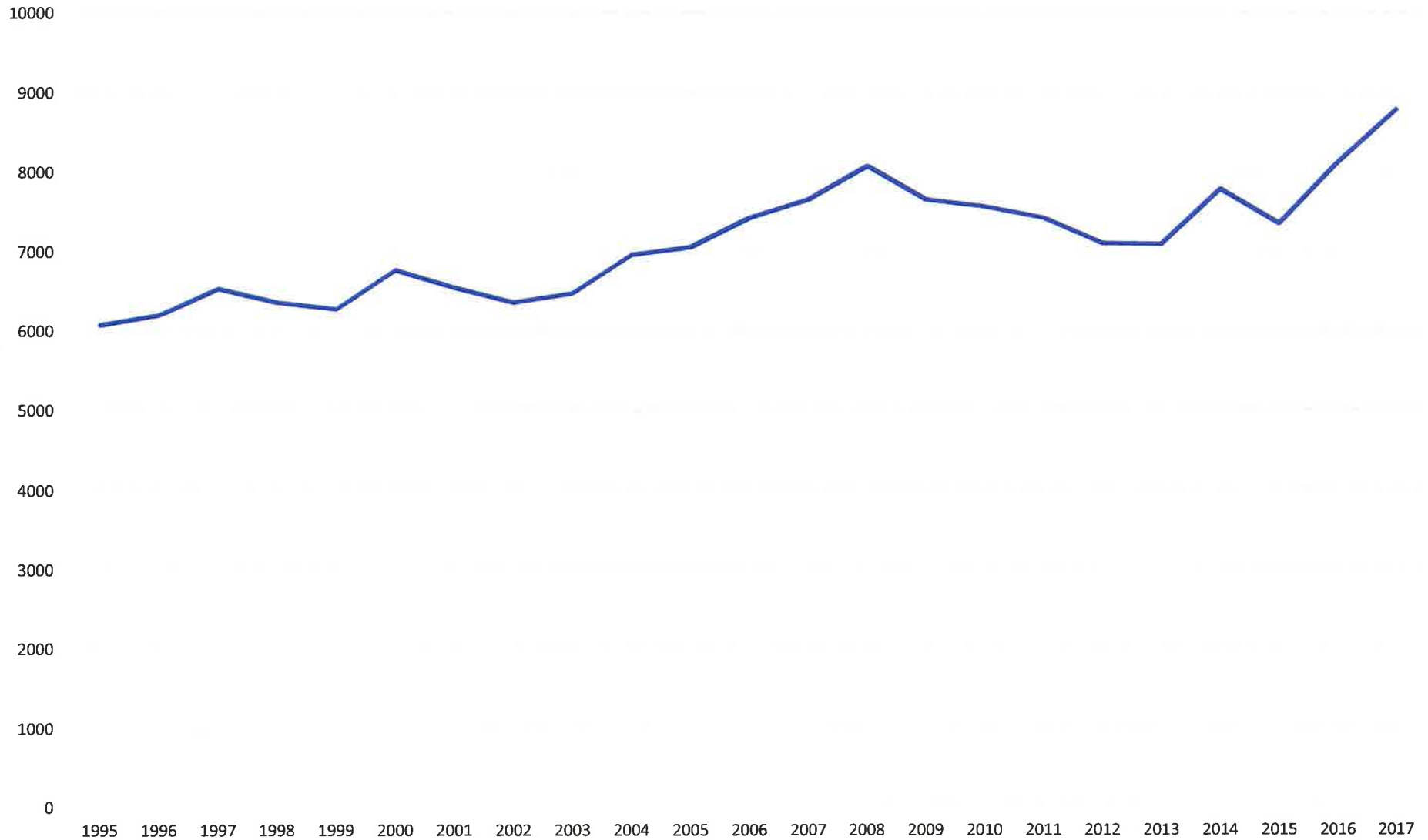
SECTION MEMBERSHIP

Section membership numbers

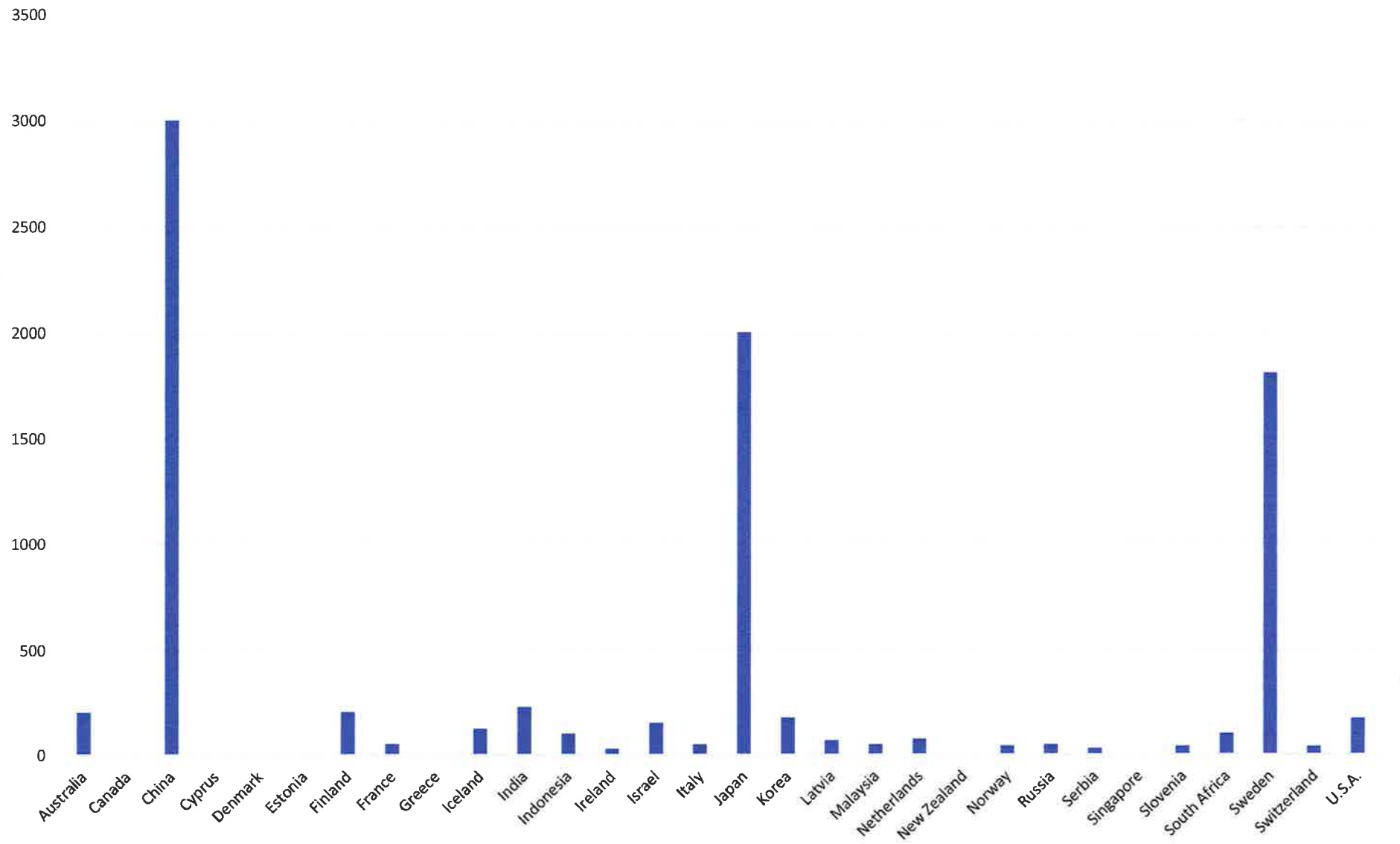
MEMBERSHIP FEES 2017

Country	Sec	Number of members																						
		1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Australia	A	6	6	4	5	5	5	6	6	7	6	10	10	min.	10	9	9	9	8	9		8	512	201
Canada	A										60	60	66	30	41	60	38	50	50	50	50	50	50	
China	A	120	158	258	252	262	350	510	510	501	501	501	600	600	600	400	400	400	500	1000	2000	2000	2000	3000
Cyprus	A	400	400	400	150	150	150	150	150	153	153	153	153	153	151	151	151	151	102	50			50	
Denmark	A	189	223	285	265	249	251	164	164	165	165	165	164	210	221	221	207	237	166	149	153	175	158	
Estonia	A							52	50	50	50	50	52	50	54	53	50	50	47	48		52	50	
Finland	A	600	600	600	523	523	510	425	435	445	395	373	373	395	366	360	360	300	262	255	264	253	242	203
France	A	-	-	99	99	48	48	41	41	47	5	5	5	49	57	49	51	54	53	50	50	50	50	50
Greece	A	550	550	550	550	550	550	300	300	400	400	400	505	501	502	300	300	251	123	110	100	80	80	
Iceland	A	70	70	70	70	70	70	70	70	70	70	70	70	110	117	120	117	122	118	121	124	122	117	124
India	A	50	50	80	100	120	133	120	140	175	170	170	190	190	206	235	260	275	290	298	311	104	92	228
Indonesia	A	50	50	50	50	42	50	60	62	62	62	48	50	60	103	103	108	108	110	110	105	98	100	100
Ireland	A	700	700	700	800	830	1000	1000	1000	150	150	160	150	175	175						22	?	24	27
Israel	A	130	130	130	170	170	170	170	170	170	170	170	187	187	187	158	155	153	151	158	155	153	153	153
Italy	A	171	198	196	218	172	169	151	124	124	124	99	76	78	90	137	77	66	61	60	62	58	53	48
Japan	A	512	537	604	676	721	786	826	878	1040	1226	1715	1443	1509	1800	1900	2100	2100	2100	1972	2045	2000	2000	2000
Korea	A	105	103	113	113	110	110	110	70			100	151	156	171	171	171	171	171	175	175	?	175	175
Latvia	A										334	269	185	290	305	315	250	207	155	108	110	83	54	69
Malaysia	A	160	168	153	108	108	108	108	108	108	108	108	76	128	128	128	128					43	47	48
Netherlands	A	510	465	452	425	390	365	380	311	275	263	264	278	278	250	250	190	153	130	111	99	91	78	75
New Zealand	A	107	70	61	50	39	26	40	36	35	34	37	11	55	50	50	50	50	50	50		30		
Norway	A	400	345	316	290	144	273	250	262	252	240	243	250	251	231	148	148	225	150	5	5	5	5	43
Russia	A						133	125	28	112	67	67	70	108	116	128	134	134	132	131	131	50	49	49
Serbia	A																							29
Singapore	A	59	54	52	53	51	48	48	49	48	48	49	72	78	84	73	78	76	75	56	25	38	42	
Slovenia	A						44	46	48	40	44	61	59	62	55	58	50	50	50	38	30	30	43	40
South Africa	A	307	417	303	317	382	398	398	398	342	376	365	341	226	230	275	245	262	256	225	125	125	100	100
Sweden	A	524	570	647	647	735	780	818	772	1003	1031	1076	1143	1364	1430	1445	1444	1480	1604	1564	1456	1467	1609	1810
Switzerland	A	180	192	211	217	192	54	58	58	82	82	64	61	55	52	50	44	41	39	38	39	37	39	38
U.S.A.	A	176	146	202	216	216	189	122	122	622	622	200	299	308	292	310	250	250	150	150	150	150	150	171
TOTAL	34	6076	6202	6536	6364	6279	6770	6548	6362	6478	6956	7052	7425	7656	8,074	7,657	7,565	7,425	7,103	7,091	7,786	7,352	8,122	8,781

