



Singapore Association of Administrative Professionals

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SEC/AGM/20-21/01

4 July 2021

Dear Member

50th ANNUAL GENERAL MEETING (e-AGM) - 28 AUGUST 2021 via ZOOM

The 50th Annual General Meeting will be convened on **Saturday, 28 August 2021** at 2pm by way of electronics meeting platform ZOOM.

The e-AGM will start promptly at 2pm. We invite you to sign-in 15minutes earlier. The Notice of Meeting will be sent to you in due course.

Your support at the 50th AGM is important as we need you to nominate candidates and elect the Office Bearers for the term 2021/2022.

The Office Bearers 2020/2021 are as follows:

President	Sim Siew Gek	F1251
Vice President	Priscillia Soon	F0902
Honorary Secretary	Alice Guerzon	F1566
Assistant Honorary Secretary	Minerva Ugot	F1599
Honorary Treasurer	Zulueta Maria	F1556
Assistant Honorary Treasurer	Nur Diyana Taha	F1550
Membership Chairman	Ruth Ooi	F1025

Attached together with this letter are the official Nominations Form indicating the positions eligible for nomination and the write-up on the Duties of the Office Bearers. Only Fellow Members and Life Member Fellows who are practicing administrative professionals are eligible for election as Office Bearers. The elected Office Bearers will co-opt four Committee Chairmen to form the Management Council.

The Nominations Committee will handle all Nominations Forms. Please note the following:

- (1) Nominees cannot be nominated for more than one position.
- (2) It is compulsory for the Proposer and Secunder to sign the Nominations Form and the Nominee must agree to the nomination by endorsing it.
- (3) It is compulsory for the Nominee to complete and sign the attached Bio-data Form and return it together with the Nominations Form.



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- (4) Both the Proposer and Seconder must attend and vote at the AGM; otherwise the nomination will be considered null and void.

Please return the Nominations Form and Bio-data Form by email addressed to Nominations Chairman, Ms. Patsy Tan, at mspatsytan@gmail.com. All Nominations and Bio-data forms must reach mspatsytan@gmail.com 7 pm on 7 August 2021. Withdrawal from nomination will not be allowed.

In the event there are no nominations for a particular position, nominations shall be open to eligible members who are attending the e-AGM for that position.

We look forward to your continuing support and attendance at this meeting.

Thank you.

Yours sincerely

Alice Guerzon
Honorary Secretary 2020/2021

Encs:

- (1) Reply Slip/Committee Interest Form
- (2) Nominations Form
- (3) Bio-data Form
- (4) Duties of Office Bearers

Important notes:

- Submit Nominations Form and Bio-data Form via email to mspatsytan@gmail.com
- Submit the Reply Slip/Committee Interest Form via email to admin@saap.org.sg

SECRETARIES