



Sri Lanka Association of Professional Conference, Exhibition & Event Organisers  
Meetings | Incentives | Conventions | Exhibitions | Events

# ANNUAL REPORT

## 2010/11

*The Sri Lanka Association of Professional Conference, Exhibitions & Events Organisers (SLAPCEO) endeavours to make the conference, meetings and exhibition business more professional and recognised to be a key segment in tourism which brings in premium revenue to the country.*

*It is the only industry body representing the meetings industry in Sri Lanka, recognized, directly supported and assisted by Sri Lanka Convention Bureau which is functioning under the Ministry of Economic Development to promote Sri Lanka as a venue for Meetings, Conferences and Exhibitions.*

*While Sri Lanka Convention Bureau represents Government interest in the meetings industry, SLAPCEO is considered to be the voice from the industry in this business in the formulation of policies and development of strategies.*

**Contents**

Highlights of 2010/11..... 3

Message from the President..... 4

Achievement of SLAPCEO’s Objectives ..... 5

Organization Structure..... 8

    Office Bearers..... 8

    Appointments & Resignations in 2011 ..... 8

    Sub Committees ..... 9

    Members of SLAPCEO ..... 9

        Categories of Membership ..... 9

        Representatives ..... 10

        Current Valid Membership of SLAPCEO ..... 10

Incorporation of SLAPCEO as a Company limited by Guarantee ..... 14

    Highlights ..... 14

    Important changes in operation - transitioning to the company limited by guarantee..... 15

Financial statements ..... 17

Contacts ..... 20

Annexure 1- Notice of AGM..... 21

Annexure 2- Proxy Form ..... 22

Member Feedback Form..... 23

## Highlights of 2010/11

- New Constitution providing for Event Organizers to join SLAPCEO
- New Articles of Association enabling smooth transition to a company limited by guarantee
- Incorporation of SLAPCEO to be completed in January 2012
- Business enquiries for MICE exclusively sent to SLAPCEO members
- “Sancharaka Udawa” organized by SLAPCEO
- Cricket tournament organized by SLAPCEO
- 3 networking events organized by SLAPCEO
- Press Publicity (in the form of newspaper articles) on industry concerns
- SLAPCEO recognized as important industry player being the sole representative from the MICE industry at the launch of Sri Lanka’s Tourism Development Strategy for 2011-2016.
- Key role in development of MICE plan by Sri Lanka Convention Bureau
- Active contributor during Sri Lanka Tourism’s month of MICE in March 2011
- Lobbied, reactivated & attended the Sri Lankan Airlines- SLCB trade fairs & road promotions in India
- Indian promotions campaign of SLCB to be lead by SLAPCEO
- Meeting with the Chairman SLTDA and lobbying for retention of the SLCB or a MICE arm as an outcome of the amalgamation of Sri Lanka Tourism
- New SLAPCEO logo
- SLAPCEO website launched
- Board activated- meetings held once a month
- Sub Committees formed & scheduled to meet once in 3 months
- Comprehensive Members’ Guide with membership classification, application procedure & rules
- Membership drive- increase in members from 6 to 15

## **Message from the President**

Looking back at the past year for SLAPCEO, I am very pleased with the progress we have made in 2010/11. As evident from the highlights of the year, our team has achieved a lot.

SLAPCEO is the foremost Association for MICE in Sri Lanka, and our objective is to uplift the industry & become the voice of MICE. We have lobbied the Government for the betterment of the industry, and will continue to do so over the years.

With peace being restored in our country where the people of our land can move about without fear, Sri Lanka has finally come into the international limelight with a boom in tourism. In this context, SLAPCEO will continue to serve the industry as well as ask authorities for infrastructure development in MICE.

I wish to thank Sri Lanka Tourism & Sri Lanka Convention Bureau for nurturing SLAPCEO from its beginnings many years ago, and for their help & corporation over the past year.

SLAPCEO values working in close liaison with Sri Lanka Association of Inbound Tour Operators (SLAITO) & other Associations on industry matters and related projects for betterment of the industry.

Through our membership drive in 2011, we have increased our membership from 6 to 15, and I warmly welcome all of our new members to the SLAPCEO team. It is our goal to increase our membership to 30 by the end of 2012, and we invite others in the industry to join us.