Section membership 1995 to 2017



Individual Section Membership



ADMISSION OF NEW CIDESCO SECTIONS

South Pacific Association of Beauty & Spa Fiji



EST. 1946

CIDESCO

THE WORLD STANDARD FOR BEAUTY & SPA THERAPY

APPLICATION FORM TO BECOME A CIDESCO SECTION

Please complete and return to CIDESCO Secretariat, Waldstrasse 4a, 8037 Zurich/Switzerland

Country: Fiji Islands

Name of Association: South Pacific Association of Beauty & Spa-CidESCO FIJI

Address of Association: Lot 1 Nasau Nadi Back Road Telephone a.m.: 6725 280
p.m.: 9925 852

Email: debra@rejuvenation Fax: 6725 208

Website:

Date & Place of formation

Register of Industrial Association

Date & Place of registration

Number of elected Board Members

Term of Elected Members (see By laws)

Number of Meetings per year:

- Board Meetings

- Membership Meetings

Number of Seminars/Congresses per year

Number of members

Number of affiliated Schools

Number of Student Members

Number of affiliated Beauty
Centres

Enclosures:

Please include the following documents:

- > Statement confirming fulfilment of requirements
- > Copy of legal registration
- > Authenticated copy of statutes and/or by-laws with translation into English if required
- > List of names and functions of Board Members
- > List of members including the addresses
- > Programme of activities for coming and past year
- > Declaration about rights and duties
- > Copy of Membership Certificate
- > Certified balance sheet of the previous two years together with bank references

A non-refundable application fee of CHF 1'500.00 is payable together with this application. Once the application is approved the minimum admission membership fee of CHF 2725.00 must be submitted 4 month prior to the General Assembly. Seventy-five per cent of this fee will be refunded should the application not be approved by the General Assembly.

We wish to apply for CIDESCO membership and for recognition to become a CIDESCO Section. We confirm to have received copy of, read and fully understood the CIDESCO Statutes as well as the Rules for CIDESCO Members and the Trade Mark Rules. We herewith agree to fully abide to these Statutes and Rules should we be elected to become a CIDESCO Section.

DATE: 05/07/2017
(day/mth/yr)

Name of President: Debra Sadranu Signature: [Signature]

DATE: 05/07/2017
(day/mth/yr)

Name of further
Board Member: Angaleen Ashmika Signature: [Signature]

South Pacific Association of Beauty and Spa

Board of Directors:

Debra Sadranu	President
Anjaleen Ashmika	Vice President
Anjaleen Ashmika	Education Board Member
Agnes Petueli	General Secretary
Lalini Sharma	Treasurer
Daiselyn Maharaj	Public Relations Board Member



OFFICE OF THE REGISTRAR OF INDUSTRIAL ASSOCIATIONS

FORM B

INDUSTRIAL ASSOCIATIONS ACT

(CAP 95) (Regulation 4)

REGISTRATION NO. 22/17

CERTIFICATE OF REGISTRATION OF INDUSTRIAL ASSOCIATION

It is hereby certified that the **SOUTH PACIFIC ASSOCIATION OF BEAUTY & SPA – CIDESCO FIJI** has been registered under the Industrial Associations Act this²⁰..... day of **JUNE, 2017**.


SÁLASEINI DAUNABUÑA

Signature of Registrar



CONSTITUTION

PART I

1. The name of the Association shall be

South Pacific Association of Beauty & Spa – Cidesco Fiji

- (a) The Registered Postal Address shall be P.O.Box 10670 Nadi Airport Fiji
- (b) The Registered Office shall be – Lot 1 Nasau Back Road Nadi
- (c) The Executive Council shall have the power to determine from time to time the Registered Postal Address and where the Registered Office shall be.

PART II

2. The objects of the Association shall be:

- (a) To secure the complete organization of the Association;
- (b) To promote, raise and align the standards of the Beauty & Spa local and Tourism industry in all aspects of service, hygiene, safety, to that of CIDESCO International standards.
- (c) To represent the interest of the members to the Fiji Government;
- (d) To support all matters relating to the promotion and development of the industry and assist with employee & HR recruitment
- (e) To provide a guideline of CIDESCO International standards and expectations to hotels and resorts for the reputation and image of the Industry in Fiji and the South Pacific.
- (f) To represent CIDESCO International as a regional section providing members updates, global industry developments and International alignment.
- (g) To do all such things as are incidental or conducive to the attainment of the above objectives.

PART III – MEMBERSHIP

3. The membership is open to any person who has a Cidesco Beauty Therapy qualification, Resort Spa, Salon owner/operator, Cidesco School or affiliated spa industry supplier. The status of membership is based on criteria level as outlined in the CIDESCO statutes clause 2.3.3;
4. Members shall be regularly and normally engaged in the industry, which the Association represents and shall not, be a member of another Industrial Association.
5. The entrance fee for members of the Association shall be aligned with the status of the respective member, and the subscription shall be renewed annually. The entrance fee and the subscription fee shall be non-refundable.

ALTERATION OF FEES AND IMPOSITION OF LEVIES

6. The Annual or an Extraordinary General Meeting of the Association shall have power to alter all fees, subscriptions and contribution for the purpose of providing further benefits for members.

EXEMPTION OF UNEMPLOYED

7. Any reduction in subscriptions should be made at the AGM and the Executive Council is empowered, if the Association's financial position permits to reduce the subscriptions of unemployed members or to exempt such members from payment of subscriptions during the period of the unemployment.

MEMBERS BREAKING RULES

8. All members must abide by the rules of the Association. Any member breaking the rules of the Association may be liable to face expulsion by the Executive Council. Any member fined or expelled shall have the right to appeal to the Annual or an Extraordinary General Meeting whose decision shall be final.

CEASE OF MEMBERSHIP

9. A member shall cease to be a member of the Association when these circumstances happen: Death, Migration, Voluntary withdrawal of membership and Expulsion through Disciplinary action on a member by the Executive Committee and any other reasonable circumstances to which the Executive Committee deems fit.

ARREARS

10. Members who are more than thirteen (13) weeks in arrears of subscriptions shall not be entitled to any Association benefits nor will they be permitted to vote at any Association's meeting. Members whose subscriptions are more than thirteen (13) weeks in arrears shall cease to be a member of the Association.

NEW MEMBERS

11. All intending new members have to apply in writing to the General Secretary and the Executive Council will make final decision.

PART IV – CONSTITUTION AND GOVERNMENT

SUPREME AUTHORITY

12. The Supreme Authority of the Association shall be vested in the Annual General Meeting, and subject to that authority, the Association shall be governed by the Executive Council.

DATE OF ANNUAL GENERAL MEETING AND AGENDA

13. The Annual General Meeting shall be held within three months of the end of the financial year at a time and place to be determined by the Executive Council. The General Secretary shall prepare an Agenda and made it known by inserting the notice in a newspaper circulating in the Republic of Fiji twenty-eight (28) days before such meeting.

VOTING OF THE ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING

14. All members other than honorary members and resident in Fiji whose subscriptions are not more than thirteen (13) weeks in arrears are entitled to vote at the Annual General Meeting and the Extraordinary General Meeting.

CALLING OF EXTRAORDINARY MEETING

15. Extraordinary General Meeting may be called by the Executive Council or at the request of the fifty percent (50%) or more of the total number of members of the Association who are not more than thirteen (13) weeks in arrears with subscriptions and 28 days notice shall be given with agenda of such meeting and may be published in a newspaper circulating in the Republic of Fiji.

BUSINESS OF ANNUAL GENERAL MEETING

16. The business of the Annual General Meeting shall be:
- To receive reports from the Executive Council, to review the past work of the Association and to plan future policy;
 - To consider motions, if any, for which due notice had been given;
 - To receive the accounts for the pervious financial year and to consider the financial position of the Association.
 - To elect the Association Office Bearers; and
 - To consider any other business on the agenda
 -

AMENDMENT

17. The Annual General Meeting or any Extraordinary General Meeting called in conformity with Rules (12) and (15) of this Constitution, shall be the only authority to rescind, alter, or add to any of these rules in the Constitution.

NOTICE OF MOTION

18. Notices of motion for consideration at the Annual General Meeting must be submitted to the General Secretary in writing fourteen (14) clear days before the days fixed for such meeting.

NOMINATIONS

19. The nominations for the election of the President, (1) Vice President, Treasurer, (1) General Secretary and (2) Committee Members shall reach the General Secretary fourteen (14) clear days before the date fixed for such meeting.

QUORUM

20. The quorum for all General Meeting and Extraordinary General Meeting of the Association shall be twenty percent (20%) of the voting members of the Association.

VOTING

21. The voting will be by show of hands. Provided that if fifty percent (50%) or more voting members at the Annual General Meeting or an Extraordinary General Meeting ask for a vote to be taken by secret ballot on any important issue, such vote must be taken by secret ballot.

PART V – SECRET BALLOT

SECRET BALLOT HELD UNDER THE AUTHORITY OF THE EXECUTIVE COUNCIL OR SUB – COMMITTEE

22. All matters for decision by secret ballot at an Annual General Meeting or at an Extraordinary General Meeting of the Association shall be held under the Authority of the Executive Council or a sub-committee appointed by the Executive Council specifically for such purposes.

ISSUE OF BALLOT FORMS

23. The General Secretary or other officer appointed for the purpose shall be responsible for issuing of ballot forms. Ballot forms will be issued only to voting members.

COMPLETION OF BALLOT FORMS

24. All ballot forms must be filled in at the place provided. They must not be signed by the person filling them in. They must be placed in the sealed box provided only by the person filling the ballot form. The Executive Council or the Sub - Committee will appoint persons to supervise and safeguard ballot boxes.

SCRUTINEERS

25. Two or more scrutineers shall be elected at the Annual or Extraordinary General Meeting from members. The scrutineers shall be responsible under the Executive Council or Sub – Committee for collecting ballot boxes, counting, checking ballot forms.

PART VI – EXECUTIVE COMMITTEE

GOVERNMENT OF ASSOCIATION VESTED IN EXECUTIVE COUNCIL

26. The Government of the Association and the conduct of its business in the periods between Annual General Meetings shall be vested in the Executive Council.

