

**SINGAPORE ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (SAAP)**

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SEC/09-10/03

17 October 2009

Dear Member

**APPOINTMENT OF NEW BOOKKEEPER**

Our bookkeeper, Ms Tan Siew Hong, has resigned and her service with SAAP ended on 31 August 2009. The Management Council 2008/2009 has appointed Starpak Management Consultants Pte Ltd as bookkeeper with effect from 1 September 2009 at the same cost of \$150 per month. This includes preparation and submission of financial statement to Registry of Societies at no extra charge. The previous bookkeeper charged \$60 for this service.

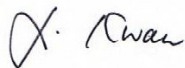
**MEMBERSHIP COMMITTEE**

Ms Victorina C Ocado (F1545) has joined Membership Committee as a committee member.

**SAAP 40TH ANNIVERSARY**

SAAP will celebrate its 40th Anniversary in 2011. We are forming a Committee to work on the programme for this celebration. We need **YOU** to help us make a significant impact on this event. Please do come forward and volunteer your services. Contact us at [admin@saap.org.sg](mailto:admin@saap.org.sg) and let us know how you can help.

Yours sincerely



Josephine Kwan  
Honorary Secretary 2008/2009