It has been a pleasure for me to serve as President of SLAPCEO since August 2010, and I sincerely wish to thank the Office Bearing Committee, Members & Company Secretary of SLAPCEO for all their hard work and efforts.

I am convinced that relentless focus on our country's MICE potential, along with rigorous execution of our collective strategies, will enable us to realize our ambition of making Sri Lanka a star location for MICE.

I look forward to seeing SLAPCEO grow from strength to strength.

A handwritten signature in black ink, appearing to read 'MM Imran', written over a horizontal line.

***MM Imran, President***

## Achievement of SLAPCEO's Objectives

Objective in Articles of Association (Article 3 a-l)	Achievement in Year 2011
<p>a. To foster the development of professional meetings, conventions, seminars and exhibitions and events of the MICE (Meetings, Incentives, Conventions and Exhibitions) industry in Sri Lanka</p> <p>b. To work in close liaison with all Government Ministries, Authorities and Departments and particularly with Sri Lanka Convention Bureau (SLCB), Sri Lanka Tourism Promotion Bureau, as well as Sri Lankan Airlines Limited and all other Airlines, Hoteliers, Convention Organisers, Event Organisers, Equipment providers, Venue providers, Service providers, Members of the Travel and Tourism Industry of Sri Lanka and allied organizations, as well as stakeholders of the MICE industry for the achievement of the objects referred to above</p>	<p>i. 2 hotels &amp; 1 convention centre joining SLAPCEO as Associate members.</p> <p>ii. Event Managers now able to join SLAPCEO.</p> <p>iii. SLCB is the Patron.</p> <p>iv. The following were appointed as advisors to SLAPCEO:            Mr. Michael Elias – CEO, Walkers Tours (Past President - SLAPCEO)            Mr. Dharni Soza – Director, Aitken Spence (Past President - SLAPCEO)            Mr. Arjun Dharmadasa – Deputy Chairman, Vijith Lanka/Managing Director, LECS (Past President - SLAPCEO)</p>
<p>c. To take such steps as are deemed necessary to promote and protect the interests of its varied types of members, non-members and stakeholders associated with the MICE industry</p>	<p>i. Business inquiries            SLAPCEO receives business inquiries exclusively from SLCB, which are then circulated amongst all of its members</p> <p>ii. Only recognized industry representative body            Members of SLAPCEO will receive industry and client recognition as a member of the only recognized industry representative body in Sri Lanka.            All members encouraged to use high resolution logo of SLAPCEO with the phrase "Member of" in their email signature.</p> <p>iii. Bidding Committee            Sent proposals for Commonwealth parliamentary conference</p>

... Continued (Achievement of SLAPCEO Objectives)

Objective in Articles of Association (Article 3 a-l)	Achievement in Year 2011
<p>d. To liaise with local and international bodies for MICE Tourism</p>	<p>i. SLAPCEO provides forums to bring out issues to the Government of Sri Lanka SLAPCEO contributed to the new framework formulated by the Ministry of Tourism, regarding the categories of operators in the industry</p> <p>ii. International tradeshows SLAPCEO recognized that India promotions needed to be prioritized &amp; spearheaded SLCB's Indian promotions &amp; lobbied for attendance at tradeshows</p>
<p>e. To encourage MICE tourist traffic between Sri Lanka and other countries and vice versa</p>	<p>Members attended ITC&amp;CMA IMEX, Pakistan road shows</p>
<p>f. To organize and hold meetings, incentive travel, conferences, congresses, conventions, lectures, seminars, exhibitions, events, workshops and forums for any purpose and of all types of descriptions</p>	<p>i. Networking opportunities Get-togethers connecting suppliers &amp; potential SLAPCEO members</p> <p>ii. Contributions during MICE month</p> <p>iii. Sancharaka Udawa SALPCEO delivered address on behalf of the MICE industry at Sancharaka Udawa 2011. This year, SLAPCEO is a partner organizing Sancharaka Udawa 2012, and receives credits in the form of listing under the "Event Managed By" header &amp; shared profits</p> <p>iv. Cricket tournament Encouraging friendly competition, good will &amp; corporation between employees of member organizations</p>
<p>g. To provide advisory services on all matters relating to writing, editing, publishing and printing of marketing material in any form</p>	<p>i. BMICH banners &amp; decorations Lobbied &amp; obtained permission to place poles &amp; promotional banners at strategic locations at BMICH, as it would be more cost effective than paying an outside supplier. SLAPCEO subsequently organized a meeting with BMICH to update members of the concurred developments</p>