COMPOSITION OF EXECUTIVE COUNCIL

27. The Executive Council shall consist of the President, one Vice President, General Secretary, Treasurer, and two other members duly elected by at an Annual General Meeting, or by an Extraordinary General Meeting. All members of the Executive Council must be members of the Association and must hold a Cidesco certification or own/operate a CIDESCO registered Training Institute.

POWER TO FILL VACANCIES

28. In the event of the vacation of office before the expiry of the full term, for any reason, by an officer, or other members of the Executive council, the vacancy shall be filled by the Executive Council and such appointments will hold good until the next Annual General Meeting elections. In filling such vacancy, the Executive Council shall consider the merits of the candidate.

APPOINTMENTS OF ACTING GENERAL SECRETARY AND TREASURER

29. In the event of the General Secretary or the Treasurer, being temporarily absent from the republic of Fiji or for any other reason are unable to perform their functions required of them under these rules, the Executive Council may appoint an Acting General Secretary or an Acting Treasurer as the case may be to perform their respective duties on their behalf during such absence or disabilities.

REMOVAL FOR NOT ATTENDING MEETING OF EXECUTIVE COUNCIL

30. Any officer or the other members of the Executive Council who is absent without satisfactory reason from three consecutive meetings may be removed from office by the Executive Council.

DISMISSAL AND SUSPENSION OF OFFICERS

31. The Executive Council may suspend for a period not exceeding three months and/or recommend for dismissal of any officer for neglect of duty, dishonesty, incompetence, refusal to carry out decisions of the Executive Council, or for any other reason that it deems good and sufficient and, in the interests of the Association. Any officer who is suspended or who is recommended for dismissal shall have the right of appeal to the Annual or to an Extraordinary General Meeting.

REMOVAL BY EXTRAORDINARY GENERAL MEETING

32. Any officer or member of the Executive Council may be removed by a majority three quarters (3/4) of the voting members present at an Extraordinary General Meeting.

EXECUTIVE COUNCIL MEETING AND QUORUM

33. The Executive Council shall meet at least once in every 2 months at such times and places where the Executive Council member think fit. The quorum shall consist of not less than fifty percent (50%) members of the Executive Council.

PROTECTION OF FUNDS BY EXECUTIVE COUNCIL

34. The Executive Council shall give peruse the objects of the Association and shall protect its funds against extravagance or misappropriation. The Executive Council shall give all necessary instructions as to the investment of the funds of the Association to such officers of the Association who are responsible for such matter.

INSTRUCTIONS AND SUB-COMMITTEE

35. The Executive Council shall give instruction to the General Secretary and all other officers of the Association in regard to the conduct of the affairs of the Association. It may appoint sub-committee as it considers necessary.

FINES AND EXPULSION OF MEMBERS

36. If any member is proved to the satisfaction of the Executive Council to have been guilty of the conduct prejudicial to the interest of the Association the Executive Council may:
- Suspend such member from the Association for a period not exceeding three (3) months; or
 - Expel such member from the Association
 - Any member so fined suspended or expelled shall have the right to appeal to the Annual General Meeting or to an Extraordinary Meeting.

DECISION OF EXECUTIVE COUNCIL

37. The decision of the Executive Council shall be binding on all members of the Association.

INTERPRETATION OF RULES BY THE EXECUTIVE COUNCIL

38. Between Annual General Meeting, the Executive Council shall when necessary, interpret the rules and determine any point that the rules do not adequately cover.

OFFICER OF EXECUTIVE COUNCIL MUST BE PAID MEMBERS

39. All officers and members of the Executive Council must be fully paid with all subscriptions prior to any election of office in the Association during an Annual General Meeting or at an Extraordinary General Meeting.

APPOINTMENT AND DISMISSAL OF STAFF AND SUB – COMMITTEE

40. The Executive Council shall give instructions to the General Secretary and all other officers of the Association in regard to the conduct of the affairs of the Association. The Committee shall appoint such organizers and clerical staff as is considered necessary on such terms as it considers desirable, and Dismiss such organizers and staff for reasons which the Executive Council deems good and sufficient. It may appoint sub-committee as it considers necessary.

PART VII – OFFICERS OF THE ASSOCIATION

ELECTION AND DUTIES OF PRESIDENT

41. (a) The President shall be elected every 3 year(s) at the Annual General Meeting and shall serve for 3 year(s) in office, until the Annual General Meeting and shall be eligible for re-election.
- (b) The President, if present, shall preside at all Annual Extraordinary General Meeting and Executive Council Meetings and shall be responsible for the proper conduct of business. He/She shall sign each minutes of the meeting after they are approved.
- (c) He/She shall endeavor to secure the observance of these rules by the members. He/She shall have a casting vote.
- (d) He/She shall represent the Cidesco section at CIDESCO world annual Congress And nominate Vice President or an Executive officer to accompany or represent.

ELECTION AND DUTIES OF THE VICE PRESIDENT

42. The Vice President to be elected every 3 year(s) at the Annual General Meeting and shall serve for 3 year(s) and shall be eligible for re-election.

ELECTION AND DUTIES OF GENERAL SECRETARY

43. (a) The General Secretary shall be elected every 2 year(s) at the Annual General Meeting and shall serve for 2 year(s) and shall be eligible for re-election.
- (b) He/She shall call and attend all meetings and record the minutes thereof. He/She shall have the right to speak and vote.
- (c) He/She shall conduct the correspondence and general business of the Association in accordance to the rules and shall carry out all instructions given to him by the Annual and Extraordinary General Meeting and by the Executive Council.
- (d) He/She shall keep a register of all members in which shall be entered:
- The name, address and the occupation of each member
 - The date of which each member was admitted to membership
 - The payments made by each member in respect of entrance fee, subscriptions or any other payments provided for under the constitution and the dates of such payments.
 - The dates of which any member ceased to be a member
 - He/She shall prepare the Annual Report of the Association for submission to the Annual General Meeting and any other reports necessary for Extraordinary General Meetings. He/She shall at the end of every financial year, forward to the Registrar of Industrial Associations the Annual Returns, Auditors Report and such other information as may be properly called for.

- He/She shall supervise generally the work of the Association. Where he is employed on a full time basis, he shall be fully responsible for the overall administration and affairs of the Association. He/She may engage such number of staff as shall be determined by him after consultation with the Executive Council.

ELECTION AND DUTIES OF THE TREASURER

42. (a) The treasurer shall be elected every 2 year(s) at the Annual General Meeting. He/She shall serve for 2 year(s) until the next Annual General Meeting and shall be eligible for re-election.
- (b) He/She shall be responsible for the safety of all monies belonging to the Association and shall keep full and accurate account of all transactions conducted in the name of the Association. He/She shall prepare a financial statement for each meeting of the Executive Council and an Annual Statement of Accounts for Audit and for presentation to the Annual General Meeting. He/She shall have the right to speak and to vote on all matters except financial matters.
- (c) On a request made to him at the Annual General Meeting, or thereafter within one month of the receipt of such request, He/She shall give to every voting members of the Association free of charge a general statement of accounts of all the receipts and expenditure of the Association.
- (d) He/She shall deposit in the bank appointed by the Executive Council all such money received by him.

LEGAL ADVISOR

43. The Executive Council may appoint from time to time a legal advisor and fix his remuneration.

FULL TIME OFFICERS MAY BE PAID SALARY

44. Any officer whose duties call for full time services on behalf of the Association may be paid a salary, such salary to be determined by the Executive Council.

OFFICER MAY BE REQUIRED TO PROVIDE SECURITY

45. Any officer whose duties involve financial responsibility shall provide such security as the Executive Council may require.

BOOKS TO BE KEPT IN THE HEAD OFFICE

46. All receipt, account, etc shall be kept in the Head Office of the Association.

PART VIII – USE OF FUNDS

USE OF FUNDS

47. The funds of the Association shall be used solely for:-

- The authorized payment of salaries, allowances and expenses of officer of the Association and legal fees.
- The payment of expenses of the administration of the Association, including audit of accounts of the funds of the Association.
- The prosecution or the defence of any legal proceedings to which the Association or any member is a party, when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Association as such or any rights arising out of the relations of any member with his employer.
- The conduct of disputes on behalf of the Association or any member.
- The compensation of members for loss arising out of disputes.
- The payment of subscription, fees and contributions necessary for affiliation to any Industrial Association organization in the Republic of Fiji.
- Expenses incurred on Industrial Association by officers and members of the Industrial Association.
- The erection of any building or the purchase or lease of any buildings or land required for the purpose of the Association, and for the rent, upkeep and furnishing thereof.
- The education, cultural and vocational training of members and any incidental expenses thereof.
- The organization of any industry related trade shows, workshops, seminars, meetings or excursion.
- The purchase of books magazines and other literature and the upkeep of reading for the use of members.
- The editing, printing, publication and circulation of any book, newspaper or other periodical, bulleting, pamphlet or other printed literature for the advancement of the lawful objects of the Industrial Association or the promotion of the interests of its members as such
- Contribution to any charitable, education or cultural institution or society
- Any other objects which by notification in the Gazette the Minister may be the same or any subsequent notification direct
- The use of funds on any of the above matter should be done with the approval of the Executive Committee.

ACCOUNT TO BE OPERATED BY

48. The account of the operation shall be operated upon cheques signed by the President, General Secretary and the Treasurer or such other person or persons as the Executive Council by resolution may direct or appoint.

INVESTMENT OF FUNDS

49. The funds of the Association which are not required for current expenses may on the direction of the Executive Council, be invested by the President, Treasurer and General Secretary in Government securities, or in such other securities as the Executive Council may recommend and which are approved by the voting members at the Annual General Meeting.

FINANCIAL YEAR

50. The Financial year of the Association shall commence on the first (1st) day of January each year and ends on the thirty first (31st) day of December of the same year.

PART IX – PROPERTY AND LIABILITY OF OFFICERS

PROPERTY

51. All property of the Association shall be in the name of the Association.

EXECUTION OF AGREEMENTS AND DOCUMENTS

52. All Industrial agreements, deed, documents of the securities for money, mortgage or other instruments shall be executed under the common seal of the Association and signed by the President and the General Secretary or such other persons as the Executive Council may appoint on their behalf.

CUSTODIAN OF THE COMMON SEAL

53. The General Secretary shall be the Custodian Seal, which may be affixed by the General Secretary in the presence of the President or such other person or persons as the Executive Council may appoint on their behalf of such industrial agreements, deeds, documents of title, securities for money, mortgage or other instrument shall be deemed to have been duly executed if signed by the President and the General Secretary or such other person or persons as the Executive Council may appoint on their behalf.

EXECUTIVE COMMITTEE MEMBERS LIABILITY

54. Every member of the Executive Council shall be liable for such sums of money or monies he shall actually receive but he shall not be answerable for the acts, receipts, neglects, defaults of any other person or persons or for joining in any respect in any receipts of other acts for conformity or for loss or for expenses happening to the Association or to the Executive Council through the insufficiency or deficiency of the title of any property or properties purchases or

acquired by or on behalf of the Association not for the insufficiency or deficiency of any security in or upon which any of the money or monies of the Association shall be vested by the order of the Executive Council nor for any loss or damage arising from bankruptcy, insolvency or tortuous act for any banker, collector or other persons with whom or in whose hands any money or monies, property or properties, security or securities or effect or effects of the Association or Executive Council shall be deposited or paid or for any loss, damage or misfortune whatever, which may happen in the execution of duties of this office in relations thereto unless the same shall happen through his own willful act, neglect or default.

