

Refugee and Immigration Legal Service Inc

Level 3

43 Peel Street

South Brisbane, 4101, QLD

27 October 2025

**Notice of the 2024-2025 Annual General Meeting of Refugee and Immigration Legal  
Service Inc (RAILS)**

Dear Member,

This is to advise you of the upcoming Annual General Meeting (AGM) of the members of RAILS.

The details of this meeting are as follows:

- **Date:** Tuesday, 25th November 2025
- **Time:** 5:15 to 7:00 pm
- **Location:** hybrid (online/in person)
  - In person: at Level 2, 43 Peel Street, South Brisbane QLD 4101.
  - Online: a Teams link will also be available
- **RSVP** by close of business on **Friday 14 November 2025** by contacting RAILS Executive Assistant Hiba Kheir Beik at: [hiba.kheirbeik@rails.org.au](mailto:hiba.kheirbeik@rails.org.au) or by calling 07 3846 9300 between 11am and 12:30 or between 13:30 and 16:30 Monday to Friday.
- **How to get there/parking:**
  - RAILS new premises are 8 minutes-walk from South Brisbane train station and 7 minutes-walk from the Cultural Centre bus station.
  - Street parking around RAILS' premises is free and unrestricted between 4pm and 9am

**Linked to the cover email are:**

- The agenda for this meeting;
- The minutes of the 2023-2024 AGM;
- RAILS' 2024-2025 Annual Report;
- RAILS' 2024-2025 Auditor's Report and annual financial statements;
- AGM proxy voting form; and
- Nomination form for the Management Committee. **Please note that nominations are due by 5:00pm on 10 November 2025.**

**At the meeting, members will have the opportunity to:**

- Find out about RAILS's operations and finances;
- Ask questions about RAILS' operations and finances;
- Speak about any items on the agenda; and
- Vote on any resolutions proposed (none at this time).

**At the meeting, members will be asked to vote to:**

- Accept the minutes of the 2023-2024 AGM;
- Accept RAILS' 2024-2025 Annual Report;
- Elect office bearers and other members of the Management Committee; and
- Appoint an auditor.

**Membership Fees**

According to s 30(3) of the Constitution, a member is not entitled to vote at a general meeting if the member's annual fees are in arrears at the date of the meeting. Please ensure that your membership fees are paid prior to the AGM:

Refugee and Immigration Legal Service

BSB: 124 050

A/C: 2305 1816

Please use your name as a reference when making the fee payment.

### Proxy Forms

If you will not be able to attend the AGM and are a financial member of the organisation, please complete the proxy voting form and email it to [hiba.kheirbeik@rails.org.au](mailto:hiba.kheirbeik@rails.org.au) by **Friday 14 November 2025**. This form is linked to the cover email.

### RSVP

Please confirm your attendance to the 2024-2025 AGM by close of business on **Friday 14 November 2025** by contacting Hiba Kheir Beik at: [hiba.kheirbeik@rails.org.au](mailto:hiba.kheirbeik@rails.org.au) or by calling 07 3846 9300 between 11am and 12:30 or between 13:30 and 16:30 Monday to Friday.

Yours sincerely,



Abdul Jarrah

President

Refugee and Immigration Legal Service Inc