



## SINGAPORE SHIPPING ASSOCIATION

Ref: SSA/096/10/EML

20 May 2010

To: All SSA Members

### **SSA 14<sup>th</sup> Annual General Meeting (AGM) & Cocktail Reception Monday, 21 June 2010**

Dear Members,

Please note that the SSA 14<sup>th</sup> Annual General Meeting (AGM) and Cocktail Reception will be held on **Monday, 21 June 2010** at **Marina Mandarin Singapore** located at 6 Raffles Boulevard, Marina Square, Singapore 039594.

The notice of the SSA Annual General Meeting, together with the AGM Discussion Folder and relevant forms, will be sent to you via mail shortly.

#### **SSA 14<sup>th</sup> AGM**

Taurus Room (Level 1)

5.30pm: Registration

6.00pm: AGM starts

6.45pm: AGM ends

#### **Cocktail Reception**

Leo & Capricorn Rooms (Level 1)

6.15pm: Registration (*for those not attending AGM*)

6.45pm: Cocktail Reception starts

9.30pm: Ends

#### **COCKTAIL RECEPTION**

Following the AGM, all members are cordially invited to attend a Cocktail reception kindly co-sponsored by PSA Marine (Pte) Ltd and L.C.H. (S) Pte Ltd.

In order to accommodate as many SSA member companies as possible to attend the Cocktail Reception, each member company is eligible to send **2 complimentary representatives** and up to 3 additional paying-representatives to attend the event. The cost is \$68 (inclusive of GST) per person.

Please note that all admissions will be by pre-registration only. In order to facilitate our arrangements, kindly complete the attached registration form and return it to the SSA Secretariat by email to [registration@ssa.org.sg](mailto:registration@ssa.org.sg) or fax to **6222 5527** no later than **Monday, 14 June 2010.**

We look forward to welcoming you at the 14<sup>th</sup> AGM and Cocktail Reception.

Best regards,

GINA GOH  
Executive Officer, Corporate Communications

**REGISTRATION FORM**  
(Please reply by 14 June 2010)

Date: \_\_\_\_\_  
To: Singapore Shipping Association  
59 Tras Street  
Singapore 078998

Fax: 6222 5527  
Email: [registration@ssa.org.sg](mailto:registration@ssa.org.sg)

**SSA 14<sup>th</sup> Annual General Meeting (AGM)  
& Cocktail Reception**  
**21 June 2010 @ Marina Mandarin Singapore**

(please tick)

To attend the AGM, I have noted that there is a separate registration form.  
(This form is attached with the AGM discussion folder that will be mailed to my SSA representative shortly.)

Below is a list of our representative(s) attending the **Cocktail Reception**  
Time: 6.45pm to 9.30pm  
Venue: Leo & Capricorn Rooms, Marina Mandarin

S/N	Name	Designation	Remarks
1.			<b>FREE</b>
2.			<b>FREE</b>
3.			<b>*S\$68.00</b>
4.			<b>*S\$68.00</b>
5.			<b>*S\$68.00</b>

**\*Prices are inclusive of GST.**

A cheque for S\$\_\_\_\_\_, is enclosed, being the total fee payable for the above representative(s). All cheques should be crossed and made payable to "Singapore Shipping Association". **Cancellations must be made in writing, either by e-mail or fax before 18 June 2010.** No refund shall be entertained if the paying party should fail to attend the event or withdraw after 18 June 2010, including non-attendance.

For the complimentary guest(s) whom we have signed up for the cocktail but fail to attend, our company is agreeable that he/she/they be charged like any other paying representative unless a substitution from our company came in his/her/their place. We understand that the charge for the absentee would go towards covering the cost of the food which SSA had already catered for him/her/them.

**Name of Contact Person** : \_\_\_\_\_

**Company** : \_\_\_\_\_

**Tel No.** : \_\_\_\_\_

**Fax No.** : \_\_\_\_\_

**E-mail Address** : \_\_\_\_\_