PART X – LEVIES

IMPOSITION OF LEVY

55. The Executive Council may recommend that a levy be imposed upon all members of the Association to recover additional expenses incurred on behalf of members as Legal fees, etc. This levy imposed by the Executive Council shall be approved by the members of the association before it is implemented.

FAILURE TO PAY LEVY

56. If any member fails to pay a levy imposed in pursuance of Rule 56, herein with twenty-six (26) weeks of its imposition, such members shall be regarded as being in arrears of levy and shall not be entitled to any of the benefits to which the levy was imposed.

PART XI – AUDITORS

AUDITORS

57. One or more auditors, who need not to be members of the Association, shall be appointed or elected by the Annual General Meeting.

AUDIT OF ACCOUNTS AND COPY OF AUDITORS REPORT

58. The treasurer shall cause all the account of the Association to be audited as soon as possible after the close of each financial year and at all other times when required by law. All books and accounts of the Association will be examined and the certification as to their correctness or otherwise be given thereafter. A copy of audited accounts and auditor's report should be available to the Registrar on or before the thirty – first (31st) day of March in every year. A copy of an auditor's report of Association funds shall be conspicuously placed at the office of the Association where it may be conveniently examined by any member.

PART XII – INSPECTION OF BOOKS

INSPECTION OF BOOKS

59. Any member to be allowed at any reasonable time to inspect the account books and the register of members. Applications to do so must be made to the General Secretary.

PART XIII – DISSOLUTION

DISSOLUTION

60. The Association shall not be dissolved, except with the consent of two thirds or more of the total voting membership of the Association obtained by means of a secret ballot.

DEBTS AND LIABILITIES FULLY DISCHARGED

61. In the event of the Association being dissolved all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds together with the proceeds of the sales of any assets of the Association (excluding any provident or welfare fund which may have been established) shall be divided amongst all voting members in the equal proportion or otherwise disposed of in accordance with a resolution passed at the meeting at which the dissolution was approved.

NOTICE SENT TO REGISTRAR OF INDUSTRIAL ASSOCIATION

62. When the Association is dissolved, notice of the dissolution signed by the General Secretary and seven (7) voting members shall be sent by the General Secretary to the Registrar of Industrial Associations within fourteen days of the date of the meeting at which the Dissolution was agreed to.

PART XIV – RULES

RULES TO BE MADE AVAILABLE TO MEMBERS

63. A copy of these shall be given to a member within seven (7) days of joining the Association and thereafter on demand upon payment of the sum of three (\$3.00)

RULES TO BE DISPLAYED IN REGISTERED OFFICE

64. A copy of these rules shall be prominently displayed in the registered office of the Association and every branch office thereof.

PART XV – INTERPRETATION

65. For the purpose of these rules the “Registrar” means the Registrar of Industrial Associations appointed under the provisions of the Industrial Associations Act.

Approved and adopted by the Inaugural General Meeting of the Association held at Nadi Back Road on the 8th day of June 2017 year.

CERTIFIED:

[Signature]
President (signature)

Debra Sadvanu
Name

[Signature]
Secretary (signature)

Agnes Petueli
Name



REGISTERED ON	<u>20/06/17</u>	AT	<u>6pm</u> NOON
SEE REGISTER OF INDUSTRIAL ASSOCIATION			
NO:		
<u>[Signature]</u> Registrar of Industrial Association			



PART XV – INTERPRETATION

65. For the purpose of these rules the “Registrar” means the Registrar of Industrial Associations appointed under the provisions of the Industrial Associations Act.

Approved and adopted by the Inaugural General Meeting of the Association held at Nadi Back Road on the 8th day of June 2017 year.

CERTIFIED:

[Signature]
President (signature)

Debra Sadranu
Name

[Signature]
Secretary (signature)

Agnes Petueli
Name



REGISTERED ON	<u>20/06/17</u>	AT	<u>6pm</u> NOON
SEE REGISTER OF INDUSTRIAL ASSOCIATION			
NO:		
<u>[Signature]</u> Registrar of Industrial Association			



CONSTITUTION

PART I

1. The name of the Association shall be

South Pacific Association of Beauty & Spa – Cidesco Fiji

- (a) The Registered Postal Address shall be P.O.Box 10670 Nadi Airport Fiji
- (b) The Registered Office shall be – Lot 1 Nasau Back Road Nadi
- (c) The Executive Council shall have the power to determine from time to time the Registered Postal Address and where the Registered Office shall be.

PART II

2. The objects of the Association shall be:

- (a) To secure the complete organization of the Association;
- (b) To promote, raise and align the standards of the Beauty & Spa local and Tourism industry in all aspects of service, hygiene, safety, to that of CIDESCO International standards.
- (c) To represent the interest of the members to the Fiji Government;
- (d) To support all matters relating to the promotion and development of the industry and assist with employee & HR recruitment
- (e) To provide a guideline of CIDESCO International standards and expectations to hotels and resorts for the reputation and image of the Industry in Fiji and the South Pacific.
- (f) To represent CIDESCO International as a regional section providing members updates, global industry developments and International alignment.
- (g) To do all such things as are incidental or conducive to the attainment of the above objectives.

CIDESCO FIJI SECTION

CIDESCO represents 'the world standard for beauty and spa therapy' and is present in more than 30 countries. It's Diploma is the world's most prestigious qualification in the field of esthetics and beauty therapy.

Establishing a CIDESCO Section in Fiji, involves the following:

VISION

Recognised as the leading quality advisor for the Beauty & Spa Industry in the Pacific

MISSION

To establish a quality assurance programme in Fiji & the Pacific for the Beauty and Spa Industry

VALUES

Safety	awareness of safe practices for treatment
Professionalism	delivery of excellent service using the latest techniques
Accessibility	availability of trained personnel to assess locations and staff

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DEFINITIONS

CIDESCO	Comite International D'Esthetique Et De Cosmetologie
CIDESCO Associates	Associate members of CIDESCO
CIDESCO Code of Ethics	Code of Ethics as per CIDESCO guidelines
CIDESCO International	Head Office based in Switzerland
CIDESCO Section	A geographical area/region identified by CIDESCO International for an organisation to promote CIDESCO
CIDESCO Trademark Rules	Trademark Rules as per CIDESCO guidelines
CSF	CIDESCO SECTION FIJI
Executive Council Section Rules	Board members of CIDESCO Section Fiji Rules applicable to a CIDESCO Section

1 STANDARDS AND REQUIREMENTS

1.1 Organisational Structure

- 1.1.1 CSF is required to fulfil and maintain all the standards and requirements mentioned hereafter.
- 1.1.2 CSF is registered as a non-profit organisation within Fiji, and will abide with the laws governing a non-profit organisation whereby the distribution of CDF' profit and assets to its members is prohibited.
- 1.1.3 CSF will not represent the commercial interests of any other organisation or individual.
- 1.1.4 CSF is an independent legal entity. It is not part of another commercial organisation.
- 1.1.5 CSF will cover the Beauty Therapy profession in Fiji and the Pacific Islands.
- 1.1.6 CSF in its infancy will be operated by an Executive Council approved by
- 1.1.7 A Board member should preferably not hold the same position longer than two consecutive terms (8 years) from initial set-up.
- 1.1.8 The Executive Council will comprise the following:
 - 1) President
 - 2) General Secretary
 - 3) Treasurer
 - 4) Education Board member/s, and
 - 5) Public Relations Board member
- 1.1.9 All members of the Board must be Fiji citizens.
- 1.1.10 In order to be considered valid, the quorum for an CSF Council meeting must have four members present, and the meeting must be presided over by the President.

1.2 General Rules

- 1.2.1 CSF Accreditation cannot be sold.
- 1.2.2 CSF Accreditation cannot be transferred to another organisation without the General Assembly approving such transfer.
- 1.2.3 CSF will fully comply with the laws of its country. It will have rules and procedures to protect its members' privacy as well as take measures to make it possible to share the membership information with CIDESCO International.
- 1.2.4 All communication between CSF and CIDESCO International, its Board or its Head Office, shall be in English.
- 1.2.5 CSF shall actively support and promote the interests of CIDESCO.
- 1.2.6 CSF shall neither directly nor indirectly be involved in any activity which contravenes the interests of CIDESCO. In particular CSF shall strictly follow the latest applicable version of the CIDESCO Code of Ethics. See Annex 2.

- 1.2.7 CSF shall continuously provide its members with information on CIDESCO, its history, goals, philosophy and ethics and explain to them the responsibilities and advantages of belonging to CIDESCO.
- 1.2.8 CSF shall strictly abide by the CIDESCO Rules including but not limited to CIDESCO Statutes, Code of Ethics and Trademark Rules.

2 RIGHTS AND OBLIGATIONS

2.1 CIDESCO Statutes

- 2.1.1 The rights and obligations of CSF are defined in the Statutes of CIDESCO. If there is a conflict between the CIDESCO Statutes and any other CIDESCO Rules, the CIDESCO Statutes take precedence.

2.2 Rights

- 2.2.1 CSF has the right to participate in activities and efforts aimed at raising the professional standard, improving education and promoting the profession.
- 2.2.2 CSF has the right to participate in the exchange of knowledge and experience between specialists throughout the world via congresses, symposiums, seminars, and other events organised by CIDESCO.
- 2.2.3 CSF has the right to attend the CIDESCO General Assembly at which it has been elected into membership. However voting rights will be withheld until the General Assembly following its admission as a member. Voting rights of any CIDESCO Sections are defined in the CIDESCO Statutes.
- 2.2.4 CSF has the right to refer to its Accreditation in its communication with members and with other third parties.
- 2.2.5 CSF has the right to organise and prepare candidates for the CIDESCO Post Graduate Beauty Therapy examination as well as the CIDESCO Beauty & Spa Management examination.
- 2.2.6 CSF has the right to use the word CIDESCO and the CIDESCO logo as defined in the CIDESCO Trademark Rules.