... Continued (Achievement of SLAPCEO Objectives)

Objective in Articles of Association (Article 3 a-l)	Achievement in Year 2011
<p>h. To affiliate with any institutions local and foreign, with similar aims and objectives</p>	<p>i. Close relations with SLIITO</p> <p>ii. Research Mr Imran Hassan is currently undertaking research on how to affiliate SLAPCEO with foreign institutions</p>
<p>i. To sponsor scholarship, studentship and fellowship programs on its own or in collaboration with other local and/or foreign institutions or trusts</p> <p>j. To develop, offer and conduct professional and other training courses and sessions for its members, non-members and stakeholders</p>	<p>i. Education &amp; International Networks Committee appointed Chair Ms Paddy Paul &amp; Member Ms Shanti Outschoorn to consider connecting SLAPCEO with international organizations &amp; provide SLCB with feedback and proposals on professional development</p> <p>ii. Hotel school SLAPCEO supporting the Hotel School in introducing a MICE/ Event Management module</p> <p>iii. Emerging hospitality institutes SLAPCEO endorsed an emerging local hospitality institute &amp; referred the entity to SLCB</p>
<p>k. To involve in any capacity in infrastructure development for the furtherance of the MICE industry</p> <p>l. Any other objectives in the Articles as may from time to time be altered by Special Resolution and with prior written approval of the Registrar of Companies.</p>	<p>i. Provided input towards requirements of the Hambantota Convention Centre</p> <p>ii. Familiarization visit to the Lotus Pond performing arts centre</p> <p>iii. PICO being one of the SLAPCEO members was one of the companies pitching to build a convention centre in Colombo</p>

## **Organization Structure**

### **Office Bearers**

The business and affairs of SLAPCEO is managed by its Board of Office Bearers, currently comprising of the following:

- i. Mr. MM Imran (Lanka Exhibition and Conference Services Pvt Ltd)- President
- ii. Mr. Dilakshan Perera (Walkers Tours Limited) – Secretary
- iii. Mr. Ziyam Ameen (Aitken Spence Travels (Pvt) Ltd) - Treasurer
- iv. Ms. Shanti Outscoorn (Intertrade Lanka Management (Pvt) Ltd) - Committee Member
- v. Mr. Nalin Ariyaratne (Jetwing Events (Private) Limited.) - Committee Member
- vi. Mr. Harith Perera (Diethelm Travels Lanka Pvt Ltd)- Committee Member

### **Appointments & Resignations in 2011**

2 March 2011-

Mr. Ziyam Ameen resigned from the post as Secretary of SLAPCEO.

3 March 2011-

Mr. Dilakshan Perera was appointed by the Office Bearers to fill this vacancy for balance period of the 2 year tenure, and is eligible for re-appointment.

31 May 2011 –

Ms Natalie de Jong resigned from her post of Main Representative from Diethelm Travels Lanka Pvt Ltd, Treasurer & Office Bearer of SLAPCEO.

Appointment to fill the vacancy of Main Representative: Diethelm Travels Lanka Pvt Ltd then appointed Mr. Harith Perera as the Main Representative, and Mr. Kisiru Galaboda was appointed as the 2<sup>nd</sup> Representative.

1 June 2011-

Appointment to fill the vacancy of Office Bearer: Mr. Harith Perera was appointed by the Office Bearers, into the Board as a Committee Member, to fill the vacancy caused by the resignation of Ms Natalie de Jong, for balance period of the 2 year tenure, and is eligible for re-appointment

Appointment to fill the vacancy of Treasurer: Mr. Ziyam Ameen was appointed by the Office Bearers to fill the vacancy of Treasurer for balance period of the 2 year tenure, and is eligible for re-appointment

2 January 2012-

Appointment of Ms Paddy Paul by the Office Bearers in accordance with Article 48, as an Office Bearer & Committee Member of SLAPCEO – in recognition of her exceptional contributions towards SLAPCEO activities



## Sub Committees

The Office bearers appointed the following sub- committees during the Extraordinary General meeting of SLAPCEO held on 27 July 2011

