



## ANNUAL GENERAL MEETING

Notice is hereby given that the 32<sup>nd</sup> Annual General Meeting of the SME Singapore Chapter 219 will be convened as follows:

**DATE** : Sunday, 26<sup>th</sup> February 2006  
**TIME** : 5.00 pm (Dinner will follow after the meeting)  
**VENUE** : NUS Staff Club  
National University of Singapore  
Lower Kent Ridge Road  
Singapore 119260  
Tel: (65)6874-2079 Fax: (65)6874-2062  
(Location map is attached)  
**DRESS CODE** : Smart Casual (NO jeans, shorts and T-shirt)

The Annual General Meeting shall deal with the following matters:

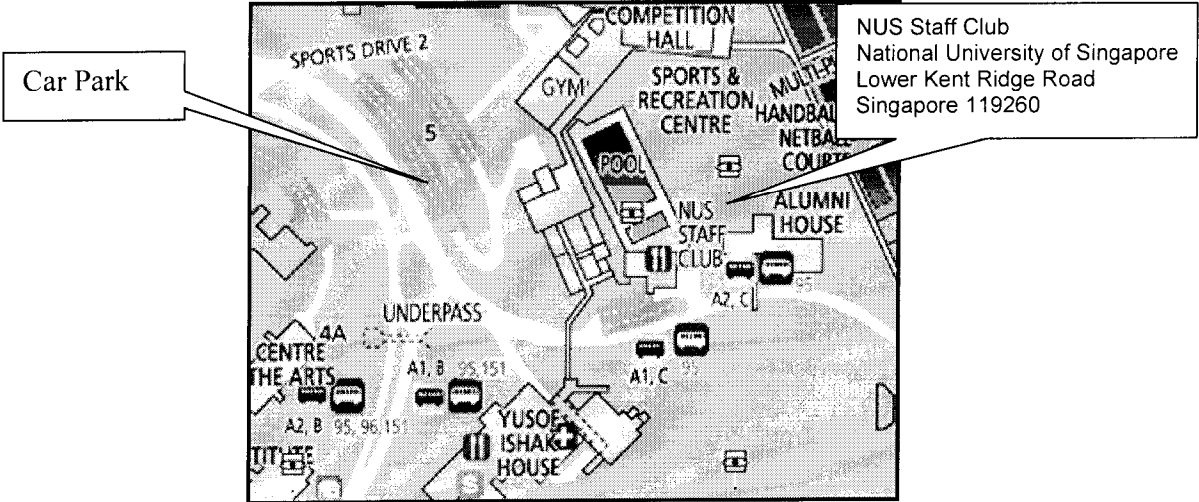
1. Adoption of the minutes of the 31<sup>st</sup> AGM (attached)
2. Matters arising from the minutes
3. Chairman's report
4. Adoption of the Treasurer's Statement of Accounts
5. Election of Office Bearers
6. Election of two (2) Honorary Auditors
7. Handing over of Chairmanship
8. Any other matter placed on the agenda (see paragraph below)

**In accordance to Article 9 paragraph 5, any member who wishes to place an item on the agenda of the AGM may do so by giving notice to the Hon Secretary ONE week before the meeting. Send notice to Mr Neo Ken Soon, c/o Department of Mechanical Engineering, 9 Engineering Drive 1, Singapore 117576, National University of Singapore.**

A dinner will immediately follow after the 32<sup>nd</sup> AGM at the same place. For logistics purposes, those who are attending the AGM are requested to inform the undersigned via email at [mpeneoks@nus.edu.sg](mailto:mpeneoks@nus.edu.sg), or call 65166325 at least **ONE week** before the AGM.

Thank you.

Mr Neo Ken Soon  
Hon Secretary



**Location Map of NUS Staff Club**