2.3 Obligations

- 2.3.1 CSF will respect the CIDESCO Statutes, as well as the other Rules and directives adopted by the General Assembly.
- 2.3.2 CSF will undertake activities to promote Beauty Therapy and to improve educational training. It shall make all efforts in the area of professional recognition and legislation.
- 2.3.3 CSF is obliged to work actively with CIDESCO:
 - a. to pass on CIDESCO information to its members
 - b. to support the activities of CIDESCO in Fiji and the Pacific
 - c. to spread the concept of CIDESCO in Fiji and the Pacific
 - d. to maintain an active dialogue with CIDESCO Head Office
 - e. to encourage School accreditation without prejudice
 - f. to encourage Beauty Salon and/or Spa accreditation without prejudice

- g. to promote CIDESCO examinations
 - h. enhance the status of CIDESCO with Government bodies and the public
 - i. to be involved with active Public Relations of CIDESCO in Fiji and the Pacific
- 2.3.4 CSF shall submit annually by the end of March a notice addressed to the Board of CIDESCO c/o CIDESCO Head Office of its actual number of regular members as requested for in the CIDESCO Statutes.
- 2.3.5 CSF shall submit annually in writing by the end of March to CIDESCO Head Office:
- a. name and addresses of elected or newly elected Board Members
 - b. any change of address or change in name of CSF or any other material amendment having any bearing on the legal existence of the CSF
 - c. any modification of the membership certificate
- 2.3.6 CSF shall inform its planned activities to the CIDESCO Head Office regularly, but at least once every year.
- 2.3.7 CSF shall send to the CIDESCO Head Office a copy of the Minutes of its Annual General Meeting fully documented together with results of votes, annual financial results, and annual activity plan. Non-English Minutes should have a one page summary in English.
- 2.3.8 CSF shall ensure that the standards of CIDESCO are upheld in all CIDESCO Schools and Accredited CIDESCO Beauty Salons and/or Spas.
- 2.3.9 CSF shall ensure the CIDESCO Trademark and Logo is protected in Fiji and associated countries of operation. Any misuse of the CIDESCO word and logo must be brought to the attention of CIDESCO International.
- 2.3.10 CSF shall notify its members that their membership information will be shared with CIDESCO International and shall do the necessary due diligence so that such sharing of information with CIDESCO International does not violate any laws of the country.
- 2.3.11 CSF must actively support all CIDESCO Accredited Schools, CIDESCO Beauty Salons and/or Spas and individual members in Fiji and the Pacific.
- 2.3.12 CSF must be present at a General Assembly at least bi-annually.
- 2.3.13 CSF must promote CIDESCO in its country with marketing and PR activities.

3 SECTION MEMBERSHIP

3.1 Membership

- 3.1.1 CSF membership is open to:
- Hotels and Resorts which operate Spa facilities
 - CIDESCO Diploma holders
 - Individuals taking a CIDESCO training course
 - Individuals who contribute to the Beauty Industry
 - CIDESCO Schools
 - CIDESCO Beauty Salons and/or Spas
 - CIDESCO Associates as defined in the Rules for CIDESCO Associates

- 3.1.2 There are 4 tiers of membership within CSF, with fees, and they are as follows:
- 1) Premium includes Hotels and Resorts which operate Spa facilities
 - 2) Alumni embraces current CIDESCO Diploma holders
 - 3) Students focuses on those currently enrolled in a beauty therapy course
 - 4) Associates comprises CIDESCO Schools, CIDESCO Beauty Salons and/or Spas, and suppliers to the Beauty Industry
- 3.1.3 The CSF Board will determine how members fall into the respective tiers, and the associated fees applicable for each tier. Likewise, the Board has the right to discontinue membership if the member does not comply with the rules and regulations of CSF, or CIDESCO International.
- 3.1.4 CSF shall at all times strictly observe, maintain and support all the standards defined in the present Section Rules as well as any further applicable Rules in the latest version, in particular the CIDESCO Code of Ethics and CIDESCO Trademark Rules.
- 3.1.5 CSF shall strictly observe additional ethical rules which may be issued by CIDESCO.
- 3.1.6 CSF shall have membership open to all CIDESCO Diploma holders in their country. It cannot have a limitation due to gender, race, religion, occupation, employer, or citizenship.

3.2 Financial Obligations

- 3.2.1 CSF shall pay CIDESCO the Annual Membership Fee. The said fee is due and payable by the 1st March of each calendar year (except for its year of inception as a CIDESCO Section) to the account indicated by the CIDESCO Head Office.
- 3.2.2 CSF shall also fully comply with the further financial obligations specified in Annex 1 in connection with the organisation of a CIDESCO Section Examination. CSF shall be responsible for:
- Hotel accommodation, including breakfast, for the CIDESCO Examiner/s nominated by CIDESCO for the CIDESCO Examination, is to be paid by CSF from the night prior to the examination, up to and including, the last night after the examination. This last night is only payable should the CIDESCO Examiner not be able to leave immediately after the examination.
- The Examiners' hotel accommodation must be of a very good standard and located in a safe and appropriate area, including dining facilities, a private bathroom and internet service.

4 WITHDRAWAL AND EXPULSION

4.1 Reasons for Withdrawal and Expulsion

- 4.1.1 CSF is aware that the withdrawal of its status as a CIDESCO Section can occur if there substantiated violation of obligations, or if the CIDESCO Section can no longer fulfil the standards of the Section Rules, in particular the occurrence of the following cases:
- a. CSF is guilty of serious offences or unethical behaviour, in particular if any of the rules of the CIDESCO Code of Ethics is violated.
 - b. CSF has not fully observed the financial obligations specified in the present Section Rules as well as in Annex 1 to the present Section Rules.
 - c. CSF or an interpreter engaged by CSF is guilty of deliberate incorrect translation, to the advantage/disadvantage of the candidates in an examination

- d. CSF has violated the present Section Rules and/or the CIDESCO Trademark Rules, or are guilty of misleading advertising

4.2 Procedure

- 4.2.1 Upon receipt of a warning letter from CIDESCO International, CSF shall submit to the Board of CIDESCO reasonable evidence of modifications to rectify the shortcomings outlined in the letter within the deadline defined.
- 4.2.2 CSF understands that if the shortcomings are not rectified to the satisfaction of the CIDESCO Board, the Board of CIDESCO may propose the withdrawal to the General Assembly, and that there will be no Right of Appeal against the decision of the General Assembly, with no further correspondence entered into following the decision.

4.3 Consequences of Withdrawal

- 4.3.1 Upon receipt of the decision of withdrawal, CSF shall:
 - a. Immediately notify its members of the fact that it is no longer a CIDESCO Section. CSF shall submit to the Board of CIDESCO documented proof in writing that this obligation of notification has been fully complied with
 - b. Immediately return to the CIDESCO Head Office at its own cost the CIDESCO Diploma of Accreditation
 - c. Immediately withdraw and destroy any literature, advertisements, brochures, letterheads, and other possible marketing material, and also delete any reference on the website of the Organisation which contains the CIDESCO logo, the words "National CIDESCO Section" or any other words or reference implying directly or indirectly its' Accreditation

5 SECTION RESIGNATION

5.1 Notice of Resignation

- 5.1.1 CSF may at any time decide to resign from its CIDESCO Section Accreditation. Such resignation can only be accepted to be effective at the end of the calendar year.
- 5.1.2 CSF must give a 6 months' notice in writing by registered mail addressed to the CIDESCO Head Office before the end of the calendar year.
- 5.1.3 A copy of the resignation shall be forwarded to all National CIDESCO Sections.

6 TRANSITIONAL RULES

- 6.1 The present CIDESCO Section Rules as well as any later amendments thereof duly ratified by the General Assembly of CIDESCO shall apply with immediate effect as of the date of the ratification by the General Assembly of CIDESCO.

REPORT FROM THE AUDITOR

Auditor's Report

The auditor's report states "DRAFT" as the responsible person was not able to sign the report before the 19-7-2017 deadline. The signed report will be sent to all Sections once received



KBT REVISIONS AG

Report of the Statutory Auditor on the Limited Statutory Examination to the General Assembly of

CIDESCO, Comité International d'Esthétique et de Cosmétologie, Zurich

As statutory auditor, we have examined the financial statements (balance sheet, income statement and notes) of CIDESCO, Comité International d'Esthétique et de Cosmétologie for the year ended 31 December 2016.

These financial statements are the responsibility of the Association's board. Our responsibility is to perform a limited statutory examination on these financial statements. We confirm that we meet the licensing and independence requirements as stipulated by Swiss law.

We conducted our examination in accordance with the Swiss Standard on the Limited Statutory Examination. This standard requires that we plan and perform a limited statutory examination to identify material misstatements in the financial statements. A limited statutory examination consists primarily of inquiries of organisation personnel and analytical procedures as well as detailed tests of organisation documents as considered necessary in the circumstances. However, the testing of operational processes and the internal control system, as well as inquiries and further testing procedures to detect fraud or other legal violations, are not within the scope of this examination.

Based on our limited statutory examination, nothing has come to our attention that causes us to believe that the financial statements do not comply with Swiss law and the organisation's articles of incorporation.

Zurich, 14 July 2017

KBT REVISIONS AG

Narona Saramati
Licensed Auditor
(Auditor in Charge)

Felix Kleiber
Licensed Audit Expert

Enclosure:

- Financial statements (balance sheet, income statement and notes)

Zimmergasse 16, P.O. BOX 1523, CH-8032 Zürich
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zurich@kbt.ch, www.kbt.ch

RELEASE OF THE BOARD AND AUDITOR FROM RESPONSIBILITY

APPOINTMENT OF AUDITOR

The CIDESCO Board of Directors hereby proposes to the CIDESCO General Assembly the reappointment of KBT REVISIONS AG as CIDESCO's Auditor


TRADEMARKS

Synopsis of Trademark Protection

CIDESCO Trademark Portfolio and Renewals 2018

Status July 17, 2017

1. Existing Trademark Registrations

Status of Activity	Wordmark Covered classes	Word and device mark Covered classes
Country	CIDESCO	
Argentina	41	41
Australia	16, 41, 42	16, 41, 42
Austria	16, 41, 42	16, 41, 42
Belgium	16, 41, 42	16, 41, 42
Brazil	44	41
Canada	3, 16, 37, 41, 42	3, 16, 37, 41, 42
China	16, 41, 42	16, 41, 42
Cyprus	16, 41, 42	16, 41, 42
Denmark	16, 41, 42	16, 41, 42
Estonia	16, 41, 42	16, 41, 42
Finland	16, 41, 42	16, 41, 42
France	16, 41, 42	16, 41, 42

Germany	16, 41, 42	16, 41, 42
Greece	16, 41, 42	41, 42, 16
Hong Kong (Section China)	16, 41, 42	41, 42
Hungary	16, 41, 42	16, 41, 42
Iceland	16, 41, 42	16, 41, 42
India	16, 41, 42	16, 41, 42
Indonesia	41	41
Ireland	3, 16, 41, 44	16, 41, 44
Israel	41	41
Italy	16, 41, 42	16, 41, 42
Japan	16, 41, 42	16, 41, 42
Korea, Republic of	16, 41, 42	16, 41, 42
Latvia	16, 41, 42	16, 41, 42
Lithuania	16, 41, 42	16, 41, 42
Luxembourg	16, 41, 42	16, 41, 42
Malaysia	41, 44	16, 41, 44
Malta		
Namibia		
Netherlands	16, 41, 42	16, 41, 42
New Zealand	3, 16, 41	41
Norway	16, 41, 42	16, 41, 42