- i. Education & International Networks Committee (Chair: Ms Paddy Paul, Members: Ms Shanti Outschoorn)
- ii. Events& PR Committee (Chair: Mr Nalin Ariyaratne, Members: Ms Janice Hakel Ranasinghe, Ms Felicia Adhihetty, Mr Aasim Mukthar)
- iii. Bidding Committee (Chair : Mr.Ziyan Ameen, Members : Mr Dilakshan Perera, Mr MM Imran)
- iv. Trade Fairs & MICE promotions Committee (Chair: Mr Dilakshan Perera, Members: Ms Paddy Paul, Mr. Harith Perera)
- v. Suppliers and support services Committee (Chair: Mr MM Imran, Members: Ms. Andrea Hakel, Mr Aasim Mukthar)

## Members of SLAPCEO

### Categories of Membership

As per paragraph 3 of the Constitution of SLAPCEO, there are two (02) categories of members, namely Full Members and Associate Members, which consist of the following subcategories

#### FULL MEMBERS –entitled to vote

- i. Professional Conference Organizers (PCO)
- ii. Professional Exhibition Organizers (PEO)
- iii. Professional Conference & Exhibition Organizers (PCEO)
- iv. Event Organizers
- v. Patrons

\*Only PCOs, PEOs & PCEOs that satisfy **certain additional criteria specified in Clause 18 of the Constitution of SLAPCEO, may be elected** as President and Secretary of SLAPCEO.

#### ASSOCIATE MEMBERS –not entitled to vote

- i. Equipment suppliers
- ii. Venue providers
- iii. Airlines
- iv. Hoteliers
- v. Advertising & marketing agencies
- vi. Other service providers

## Representatives

Each member organization nominates upto three (03) Representatives who should be the Owner, Partner, Board Member or a senior executive of the body corporate.

The “Main Representative” has been authorized to attend meetings, vote & represent the interests of the member organization in all of SLAPCEO’s activities. If the Main Representative is unable to attend, he/she may send the Second or Third Representative with proxy.

Representatives may at any time be appointed, removed or replaced by the Member (body corporate), by delivering a signed written notice of such appointment, removal or replacement to the registered office of SLAPCEO.

## Current Valid Membership of SLAPCEO

Ref	Member Organization	Representatives
1	Lanka Exhibition and Conference Services Pvt Ltd 4 <sup>th</sup> Floor , Automobile Association Building No.40, Sir Mohamed Macan Marker Mawatha, Colombo 3 Status: Full Member (PCEO) *Qualifies for election as Secretary/ President Member since: 2006	i. Mr MM Imran, Director - Lanka Exhibition and Conference Services Pvt Ltd Current Position: SLAPCEO President 2010/2011  ii. Mr Arjun Dharmadasa, Managing Director - Lanka Exhibition and Conference Services Pvt Ltd  iii. Mr Aasim Mukthar, General Manager - Lanka Exhibition and Conference Services Pvt Ltd
2	Intertrade Lanka Management (Pvt) Ltd Sri Lanka Exhibition & Convention Centre 12, D.R. Wijewardene Mawatha Colombo 10  Status: Full Member (PEO) *Qualifies for election as Secretary/ President Member since: 2006	i. Ms Shanti Outschoorn, Executive Director - Intertrade Lanka Management (Pvt) Ltd Current Position: SLAPCEO Committee Member 2010/2011  ii. Mr Emile Gunesekera, General Manager - Intertrade Lanka Management (Pvt) Ltd
3	Aitken Spence Travels (Pvt) Ltd Aitken Spence Tower 2 4 <sup>th</sup> Floor No 305 , Vauxhall Street Colombo 02  Status: Full Member (PCEO) *Qualifies for election as Secretary/ President  Member since: 2006	i. Mr.Ziyan Ameen, Manager -Aitken Spence Travels (Pvt) Ltd Current Position: SLAPCEO Treasurer 2010/2011  ii. Mr Tikiri Ellepola, Assistant Vice President - Aitken Spence Travels (Pvt) Ltd  iii. Ms Nadeeka Leeniyagoda, Executive -Aitken Spence Travels (Pvt) Ltd

