



Society of Naval Architects and Marine Engineers Singapore

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24 January 2009

Notice of SNAMEs 37th Annual General Meeting

Date: 24 March 2009 Tuesday

Time: 1830 hours to 2130 hours

Venue: Tulip Room
Singapore Polytechnic Staff Centre
500 Dover Road – Enter from Gate 3

Dress Code: Smart Casual / Office Attire

Dear Member of SNAMEs,

1. We take pleasure in inviting you to attend our 37th Annual General Meeting.
2. The agenda will be as follows:
 - 2.1 Council's report by the President
 - 2.2 To confirm the minutes of 36th SNAMEs Annual General Meeting held on 24 March 2008 at YWCA Fort Canning Lodge
 - 2.3 Financial report by Honorary Treasurer
 - 2.4 To receive and adopt the Annual Report and Audited Account for the financial year ended 31 December 2008
 - 2.5 Elect new Council Members from the Nomination list for three (3) year term commencing from 2009 / 2010 Council year.
 - 2.6 To appoint two (2) Honorary Auditors for 2009 / 2010 Council year
 - 2.7 To consider and transact any other business of which proper notice was given in writing to and received by the Honorary Secretary **before or by 10 March 2009 or two (2) weeks before the meeting**
 - 2.8 To present mementos to retiring council member
3. Registration of attendance for the meeting will commence at 1830hrs and meeting starts at 1900hrs. As we require to confirm your attendance to report on the quorum. We urge all to come on time.
4. Light refreshments will be provided before the meeting and a buffet dinner will be served after the meeting.
5. We would greatly appreciate if you could complete the reply form and return it to our SNAMEs office via fax to 6-725-8474 or email to admin@snames.org.sg. We would also appreciate an update of your personal particulars for our proper housekeeping record, even if you are unable to attend the meeting.
6. We look forward to your participation in this coming meeting.

Yours Faithfully

Chia Yujin
Honorary Secretary
SNAMEs
Council 2008 / 2009

Reply Slip

SNAMES 37th Annual General Meeting – 24 March 2009

Facsimile number: 6-725-8474 or E-mail: admin@snames.org.sg - Please tick in the box where appropriate

I will be attending the meeting

I regret that I will not be able to attend the meeting

Personal Information Update - **Please circle as accordingly*

Name: _____ NRIC Number: _____ Sex: M/F*

Membership Type*: Fellow / Member / Associate Member / Junior Member

Address: _____
_____ (Postal Code) _____

Name of Company: _____

Designation: _____

Home Contact Number: _____ Office Contact Number: _____

Mobile Number: _____ Facsimile Number: _____

Email Address: _____

For any other business considerations under agenda 2.7 – Please send in before or by 10 March 2009 **Comments and / or Suggestions**

I would like to put up a notice for consideration under *Any Other Business / make the following comments / suggestions* - *Please add a separate sheet, if required.*

Signature: _____

Date: _____