



Singapore Shipping Association

Ref: SSA/111/10/EML

14 June 2010

To: All SSA Members

SSA 14th Annual General Meeting (AGM) & Cocktail Reception Monday, 21 June 2010

Dear Members

Please be reminded that SSA 14th Annual General Meeting and Cocktail Reception will be held on Monday, 21 June 2010 at the Marina Mandarin Hotel.

SSA 14th AGM

Taurus Room
Level 1

5.30pm – Registration

6.00pm – Meeting Starts

6.45pm – Meeting Ends

Cocktail Reception

Leo & Capricorn Rooms
Level 1

6.15pm – Registration

6.45pm – Cocktail Starts

9.30pm – Cocktail Ends

Written notice of the Annual General Meeting, together with the Discussion Folder, was sent to all SSA members by mail on Friday, 4 June 2010. By now, you should have received a package from the Secretariat (**Ref SSA/106/10 dated 4 June 2010**) containing the following:

1. AGM Discussion Folder
2. **Acknowledgement Form** that you have received the Discussion Folder and will/will not attend the AGM
3. **Proxy Form** to appoint another SSA member company to represent you at the AGM if there is no representative from your company to attend
4. List of SSA Members

Action required:

If you have not already done so, please complete and return forms #2 (**Acknowledgement**) and/or #3 (**Proxy Form**) to indicate if you will be attending the AGM or be represented in proxy.

These forms are attached in softcopy for your convenience.

We greatly appreciate your attendance at your Association's AGM as the AGM can only proceed if the quorum of **77 Ordinary Members** is met, being one-third of the Ordinary membership.

Best regards,

Tsui Chiang, Quek
Executive Officer

A C K N O W L E D G E M E N T
(Please return form by **WEDNESDAY, 16 JUNE 2010**)

Date : _____

Singapore Shipping Association
59 Tras Street
Singapore 078998

Tel: 6222 5238
Fax: 6222 5527
Email: ssa.admin@ssa.org.sg

Dear Sir,

SINGAPORE SHIPPING ASSOCIATION (SSA) 14th ANNUAL GENERAL MEETING – 21 JUNE 2010

We acknowledge receipt of your Notice and Agenda for the SSA 14th Annual General Meeting. We wish to inform you that our company will / will not¹ be represented by

Mr/Mrs./Ms _____

(Name of Person)

_____ (Designation)

At the Annual General Meeting at 6.00 pm on **Monday, 21 June 2010** in the Taurus Ballroom, Level 1, Marina Mandarin Hotel, 6 Raffles Boulevard, Marina Square, Singapore 039594.

We confirm that:

- a) The above representative, if stated above, has full powers to represent our Company;
- b) The acts of our representative at the meeting shall be deemed to be the acts of the Company.

Contact Person : _____

Company : _____

Tel: _____ Fax : _____ Email : _____

¹ Delete where inapplicable

PROXY FORM²

(Please return form by **WEDNESDAY, 16 JUNE 2010**)

Date : _____

Singapore Shipping Association
59 Tras Street
Singapore 078998

Fax No: 6222 5527

Dear Sir,

SINGAPORE SHIPPING ASSOCIATION (SSA) 14th ANNUAL GENERAL MEETING – 21 JUNE 2010

I, _____ of _____, being a
(Name of Person) (Name of Company)

Member of the above named Association, hereby appoint:

_____ of _____,
(Name of Person) (Name of Company)

as our proxy to vote for us on our behalf at the 14th Annual General Meeting of the Association to be held on 21 June 2010, and at any adjournment thereof.

Signature

Signed this _____ day of _____ of 2010.

² The Proxy Form should be used if your company is unable to send a representative to attend the AGM but still wish to appoint another SSA member company to represent your company at the AGM.