4	<p>Diethelm Travels Lanka Pvt Ltd Level 6, Hemas House 75 Braybrooke Place Colombo 2</p> <p>Status: Full Member (PCO) *Qualifies for election as Secretary/ President Member since: 2006</p>	<p>i. Mr. Harith Perera, Managing Director - Diethelm Travel Sri Lanka</p> <p>ii. Mr. Kisiru Galaboda, Assistant Manager – MICE -Diethelm Travel Sri Lanka</p>
5	<p>Walkers Tours Limited John Keells Conventions 130, Glennie Street, Colombo 02, Sri Lanka Status: Full Member (PCEO) *Qualifies for election as Secretary/ Presiden Member since: 2006</p>	<p>i. Mr Dilakshan Perera, Manager - Walkers Tours Limited Current Position: SLAPCEO Secretary 2010/2011</p> <p>ii. Mr Michael Elias, CEO - Walkers Tours Limited</p> <p>iii. Mr Chanaka Ranaweera, Executive at Walkers Tours Limited</p>
6	<p>Jetwing Events (Private) Limited. "Jetwing House", 46/26, Navam Mawatha, Colombo 02, Sri Lanka.</p> <p>Status: Full Member (PCO) *Qualifies for election as Secretary/ President Member since: 2006</p>	<p>i. Mr Nalin Ariyaratne, General Manager - Jetwing Events (Private) Limited. Current Position: SLAPCEO Committee Member 2010/2011</p> <p>ii. Ms Shiromal Cooray, Managing Director - Jetwing Events (Private) Limited</p> <p>iii. Shirosh Seneviratne, Assistant Manager - Jetwing Events (Pvt) Ltd</p>
7	<p>Sri Lanka Convention Bureau Ministry of Tourism 78, Galle Road, Colombo 03</p> <p>Status: Full Member (Patron) *Not qualify for election as Secretary/ President Member since: 2006</p>	<p>i. Mr Vipula Wanigasekera, General Manager - Sri Lanka Convention Bureau</p> <p>ii. Ms. Achini Dandunnage</p> <p>iii. Ms. Kumudu Henedige</p>
8	<p>Golden Isle Travel (Pvt) Ltd M-7, Mezzanine Floor, Galadari Hotel, Colombo 1</p> <p>Status: Full Member (PCEO) *Qualifies for election as Secretary/ President Member since: June 2011</p>	<p>i. Ms Paddy Paul, Managing Director - Golden Isle Travel (Pvt) Ltd</p> <p>ii. Mr Kumar Sithambaram, Manager - Golden Isle Travel (Pvt) Ltd</p>
9	<p>Kairos 22, Jayasinghe Road, Kirulapone, Colombo 6</p> <p>Status: Full Member (PCEO) *Not qualify for election as Secretary/ President Member since: June 2011</p>	<p>i. Janice Hakel Ranasinghe</p> <p>ii. Andrea Hakel</p>

10	<p>B Connected (Pvt) Ltd 100, Jawatte Road, Colombo 5</p> <p>Status: Full Member (PCEO) *Qualifies for election as Secretary/ President Member since: June 2011</p>	<p>i. Ms Felicia Adhihetty - Managing Director B Connected (Pvt) Ltd</p> <p>ii. Ms Natasha Adhihetty – Director B Connected (Pvt) Ltd</p>
11	<p>SWRD Bandaranaike National Memorial Foundation BMICH Convention &amp; Exhibition Centre, Buddhaloka Mawatha, Colombo 7</p> <p>Status: Full Member (Event Organizer) *Not qualify for election as Secretary/ President Member since: November 2011</p>	<p>i. Mr Bandhula Ekanayake, CEO - BMICH</p> <p>ii. Major Jayantha Ratnayake, Manager- Finance &amp; Administration - BMICH</p>
12	<p>Taj Lanka Hotels PLC PQ183 No 25, Galle Face centre Road, Colombo 3</p> <p>Status: Associate Member *Not qualify for election as Secretary/ President Member Since: November 2011</p>	<p>i. Mr. Rohit Khosala, CEO - Taj Lanka Hotels PLC</p> <p>ii. Mr. Kanishka Udawatta, Assistant Sales Manager- MICE</p>
13	<p>Asia Tours W/A 60178 213/8, William Jayasuriya Mawatha, Kesbawa</p> <p>Status: Full Member (PCO) *Not qualify for election as Secretary/ President Member Since: November 2011</p>	<p>i. Dileesha Galappaththi, Partner - Asia Tours</p> <p>ii. Sanjeewa Vasabha Bandara Bulathsinhala</p>
14	<p>Dynamic AV Technologies (Pvt) Ltd PV64937 No. 413, RA De Mel Mawatha, Colombo 3</p> <p>Status: Associate Member *Not qualify for election as Secretary/ President Members Since: November 2011</p>	<p>i. Mohandas Mark Gomis Abeysinghe, Managing Director - Dynamic AV Technologies (Pvt) Ltd</p> <p>ii. Hemantha Naomal Abeysekere, Director- Operations at Dynamic AV Technologies (Pvt) Ltd</p> <p>iii. Wannakuwatta Waduge Dhanushka Indeewara Fernando, Director- Sales &amp; Marketing at Dynamic AV Technologies (Pvt) Ltd</p>

