



Singapore Association of Administrative Professionals

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SEC/09-10/15

7 August 2010

Dear Member

39TH ANNUAL GENERAL MEETING – SATURDAY, 28 AUGUST 2010

The 39th Annual General Meeting will be held on **Saturday, 28 August 2010** at Classroom 5.1, School of Economics & Social Sciences, Singapore Management University (SMU), 81 Victoria Street, S 188085. **Registration will commence at 1.00 pm and AGM proper from 1:30 pm to 5.00 pm.** Refreshments will be served after the AGM. Please register now to attend this important meeting by completing the attached reply slip and mail or fax to SAAP office by Friday, 20 August 2010.

We are pleased to introduce the members of the Nominations Committee 2010. They are:

Chairman	Shia Ai Lee (AM0813)
Members	Patsy Tan (AM0037)
	Irene Tan (AM0252)

Nominations closed on Friday, 23 July 2010 at 6:00pm. We have received 3 Nominations forms 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	1 st Vice President	Regina Tan	F1483
3	Honorary Secretary	P. Sumathi	F1539
4	Honorary Treasurer	Josephine Kwan	F1510
5	Assistant Honorary Secretary	Ruth Ooi	F1025
6	Assistant Honorary Secretary	Victorina C Ocado	F1545

Enclosed are their bio-datas. Positions without nominations would be elected at the AGM.

The books of the Association will be opened for members' inspection on Saturday, 21 August 2010, from 10:30 am to 12.30 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.

Please find enclosed herewith:

- 1 Minutes of the 38th Annual General Meeting held on 29 August 2009
- 2 Notice of Meeting - 39th Annual General Meeting
- 3 SAAP 2009/2010 Annual Report
- 4 Financial statements for the financial year ended 31 May 2010

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

Yours sincerely

Josephine Kwan
Honorary Secretary 2009/2010

Member of : Singapore Council of Women's Organizations (SCWO)
Association of Secretaries and Administrative Professionals in Asia Pacific (ASA)
Affiliated to : International Association of Administrative Professionals, USA (IAAP)