



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/10-11/12

10 August 2011

Dear Member

40TH ANNUAL GENERAL MEETING will be held on **Saturday, 27th August 2011**

Due to the Presidential Election being held on the same day as our AGM, the SMU classroom which we have reserved will be closed. We changed the venue to SCWO at :

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

Registration will commence at 12:30 pm followed lunch. Fresh Favorites Subway Platter proudly sponsored by our main sponsor **SUBWAY** will be served before the AGM. The 40th AGM will commence from 2.00 pm to 5.00 pm.



We are pleased to introduce the members of the Nominations Committee 2011. They are:

Chairman	Linda Foo	(AM0813)
Members	Ramanathan Selvarani	(AM0656)
	Irene Tan	(AM0252)

Nominations closed on Wednesday, 20 July 2011 at 6:00pm. We have received 1 Nomination form 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 Treasurer	Josephine Kwan	F1510
3	Assistant Honorary Secretary	Ruth Ooi	F1025

Enclosed are their bio-data.

Positions without nominations would be elected at the AGM.

Please register now to attend this important meeting by completing the attached reply slip and mail, fax or email to SAAP office **by Friday, 19 August 2011.**

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)



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Please find enclosed herewith:

- 1 Minutes of the 39th Annual General Meeting held on 28 August 2010
- 2 Notice of Meeting - 40th Annual General Meeting
- 3 SAAP 2010/2011 Annual Report
- 4 Financial statements for the financial year ended 31 May 2011

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.*

The books of the Association will be opened for members' inspection on Saturday, 20 August 2011, from 1:00 pm to 3:00 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.

Please join me in welcoming our two new Fellow Members who were Inaugurated at the IBM GA Story Workshop on the 8th of July. They are Margaret Aw (F1552) and Mary Suico (F1553).

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

Yours sincerely

P Sumathi
Honorary Secretary 2010/2011