15	<p>Cinnamon Lakeside Colombo 115, Sir C. A. Gardiner Mawatha Colombo 2</p> <p>Status: Associate Member *Not qualify for election as Secretary/ President</p> <p>Members Since: December 2011</p>	<p>i. Adrian Jansz, Asst. Director of Sales - Cinnamon Lakeside Colombo</p> <p>ii. Chandana Talwatte, Director of Sales &amp; Marketing Cinnamon Lakeside</p>
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## **Incorporation of SLAPCEO as a Company limited by Guarantee**

### **Highlights**

- SLAPCEO had been operating as an Association (unregistered, & not as a voluntary service organization) for over 5 years
- In an effort to expand its membership to include as many industry representatives as possible, and to undertake more ambitious activities for the furtherance of the MICE industry, SLAPCEO wished to incorporate itself as a Guarantee Company
- A new Constitution & Articles of Association were adopted in October 2010 which were in line with requirements for incorporation as a company limited by guarantee
- The Constitution & Articles were subject to revision & refinement until 1 June 2011 as per specific requirements of SLAPCEO
- Maintenance of Non Office Bearing Directors

Further to a Board Paper presented by the Company Secretaries Marks & Patents Lanka (Pvt) Ltd, resolutions were passed at the EGM held on 1 June 2011 to amend the Articles of Association of SLAPCEO.

Mr. MM Imran & Mr. Dilakshan Perera were appointed as the first Chairman and Vice Chairman of SLAPCEO respectively, and who are to remain Directors of SLAPCEO regardless of when their tenure as Office bearer shall ended. They may only be removed by ordinary resolution of members.

This amendment was affected to provide more stability for SLAPCEO as an incorporated entity, because a company limited by guarantee is legally required to maintain a minimum of 2 Directors in its Board to remain operational.

- Special permission was sought & granted to use the word “Sri Lanka” and to refrain from using the word “Limited by Guarantee” in the name of SLAPCEO – the company limited by guarantee
- The following Office Bearers of SLAPCEO holding office at the time of application for incorporation were nominated as Directors:
  - i. Mr. MM Imran
  - ii. Mr. Dilakshan Perera
  - iii. Mr. Ziyen Ameen
  - iv. Ms. Shanti Outscoorn
  - v. Mr. Nalin Ariyaratne
  - vi. Mr. Harith Perera

## Important changes in operation - transitioning to the company limited by guarantee

- The governing documents of SLAPCEO are as follows:

Articles of Association

Constitution

Membership Rules

Other rules developed from time to time & in accordance with the existing governing documents

As SLAPCEO has been following the new Constitution & Articles of Association since October 2010, the transition from an Association to a company limited by guarantee will be easier, as SLAPCEO has now become accustomed to operating as a company limited by guarantee.

Upon incorporation, SLAPCEO will additionally become governed by the Companies Act No.7 of 2007 & other laws and regulations relating to companies.

Additional reporting requirements such as to the registrar of companies and presentation of audited accounts will also become necessary.

- Membership in the Company Limited by Guarantee

All the valid SLAPCEO members at the time of application for incorporation were included as initial members of the company limited by guarantee:

- i. Lanka Exhibition and Conference Services Pvt Ltd
- i. Walkers Tours Limited
- ii. Aitken Spence Travels (Pvt) Ltd
- iii. Intertrade Lanka Management (Pvt) Ltd
- iv. Jetwing Events (Private) Limited
- v. Diethelm Travel Lanka Pvt Ltd

As per paragraph 7 of the SLAPCEO Constitution, “all existing members of SLAPCEO shall become members of the Company limited by Guarantee by which it endeavors to be registered”. Therefore upon successful completion of incorporation, all existing members of SLAPCEO shall be made members of the incorporated entity.

