



Singapore Association of Administrative Professionals

20 Maxwell Road #08-06 Maxwell House Singapore 069113 Tel: 6323 7523 Fax: 6323 7591
E-mail: admin@saap.org.sg Website : <http://www.saap.org.sg> Co. Reg. No. UEN S71SS0058A

SEC/11-12/08

4 August 2012

Dear Member

Our 41st ANNUAL GENERAL MEETING will be held on **Saturday, 25 August 2012** at

Venue: Training Room 2-3
Singapore Council of Women's Organisations
96 Waterloo Street
SCWO Centre
Singapore 187967

Time : 1:30pm to 4:30pm

Registration will commence at **1:00 pm** followed by Fresh Favorites Subway Platter for lunch proudly sponsored by our main sponsor **SUBWAY**. **It will be served from 1:00 pm before the AGM.**

We are pleased to introduce the members of the Nominations Committee 2012. They are:

1	Chairman	Patsy Tan	AM0037
2	Member	Lucillia Leong	AM0045

Nominations **had** closed on Friday, 27 July 2012 at 6:00pm. We have received 1 **Nomination form each** for the following positions:

<u>S/N</u>	<u>Position</u>	<u>Name</u>	<u>M./No.</u>
1	President	Sim Siew Gek	F1251
2	Honorary Secretary	Josephine Kwan	F1510
3	Assistant Honorary Secretary	Ruth Ooi	F1025

Enclosed are their bio-data.

Positions without nominations would be elected at the AGM.

Register now to attend this important meeting before Friday, 17 August 2012 by mail or fax to SAAP. The completed reply slip (enclosed herewith). A soft copy reply slip has been emailed to you. You may also reply via email to admin@saap.org.sg after completing the soft copy reply slip.



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Please find enclosed herewith:

1. Minutes of the 40th Annual General Meeting held on 27 August 2011
2. Notice of Meeting – 41st Annual General Meeting
3. SAAP 2011/2012 Annual Report
4. Financial statements for the financial year ended 31 May 2012

The books of the Association will be opened for members' inspection on Saturday, 18 August 2012, from 12:00 pm to 2:00 pm at SAAP Office. The Honorary Treasurer and the Assistant Honorary Treasurer will be present to answer any queries that you may have on the accounts.

Important notes:

- Smart casual attire and member's name badge are compulsory at this official meeting.
- A S\$2.00 fine will be imposed for not wearing name badge.
- Children and non-members are strictly not allowed at this official meeting.

We certainly look forward to your support in the coming AGM.

Yours sincerely

P Sumathi
Honorary Secretary 2011/2012