Poland	16, 41, 42	16, 41, 42
Portugal	16, 41, 42	16, 41, 42
Puerto Rico		
Qatar		
Russian Federation	16, 41, 42	16, 41, 42
Serbia and Montenegro	16, 41, 42	16, 41, 42
Singapore	16, 41, 42	16, 41, 42
Slovenia	16, 41, 42	16, 41, 42
Spain		
South Africa	41	41
Sweden	16, 41, 42	16, 41, 42, 44
Switzerland	16, 41, 42	16, 41, 42
Thailand		
United Arab Emirates		41, 42
United Kingdom	16, 41, 42	16, 35, 41, 42
United States	41	41, 42
Zimbabwe		41
Explanation of marking:		
Countries with sections		
Countries without sections, but with CIDESCO schools and/or beauty & spa centres		
blank = countries without CIDESCO activities		




2. Trademark Renewals 2017/2018








The following listing shows the CIDESCO registrations which are due for renewal in 2017/2018







Thereby the different columns have the following meaning:

- A) Country concerned
- B) Kind and number of CIDESCO trademark concerned
- C) Covered classes
- D) Renewal date
- E) External costs of renewal
- F) Recommendation of Meyerlustenberger Lachenal
- G) Instruction of CIDESCO
- H) Current status of the renewal





2.1 Trademark Renewals (Instructions) 2017


A)	B)	C)	D)	E)	F)	G)	H)
United States	 2070943	41, 42	17.06.2017	USD 3'000	<p>We recommend this trademark to renew.</p> <p>Furthermore, this registration will be due for the filing of a Declaration of Use. It means we have to show the use of this trademark for the following services in the US:</p> <p><i>Class 41: educational services, namely, conducting classes and seminars in the field of aesthetics and cosmetology</i></p> <p><i>Class 42: beauty salon services</i></p> <p>Therefore, please provide us with one specimen of use for each class that will be maintained, like advertising, printed promotional or website materials that show the</p> <p>CIDESCO trademark </p>		Renewed by 17.07.2017

A)	B)	C)	D)	E)	F)	G)	H)
Brazil	 816623015	44	14.07.2017		We recommend NOT to renew this trademark, because CI-DESCO does not seem to offer any services in Brazil.		Case closed
Japan	CIDESCO 4034173	41	25.07.2017	USD 800	The class 41 is also covered by IR 614158 since 2014. Nevertheless, we recommend renewing this trademark because of the earlier rights since 1997. This mark is about 17 years older than the IR and should therefore be upheld in an important country such as the Japan, also from a defensive point of view.		Renewal filed
Japan	 4034174	41	25.07.2017	USD 800	The class 41 is also covered by IR 614603 since 2014. Nevertheless, we recommend renewing this trademark because of the earlier rights since 1997 for the same reason as mentioned above.		Renewal filed
Japan	 4071864	16	24.10.2017	USD 800	The class 16 is also covered by IR 614603 since 2014. Nevertheless, we recommend renewing this trademark because of the earlier rights since 1997 for the same reason as mentioned above.		Renewal filed

A)	B)	C)	D)	E)	F)	G)	H)
China	 1076213	16	13.08.2017	USD 800	The class 16 is also covered by IR 614603 since 2014. Nevertheless, we recommend renewing this trademark because of the earlier rights since 1997 for the same reason as in Japan.		Renewal filed
India	CIDESCO 608248	16	01.10.2017	USD 500	We recommend to renew this trademark.		Agent will be instructed with renewal
India	 608245	16	01.10.2017	USD 500	We recommend to renew this trademark.		Agent will be instructed with
United Kingdom	CIDESCO 1283765	41	01.10.2017	USD 2'000	The class 41 is also covered by IR 614158 since 2014. Nevertheless, we recommend renewing this trademark because of the earlier rights since 1991. This mark is about 23 years older than the IR and should therefore be upheld in an important country such as the UK, also from a defensive point of view.		Renewal filed

2.2 Trademark Renewals (Instructions) 2018

A)	B)	C)	D)	E)	F)	G)	H)
Japan	 4115869	42	20.02.2018	USD 800	The class 42 is also covered by IR 614 603 since 1994. Nevertheless, we recommend renewing this trademark because of the broader claimed services.	RENEW	
Japan	CIDESCO 4115868	42	20.02.2018	USD 800	The class 42 is also covered by IR 614 158 since 1994. Nevertheless, we recommend renewing this trademark because of the broader claimed services.	RENEW	
Zimbabwe	 6041998	41	12.05.2018	USD 800	We recommend to renew this trademark.	RENEW	
Malaysia	 91003414	16	08.07.2018	USD 500	We recommend to renew this trademark.	RENEW	
India	CIDESCO 1769364	41, 42	30.12.2018	USD 500	We recommend to renew this trademark.	RENEW	
India	 1769363	41, 42	30.12.2018	USD 500	We recommend to renew this trademark.	RENEW	

USA	CIDESCO 1509583	41	18.10.2018	USD 1'000	<p>We recommend to renew this trademark.</p> <p>Furthermore, this registration will be due for the filing of a Declaration of Use. It means we have to show the use of this trademark for the following services in the US:</p> <p>Class 41: <i>Vocational training in the fields of aesthetics and cosmetics</i></p>		
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MOTIONS SUBMITTED BY CIDESCO SECTIONS



CIDESCO-NIPPON

東京都千代田区麹町3-2-6 垣見麹町ビル4F 〒102-0083 Tel:03-3263-5826 Fax:03-3263-5827
http://www.cidesco-nippon.or.jp E-mail: info@cidesco-nippon.or.jp

Kazunari Kotake
Chairman of the Board
CIDESCO-NIPPON
Tokyo, Japan
19 June 2017

Ms. Anna-Cari Gund
President
CIDESCO International

Subject: Motion to be submitted to CIDESCO General Assembly 2017

Dear Ms. Gund,

First of all, I would like to express our gratitude for your efforts to have close communication with CIDESCO sections throughout the world including CIDESCO-NIPPON since you took office as president to CIDESCO International. We look forward to see you again in Mumbai when we attend the 65th CIDESCO World Congress in September this year.

I also would like to thank you for accrediting our newly applied schools in Japan, which I already mentioned to Vice-President Ms. Luggens when we had a Skype meeting in March 2017. Currently in Japan, there is a tendency that the number of CIDESCO candidates per school has been decreasing, and we are expecting that the increasing number of CIDESCO schools will contribute to increase of candidates, thus CIDESCO members. If we have more CIDESCO school graduates, we hope it will help attracting salons' attention to CIDESCO, which eventually would encourage more salons and spas of higher quality to be accredited by CIDESCO, now that the CIDESCO Salon and Spa Rules are amended.

Regarding the General Assembly this year, we would like to present the following motion in relation to Section Rules just like the last year. We would appreciate your kind understanding and consideration in advance.

We believe CIDESCO Section Rules should be indispensable for linking the Sections and CIDESCO International and that all the consisting members of CIDESCO including sections, diploma holders, salons/spas and schools can develop only when CIDESCO International and its Sections co-operate with one another. In this sense, we consider an object clause is needed in these rules.

In addition, quite a few sections are small-scaled, and some part of these rules should allow some room to interpret in a more flexible manner. We suggest to add another clause for Section's Function separately from Rights and Obligations as attached.

All the best wishes for further development of CIDESCO and good health of Board Members and Secretariat at CIDESCO International.

Warmest regards.

Kazunari Kotake
Chairman of the Board
CIDESCO-NIPPON

65th CIDESCO World Congress General Assembly Motion

CIDESCO SECTION RULES Partial Amendments

CIDESCO-NIPPON requests partial amendments of CIDESCO Rules, presented at last General Assembly in 2016. The reason for submitting this motion is that we believe these amendments will allow CIDESCO Sections to be managed appropriately, abiding the fundamental principles of CIDESCO and to become a driving force of developing CIDESCO further through constructive activities toward the ideal of CIDESCO.

I) Clarify the purpose of establishing a CIDESCO Section

0 Purpose

0.1 Purpose of Establishing a CIDESCO Section

0.1.1 For further expansion and development of CIDESCO through more constructive activities in each country/internationally acknowledged region, a CIDESCO Section can be established accredited by CIDESCO.

II) Give interim to small-scaled sections for their official registration

1.1.2a As to small-scaled sections where only one vote is allocated at General Assembly, a reprieve is given before getting official registration as stated in 1.1.2.

III) Move 3.3.3 to 3.4.1 as Functions. If this is stated as Section's obligations, it is not possible for some sections to cope with. Add "k", "l", "m" and "n" clauses. 3.3.2 and 3.3.13 should be counted as Functions, not Obligations.

3.3.2 (Move to 3.4.1 m)

3.3.13 (Move to 3.4.1 n)

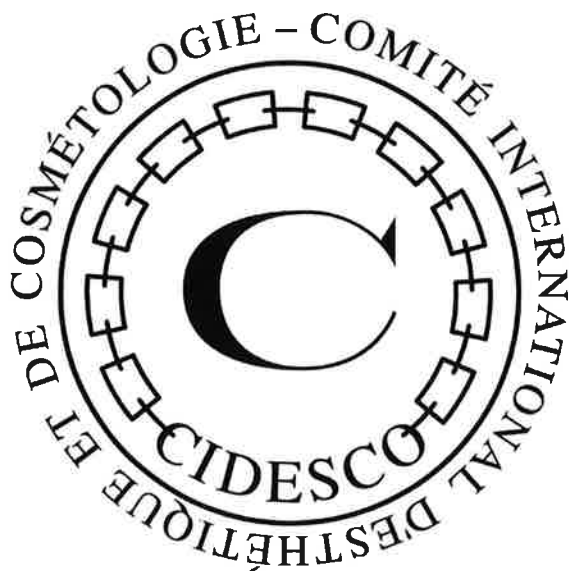
3.4 Functions

3.4.1 A CIDESCO Section is expected to contribute to CIDESCO by fulfilling the following functions partially or totally depending on its scale or circumstances in the country/region.

- a. to pass on CIDESCO information to its members
- b. to support the activities of CIDESCO in their country
- c. to spread the concept of CIDESCO in their country
- d. to maintain an active dialogue with CIDESCO Head Office
- e. to encourage School accreditation without prejudice
- f. to encourage Beauty Salon and/or Spa accreditation without prejudice
- g. to promote CIDESCO examinations
- h. to enhance the status of CIDESCO with Government bodies and the public
- i. to put effort into gaining CIDESCO qualification registration in their country
- j. to be involved with active Public Relations of CIDESCO in their country
- k. to recommend and introduce applicable parties as associate members to CIDESCO
- l. to promote exchange among Section members
- m. to host workshops/seminars related to CIDESCO/enlighten CIDESCO members
- n. to promote CIDESCO in its country with marketing and PR activities.

