

Ref: SSA/061/17/EML

8 May 2017

To: All SSA Members



**SSA 21<sup>st</sup> ANNUAL GENERAL MEETING  
& COCKTAIL RECEPTION  
THURSDAY, 29 JUNE 2017**

4.30PM - 6.15PM - Annual General Meeting @ Taurus Room Level 1  
6.15PM - 9.30PM - Cocktail Reception @ Leo & Capricorn Rooms, Level 1

Marina Mandarin Singapore, Level 1 Ballrooms  
6 Raffles Boulevard, Marina Square, Singapore 039594

Dear Members,

Please be informed that the **21<sup>st</sup> SSA Annual General Meeting (AGM)** will be held on **Thursday, 29 June 2017**. The notice of the AGM session, together with the AGM Discussion Folder and other relevant papers, will be sent to you shortly.

Registration for the AGM session is separate. Following the AGM, all members are cordially invited to attend the evening Cocktail Reception.

To register for the Cocktail Reception, please download the registration form attached and submit the completed form to Email: [registration@ssa.org.sg](mailto:registration@ssa.org.sg) or Fax: 6222 5527 by **Monday, 16 June 2017**. Please note that all admissions will be by pre-registration only.

#### **FEES**

In order to accommodate as many SSA member companies as possible, each member company is eligible to send 2 complimentary representatives and up to 3 additional paying-representatives to attend the Cocktail Reception. The registration fee for the event is **S\$120.00/-** per person.

*\*Fees subject to the prevailing GST. Kindly note that registration is on a first-come-first served basis and subject to availability. Please note that a **no-show charge of 100% of registration fees** will be imposed if participant fails to turn up without prior notice after registration has been confirmed.*

## **SPONSORSHIP OPPORTUNITIES**

The Association welcomes your generous sponsorship to make the 21<sup>st</sup> Annual General Meeting & Cocktail Reception possible. To sponsor for the event, please kindly [click <HERE>](#) for the Sponsorship Package. Kindly download the sponsorship form and submit the completed form to Email: [ssa.com2@ssa.org.sg](mailto:ssa.com2@ssa.org.sg) or Fax: 6222 5527.

**59 Tras Street, Singapore 078998    Tel: 6305 2260    Fax: 6222 5527**  
**E-mail: [ssa.admin@ssa.org.sg](mailto:ssa.admin@ssa.org.sg)    Website: <http://www.ssa.org.sg>**

**REGISTRATION FORM**  
(Please reply by 16 June 2017)

Date: \_\_\_\_\_

To: Singapore Shipping Association  
59 Tras Street  
Singapore 078998

Tel: 6305 2260  
Fax: 6222 5527  
Email: [registration@ssa.org.sg](mailto:registration@ssa.org.sg)

**SSA 21<sup>st</sup> Annual General Meeting (AGM) & Cocktail Reception**  
**Thursday, 29 June 2017**  
**6.15pm – 9.30pm**  
**Leo & Capricorn Rooms, Level 1**  
**Marina Mandarin, Singapore**

Below is a list of our representative(s) attending the **Cocktail Reception**:

S/N	Name	Designation	Remarks
1.			<b>FREE</b>
2.			<b>FREE</b>
3.			<b>*S\$120.00</b>
4.			<b>*S\$120.00</b>
5.			<b>*S\$120.00</b>

*\*Prices are subjected to GST, \$128.40 inclusive of GST.*

A cheque for S\$ \_\_\_\_\_, is enclosed, being the total fee payable for the above representative(s).

I understand that:

- 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 16 June 2017.** No refund shall be entertained if any of the paying representative/(s) fails to attend or withdraw after the deadline.
- If any of my representatives registered on complimentary basis fail to attend, my company agrees to pay a **no-show charge of S\$128.40/pax (incl GST)** to cover the cost of food already prepared, unless a substitute from my company replaces him/her.

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

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

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

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

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

Please contact Singapore Shipping Association at Tel: 6305 2260 if you fail to receive an email confirmation by **Friday, 23 June 2017.**