



Singapore Association of Administrative Professionals

73 Upper Paya Lebar Road #08-01L Centro Bianco, Singapore 534818 Tel: 6323 7523
Email: admin@saap.org.sg Website: www.saap.org.sg UEN No.: S71SS0058A

19 November 2025

PRES/25-26/Cir03

Dear Members,

Thank you for joining us at MCI & Fellowship Day 2025. It was truly heartwarming to reconnect with familiar faces and to warmly welcome new ones. We trust you enjoyed the afternoon as much as we did.

1. Management Council 2025/2026

Members who attended the MCI event would have noticed a new addition to our Council lineup.

We are pleased to announce that Ms. Ruth Ooi (F1025) has been co-opted as Assistant Honorary Secretary. We extend a warm welcome to Ruth as she steps forward to contribute her time and expertise to SAAP.



The positions of Assistant Honorary Treasurer (AHT) and Programmes Chairman remain open. The Assistant Honorary Treasurer will serve as the primary support to the Honorary Treasurer in managing month-to-month financial transactions and liaising with our appointed accountant.

If you are ready to step forward as a volunteer, we warmly invite you to contact us at president@saap.org.sg.

Member of : Singapore Council of Women's Organisations (SCWO)
Management Development Institute of Singapore (MDIS)
NTUC U Associates (NTUC UA)
Association of Secretaries and Administrative Professionals in Asia Pacific (ASA)



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2. New Website Development

The Council is currently in the process of selecting a vendor to develop the new SAAP website. Combining our collective expertise and careful evaluation, we are committed to ensuring that this project becomes a strong and future-ready investment for SAAP. We look forward to delivering a refreshed and dynamic digital experience for all members.

We are grateful to Past President Josephine Kwan, who continues to oversee the existing website and will provide guidance and support throughout this transition.

2. SAAP Membership Drive Campaign

The drive runs from November 1 to December 31, 2025. Read about the recruitment incentives!

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SAAP MEMBERSHIP DRIVE CAMPAIGN

 **OBJECTIVE**
To support SAAP membership growth goals, fosters a culture of advocacy, pride and peer-led engagement.

 **CAMPAIGN OVERVIEW**
To coincide with SAAP'S annual membership renewal exercise in January 2026, the campaign period is from 1 November to 31 December 2025.

 **RECRUITMENT INCENTIVES**
To motivate participation, we recommend a tiered fee waiver system:

Tiered Incentives:

- Recruit 1 new member → Recruiter enjoys **50%** discount on 2026 membership fee
- Recruit 2 or more new members → Recruiter enjoys **100%** discount on 2026 membership fee

(Membership fee refers to subscription & office maintenance fee.)
Note: Incentives apply only to successful sign-ups (approved during the campaign period)

 **RECOGNITION: LEADERSHIP BOARD FOR TOP RECRUITERS**
A special **Top Recruiter Award** presented at the **Admin Professional Week (APW) Dinner Event** in 2026!

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3. Membership Dues

A gentle reminder that SAAP membership dues are payable by 31 December. If it is convenient for you, early payment is also most welcome. Link: [Renewal-form](#)

Your timely renewal helps us continue delivering meaningful programmes, member benefits, and a stronger professional community in the coming year. We truly appreciate your continued support and commitment to SAAP.

Our Association continues to thrive because of the shared commitment, strengths, and contributions of our members. We invite you to join us in this momentum -to offer your skills, energy, and ideas as we build initiatives that modernize and uplift SAAP.

Every hour you contribute and every idea you share strengthens our community, helping us grow into a more connected, progressive, and impactful professional network.

Thank you, and we look forward to journeying together in 2026.

Sim Siew Gek
President
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