MOTION AIMING FOR CHANGE TO THE CIDESCO SECTION RULES

CIDESCO Section Japan's proposed changes



CIDESCO SECTIONS RULES

1 STANDARDS AND REQUIREMENTS

1.1 Organizational Structure

- 1.1.1 In order to apply to become a National CIDESCO Section (hereinafter called **CIDESCO Section**) and to maintain its status as such, the Organization is required to fulfill and maintain all the standards and requirements mentioned hereafter.
- 1.1.2 An Organization applying to become a CIDESCO Section must be registered as a non-profit Organization within its own country. The applying Organization must fulfill and continue to maintain their own country's rules and regulations as they apply to a non-profit Organization. The minimum requirement as a non-profit Organization is that the distribution of the Organization's profit and assets to its members is prohibited.
- 1.1.3 The Organization applying to become a CIDESCO Section may not represent the commercial interests of any other Organization or individual.
- 1.1.4 The Organization applying to become a CIDESCO Section must be an independent legal entity. It cannot be part of another commercial Organization. It may be a subsidiary of another organization providing this parent Organization is also registered as non-profit and its primary activity is within the Beauty Industry.
- 1.1.5 The Organization's aim must cover the Beauty Therapy profession as a whole. It cannot be structured to promote a part of the industry and it cannot promote the commercial interest of individuals and/or companies.
- 1.1.6 The Organization must have a democratically nominated and elected Board of Directors, or its equivalent. The Board members are elected into office by its members at least once every 4 years. A Board member should preferably not hold the same position longer than two consecutive terms (8 years).
- 1.1.7 It is proposed that the Board is comprised of the following positions: President, Vice-President, Treasurer, Education Board member/s and Public Relations Board member.

1.2 General Rules

- 1.2.1 CIDESCO Section Accreditation cannot be sold.
- 1.2.2 CIDESCO Section Accreditation cannot be transferred to another organization without the General Assembly approving such transfer.
- 1.2.3 CIDESCO Sections must fully comply with the laws of its country. It has to have rules and procedures to protect its members' privacy as well as taking measures to make it possible to share the membership information with CIDESCO International.
- 1.2.4 All communication between the CIDESCO Sections and CIDESCO International, its Board or its Head Office, shall be in English.
- 1.2.5 A CIDESCO Section shall actively support and promote the interests of CIDESCO.

- 1.2.6 A CIDESCO Section shall neither directly nor indirectly be involved in any activity which contravenes the interests of CIDESCO. In particular the CIDESCO Section shall strictly follow the latest applicable version of the CIDESCO Code of Ethics. See Annex 2.
- 1.2.7 A CIDESCO Section shall continuously provide its members with information on CIDESCO, its history, goals, philosophy and ethics and explain to them the responsibilities and advantages of belonging to CIDESCO.
- 1.2.8 A CIDESCO Section shall strictly abide by the CIDESCO Rules including but not limited to CIDESCO Statutes, Code of Ethics and Trademark Rules.

2 PROCEDURE FOR THE APPLICATION

2.1 Documents

- 2.1.1 An Organization applying to become a CIDESCO Section shall duly fill in the latest applicable version of the official CIDESCO Section Application Form approved by the Board of CIDESCO and issued by the CIDESCO Secretariat Zurich, Switzerland upon request by the applying Organization.
- 2.1.2 The applying Organization shall furthermore produce the additional documents listed in the CIDESCO Section Application Form. If these documents are not in English, the applying Organization shall produce an English translation or at least a reasonable explanation of its content in English.

2.2 Application Fee

- 2.2.1 The Application of an Organization will only be considered if the applying Organization has paid the Application Fee, which is defined in Annex 1.
- 2.2.2 The Application Fee paid is not transferable or refundable, should the application not be approved by CIDESCO.

2.3 Assessment of Application by CIDESCO

- 2.3.1 If the application is accepted for further processing by the Board of CIDESCO, an Assessor will be appointed (hereinafter called CIDESCO Assessor).
- 2.3.2 The CIDESCO Assessor will visit and inspect the applying Organization and summarise the results of the inspection in a written report to the Board of CIDESCO.
- 2.3.3 Should the Board of CIDESCO come to the conclusion that the results of the inspection are not satisfactory, the Board of CIDESCO may in its reasonable discretion grant the applicant a certain period of time to rectify the shortcomings. On the expiry of the allocated time, a re-inspection will be arranged. The Organization will be charged all reasonable costs involved with said inspection.

2.4 Acceptance for Probation

- 2.4.1 Based on the decision of the application by the Board of CIDESCO, the Organization's application will be presented to the CIDESCO General Assembly

for acceptance.

- 2.4.2 The applying Organization will be required to attend the General Assembly where its application is presented. The Organization will be expected to give a short presentation to the members of the General Assembly as to why they should be accepted as a CIDESCO Section.
- 2.4.3 The General Assembly will vote on the application and based on the results, the Organization will either be accepted or their application will be rejected.
- 2.4.4 The decision of the General Assembly will be final. There shall be no Right of Appeal against the decision of the General Assembly on the application and no further correspondence will be entered into.

3 RIGHTS AND OBLIGATIONS

3.1 CIDESCO Statutes

- 3.1.1 The rights and obligations of a CIDESCO Section are defined in the Statutes of CIDESCO. If there is a conflict between the CIDESCO Statutes and any other CIDESCO Rules, the CIDESCO Statutes take precedence.

3.2 Rights

- 3.2.1 A CIDESCO Section has the right to participate in activities and efforts aimed at raising the professional standard, improving education and promoting the profession.
- 3.2.2 A CIDESCO Section has the right to participate in the exchange of knowledge and experience between specialists throughout the world via congresses, symposiums, seminars, etc. organized by CIDESCO.
- 3.2.3 A CIDESCO Section has voting rights at the CIDESCO General Assembly. The voting rights of CIDESCO Sections are defined in the CIDESCO Statutes.
- 3.2.4 Having fulfilled its financial obligations, a newly accepted CIDESCO Section has the right to attend the CIDESCO General Assembly at which it has been elected into membership. However, the newly accepted Section may not be able to vote and participate in elections until the following General Assembly after its admission.
- 3.2.5 A CIDESCO Section has the right to refer to its Accreditation in its communication with members and with other third parties.
- 3.2.6 A CIDESCO Section has the right to organize and prepare candidates for the CIDESCO Post Graduate Beauty Therapy examination as well as the CIDESCO Beauty & Spa Management examination.
- 3.2.7 A CIDESCO Section has the right to use the word CIDESCO and the CIDESCO logo as defined in the CIDESCO Trademark Rules.

3.3 Obligations

3.3.1 A CIDESCO Section must respect the CIDESCO Statutes, as well as the other Rules and directives adopted by the General Assembly.

3.3.2 A CIDESCO Section must undertake activities to promote Beauty Therapy and to improve educational training. Also, it should make all efforts in the area of professional recognition and legislation.

~~3.3.3 The CIDESCO Section is obliged to work actively with CIDESCO:~~

- ~~a. to pass on CIDESCO information to its members~~
- ~~b. to support the activities of CIDESCO in their country~~
- ~~c. to spread the concept of CIDESCO in their country~~
- ~~d. to maintain an active dialogue with CIDESCO Head Office~~
- ~~e. to encourage School accreditation without prejudice~~
- ~~f. to encourage Beauty Salon and/or Spa accreditation without prejudice~~
- ~~g. to promote CIDESCO examinations~~
- ~~h. enhance the status of CIDESCO with Government bodies and the public~~
- ~~i. to put effort into gaining CIDESCO qualification registration in their country~~
- ~~j. to be involved with active Public Relations of CIDESCO in their country~~

~~3.3.43.3.3~~ A CIDESCO Section shall submit annually by the end of January a notice addressed to the Board of CIDESCO c/o CIDESCO Head Office of its actual number of regular members as requested for in the CIDESCO Statutes.

~~3.3.53.3.4~~ A CIDESCO Section shall submit annually in writing by the end of January to CIDESCO Head Office:

- a. name and addresses of elected or newly elected Board Members of the CIDESCO Section
- b. any change of address or change in name of the CIDESCO Section or any other material amendment having any bearing on the legal existence of the CIDESCO Section
- c. any modification of the membership certificate

~~3.3.63.3.5~~ The CIDESCO Section shall inform its planned activities to the CIDESCO Head Office regularly, but at least once every year.

~~3.3.73.3.6~~ The CIDESCO Section shall send to the CIDESCO Head Office a copy of the Minutes of its Annual General Meeting fully documented together with results of votes, annual financial results, and annual activity plan. Non English Minutes should have a one page summary in English.

~~3.3.83.3.7~~ A CIDESCO Section shall ensure that the standards of CIDESCO are upheld in all CIDESCO Schools and Accredited CIDESCO Beauty Salons and/or Spas.

~~3.3.93.3.8~~ A CIDESCO Section shall ensure the CIDESCO Trademark and Logo is protected in their country. Any misuse of the CIDESCO word and logo must be brought to the attention of CIDESCO International.

~~3.3.103.3.9~~ A CIDESCO Section shall notify its members that their membership information will be shared with CIDESCO International and shall do the necessary due diligence so that such sharing of information with CIDESCO International does not violate any laws of the country.

~~3.3.113.3.10~~ A CIDESCO Section must actively support all CIDESCO Accredited Schools, CIDESCO Beauty Salons and/or Spas and individual members in their country.

~~3.3.123.3.11~~ A CIDESCO Section must be present at a General Assembly at least bi-annually.

~~3.3.13~~ A CIDESCO Section must promote CIDESCO in its country with marketing and PR activities.

3.4 Functions

3.4.1 The CIDESCO Section is expected to contribute to CIDESCO by fulfilling the following functions partially or totally depending on its scale or circumstances in the country/region

- a. to pass on CIDESCO information to its members
- b. to support the activities of CIDESCO in their country
- c. to spread the concept of CIDESCO in their country
- d. to maintain an active dialogue with CIDESCO Head Office
- e. to encourage School accreditation without prejudice
- f. to encourage Beauty Salon and/or Spa accreditation without prejudice
- g. to promote CIDESCO examinations
- h. enhance the status of CIDESCO with Government bodies and the public
- i. to put effort into gaining CIDESCO qualification registration in their country
- j. to be involved with active Public Relations of CIDESCO in their country
- k. to recommend and introduce applicable parties as associate members to CIDESCO
- l. to promote exchange among Section members
- m. to host workshops / seminars relating to CIDESCO / enlighten CIDESCO Members
- n. to promote CIDESCO in its country with Marketing and Public Relation activities

4 SECTION MEMBERSHIP

4.1 Membership

4.1.1 CIDESCO Section members are comprised of but not limited to:

- CIDESCO Diploma holders
- Individuals taking a CIDESCO training course
- Individuals who contribute to the Beauty Industry
- CIDESCO Schools
- CIDESCO Beauty Salons and/or Spas
- CIDESCO Associates as defined in the Rules for CIDESCO Associates

4.1.2 A CIDESCO Section shall at all times strictly observe, maintain and support all the standards defined in the present Section Rules as well as any further applicable Rules in the latest version, in particular the CIDESCO Code of Ethics and CIDESCO Trademark Rules.

- 4.1.3 A CIDESCO Section shall strictly observe additional ethical rules which may be issued by CIDESCO.
- 4.1.4 A CIDESCO Section shall have membership open to all CIDESCO Diploma holders in their country. It cannot have a limitation due to gender, race, religion, occupation, employer, citizenship.

4.2 Financial Obligations (see Annex 1)

- 4.2.1 A CIDESCO Section shall pay CIDESCO the Annual Membership Fee specified in Annex 1. Such fee is due and payable by the 1st March of each calendar year to the account indicated by the CIDESCO Head Office. If an applying organization is accredited after the 1st March, the Organization shall pay their Annual Membership Fee pro rata according to the remaining months of the year.
- 4.2.2 A CIDESCO Section shall also fully comply with the further financial obligations specified in Annex 1 in connection with the organization of a CIDESCO Section Examination. The CIDESCO Section shall be responsible for:
- Hotel accommodation including breakfast for the CIDESCO Examiner/s nominated by CIDESCO for the CIDESCO Examination is to be paid by the CIDESCO Section from the night prior to the examination up to and including the last night after the examination. This last night is only payable should the CIDESCO Examiner not be able to leave immediately after the examination.
 - Examiners' hotel accommodation must be of a very good standard and located in a safe and appropriate area, including dining facilities, a private bathroom and internet service.
- 4.2.3 An Application Fee defined in Annex 1 to the present Section Rules is payable by the applying Organization.
- 4.2.4 All the above-mentioned Fees are subject to annual review. They are nonrefundable or transferable, except where stipulated.

5 WITHDRAWAL AND EXPULSION

5.1 Reasons for Withdrawal and Expulsion

- 5.1.1 The Board of CIDESCO shall consider and propose to the General Assembly the withdrawal of a CIDESCO Section if it receives knowledge, through credible and verifiable sources with substantiated evidence that a CIDESCO Section has violated any of its obligations mentioned. This also applies if the CIDESCO Section no longer fulfils all the standards of the Section Rules, in particular if any of the following cases have occurred:
- a. the CIDESCO Section is guilty of serious offences or unethical behavior, in particular if any of the rules of the CIDESCO Code of Ethics is violated
 - b. the CIDESCO Section has not fully observed the financial obligations specified in the present Section Rules as well as in Annex 1 to the present Section Rules

- c. the CIDESCO Section or an interpreter engaged by the CIDESCO Section is guilty of deliberate incorrect translation, to the advantage/disadvantage of the candidates in an examination
- d. the CIDESCO Section has violated the present Section Rules and/or the CIDESCO Trademark Rules, or are guilty of misleading advertising

5.2 Procedure

- 5.2.1 If the Board of CIDESCO comes to the conclusion that one of the cases mentioned in Section 5.1 applies, then it shall send the CIDESCO Section a warning letter specifying the shortcomings as well as the expected modifications of such shortcomings.
- 5.2.2 The CIDESCO Section shall submit to the Board of CIDESCO reasonable evidence of such modifications. Within the deadline defined, such evidence must be sent to the CIDESCO Head Office.
- 5.2.3 If a CIDESCO Section has not fully rectified the shortcomings identified in the warning letter and submitted proof to the Board of CIDESCO via the CIDESCO Head Office, within the set deadline, the Board of CIDESCO may decide and propose the withdrawal of the CIDESCO Section Accreditation to the General Assembly.
- 5.2.4 There shall not be any Right of Appeal against the decision of the General Assembly and no further correspondence will be entered into.
- 5.2.5 Withdrawal of Accreditation can only take place at a CIDESCO General Assembly.
- 5.2.6 The decision to expel a CIDESCO Section shall require a two-thirds majority of the votes of the General Assembly.

5.3 Consequences of Withdrawal

- 5.3.1 Upon receipt of the decision of withdrawal, the CIDESCO Section concerned shall:
 - a. Immediately notify its members of the fact that it is no longer the CIDESCO Section. The CIDESCO Section shall submit to the Board of CIDESCO documented proof in writing that this obligation of notification has been fully complied with
 - b. Immediately return to the CIDESCO Head Office at its own cost the CIDESCO Diploma of Accreditation
 - c. Immediately withdraw and destroy any literature, advertisements, brochures, letterheads etc. and delete any reference on the website of the Organization which contains the CIDESCO logo, the words "National CIDESCO Section" or any other words or reference implying directly or indirectly its' Accreditation
- 5.3.2 In the case of a withdrawal the CIDESCO Section is not entitled to any compensation or refund of any paid fees. All fees due and any other outstanding financial obligation of the CIDESCO Section must be paid in full.
- 5.3.3 The Board of CIDESCO has the right to take any measures it deems appropriate if the CIDESCO Section, which has lost its Accreditation, does not fully comply

with the obligations mentioned. In particular the Board of CIDESCO reserves the right to inform the public about the withdrawal.

6 SECTION RESIGNATION

6.1 Notice of Resignation

- 6.1.1 The CIDESCO Section may at any time decide to resign from its CIDESCO Section Accreditation. Such resignation can only be accepted to be effective at the end of the calendar year.
- 6.1.2 The resigning CIDESCO Section must give a 6 months' notice in writing by registered mail addressed to the CIDESCO Head Office before the end of the calendar year.
- 6.1.3 A copy of the resignation shall be forwarded to all National CIDESCO Sections.

7 TRANSITIONAL RULES

- 7.1 The present CIDESCO Section Rules as well as any later amendments thereof duly ratified by the General Assembly of CIDESCO shall apply with immediate effect as of the date of the ratification by the General Assembly of CIDESCO.
- 7.2 The Accredited CIDESCO Section which already existed before the ratification by the General Assembly, shall abide by the latest CIDESCO Section Rules and any amendments as soon as possible, in any case within 36 months following the date of ratification of such amendment by the General Assembly of 24th September 2016, in Dublin Ireland.

Annex 1: Applicable Fees

Annex 2: CIDESCO Code of Ethics

Annex 3: CIDESCO Trademark Rules

(All Annexes are available upon request)

DECISION ON ANNUAL MEMBERSHIP AND OTHER FEES

The CIDESCO Board proposes to Increase fees for 2018

APPROVAL OF THE BUDGET

CIDESCO's Forecasted Budget 2017 & 2018



EST. 1946

CIDESCO

COMITE INTERNATIONAL D'ESTHETIQUE ET DE COSMETOLOGIE

BUDGET

Forcasted 2017 & 2018

Revised 2015 & 2016

<u>INCOME</u>	2018 (F)	2017 (F)	2016	2015
	CHF	CHF	CHF	CHF
Sections	166,953	157,928	159,957.00	166,935.35
School fees	124,890	117,300	132,289.90	130,919.95
Examinations	846,116	807,644	835,538.25	899,383.00
Salons	10,550	4,150	3,210.00	3,400.00
Associate membership	18,000	3,000	0.00	0.00
Sales	4,400	4,400	4,411.70	4,250.90
Congress Fees	5,000	10,000	11,275.00	5,000.00
Advertising and Sponsorship	2,000	0	0.00	1,275.00
Change of bad debt provision	-8,000	-8,000	-10,446.48	1,009.99
Other Income	1,000	1,000	1,000	7,432.51
TOTAL INCOME	1,170,909	1,097,422	1,137,235.85	1,219,606.70



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CIDESCO

COMITE INTERNATIONAL D'ESTHETIQUE ET DE COSMETOLOGIE

	2018 (F)	2017 (F)	2016	2015
	CHF	CHF	CHF	CHF
<u>EXPENSES</u>				
Examiners	310,000.00	235,000.00	258,754.73	311,187.77
Board expenses	36,000.00	34,000.00	29,030.79	34,432.10
Promotion & Marketing	64,900.00	55,900.00	60,094.66	63,786.43
Congresses and Exhibits	31,340.00	37,620.00	31,033.34	36,096.80
Printing, Postage, Stationery	30,000.00	30,000.00	27,582.47	30,907.60
Salaries	441,000.00	441,000.00	440,867.85	434,221.94
Insurances	60,000.00	60,000.00	59,989.26	61,819.19
Office Expenses	15,500.00	17,000.00	15,440.64	15,689.32
Real estate maintenance / Insurance	21,000.00	21,000.00	19,293.34	21,562.95
Communication	6,000.00	5,500.00	5,365.69	5,577.58
Diploma's & Badges	13,125.50	13,125.50	14,087.93	10,275.73
Education Development	27,367.00	27,367.00	40,416.27	12,773.12
Legal Advice & Trademarks	21,000.00	32,000.00	29,780.42	75,571.24
Accountancy and Audit	10,000.00	13,000.00	16,825.26	14,848.17
Computer Costs	32,400.00	26,400.00	28,768.68	29,166.55
Loss of debtors	10,000.00	10,000.00	7,539.80	22,082.80
Depreciation Fixed Assets	30,000.00	30,000.00	32,070.71	29,431.42
Extraordinary expenses	2,000.00	2,000.00	0.00	1,177.97
Taxes	5,000.00	5,000.00	5,129.30	4,918.35
<hr/>				
TOTAL EXPENSES	1,166,632.50	1,095,912.50	1,122,071.14	1,215,527.03
<hr/>				
Loss/Profit for the year	4,276.50	1,509.50	15,164.71	4,079.67

CIDESCO WORLD CONGRESS

66th CIDESCO World Congress Section Sweden



EST. 1946

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APPLICATION TO HOST THE CIDESCO WORLD CONGRESS

Date of application: _____2017_____

We the member Section of CIDESCO International: Sveriges Hudterapeuters Riksorganisation
SWED791 Kansli / CIDESCO Section Sweden

situated in: _____ Sweden _____ would like to express our official interest in hosting
(Country)

the: 66th CIDESCO World Congress and Exhibition in: 2018
(Please Type) (year)

We propose to host the CIDESCO World Congress and Exhibition from: 6-11-2018 to 9-11-2018
(day/mth/yr) (day/mth/yr)

We understand that we will be required to give a 10 to 15 minute presentation to the CIDESCO General Assembly promoting this Congress and demonstrating why our Section should be granted permission by the General Assembly to host the CIDESCO World Congress in our Country.

We also understand that the General Assembly will vote on whether our Section is to host the CIDESCO World Congress and agree to abide by the decision of the General Assembly.

CIDESCO

THE WORLD STANDARD FOR BEAUTY & SPA THERAPY

SECTION ANNIVERSARIES

Anniversaries

- CIDESCO Section France 70 years
- CIDESCO Section Indonesia 40 years
- CIDESCO Section Netherlands 70 years
- CIDESCO Section Norway 60 years
- CIDESCO Section Switzerland 70 Years

CIDESCO AWARDS

Awards recipients

- **Medaille d'Or**
 - Maya Paranjapye

- **Medaille du Merite**
 - Julie Lew Yoke Peng

- **Medaille d'Esthetique**
 - Sara Jane Roberts

ANY OTHER BUSINESS

CLOSING OF THE MEETING