- Calendar Year

SLAPCEO has been generally operating with an end to the accounting period in October. With the presentation of Financial Reports for the period ended 31 Dec 2011 at this year’s Annual General Meeting, and with the completion of incorporation in January 2012, SLAPCEO may opt to for a January – December calendar year for ease of operation.

- Bank Account

The Bank Account of the unincorporated entity shall be closed, and all funds shall be transferred to a new account of the company limited by guarantee. However cheques may all still be made payable to “Sri Lanka Association of Professional Conference, Exhibitions & Events Organisers”.

- Dissolution of the unincorporated entity

Upon successful incorporation & completion of follow up activities, the unregistered association of SLAPCEO shall be dissolved through special resolution of its members.

- Tenure of existing Office Bearers

Paragraph 20 a) of the Constitution of SLAPCEO states that “An Office bearer shall hold office for a period of (2) two years or for the balance thereof (in case of appointments to fill a vacancy caused in any manner) and is eligible for re-appointment”.

**Having been appointed at the last Annual General Meeting held on 30 July 2010, the current Office Bearers of the unincorporated SLAPCEO are entitled to hold office during the year 2012, and need not compulsorily step down until the end of 2012.**

**However with the incorporation of SLAPCEO, all initial Office Bearers are bestowed with a fresh tenure of 2 years commencing from the date of incorporation (estimated to be in January 2012). The initial Office Bearers enjoy this fresh 2 year tenure regardless of period for which they may have already held office in the unincorporated entity.**

**Although Office Bearers of the incorporated entity must compulsorily step down in January 2014, they may be removed at any time prior to that, by ordinary resolution of the members of SLAPCEO, or by any other mechanisms provided for in the Articles & Constitution of SLAPCEO.**

- Liability

Whilst in operation as an unregistered entity, members of SLAPCEO were personally liable. However as a company limited by guarantee each member organization is only required to contribute Rs 100/- to the assets of SLAPCEO in the event of the same being put into liquidation.

- Profits

As a company limited by guarantee, any income and property when so ever derived should be solely used towards the promotion of the objects of SLAPCEO and no portion shall be transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of SLAPCEO

- Incorporation handled by Company Secretaries Marks & Patents Lanka (Pvt) Ltd-  
[www.marksandpatentslanka.com](http://www.marksandpatentslanka.com)
- Incorporation of SLAPCEO to be completed in January 2012.



## Financial statements

### Income & Expenses Statement

#### Sri Lanka Association of Professional Conference Exhibition & Event Organizers

#### Year 2010 & 2011

Bank Balance as at 01st June 2010

316,100.00

#### Income

Membership Payments

Year 2009

60,000.00

Year 2010

60,000.00

Year 2011

75,000.00

Year 2012

15,000.00

Income from BMICH - SLAPCEO Cricket Sixes

20,840.00

SLCB Contribution

52,725.00

**Total Income received during the period**

**283,565.00**

**599,665.00**

#### Expenses

Contribution to Meet In Sri Lanka event

25,780.89

Payment to Marks & Patents Lanka

56,500.00

Bank Charges

1,456.50

Meeting Hall charges

2,250.00

(85,987.39)

**Bank Balance as at 31st December 2011**

**513,677.61**

#### Notes to Income & Expenses statement

1. Please note that a membership payment of Rs. 10,000.00 which was deposited to the bank on 30th December 2011 was not credited to the account until 02nd January 2012.
2. Sum of Rs. 10,000.00 is outstanding as membership fee for year 2011.

**Income & Expenses Statement**  
**MEET IN SRI LANKA 2011**  
**22nd March 2011 at SLITHM Auditorium**

**Income**

**Registration Fee**

- Golden Isle	10,000.00
- B-Connected	10,000.00
- Aitkenspence	10,000.00
- SLECC	10,000.00
- Dielthem	10,000.00
- Kairos	10,000.00
- John Keells	10,000.00
- LECS	10,000.00
- Jetwing	10,000.00

**Total Income**

**90,000.00**

**Expenditure**

Courier Charges	16,530.00
Venue & Refreshments	46,058.89
Printing related Costs	25,500.00
Liquor	27,692.00

**Total Expenses**

**(115,780.89)**

**SLAPCEO's Contribution**

**(25,780.89)**

**Income & Expenses Statement**  
**BMICH - SLAPCEO Cricket Tournament 2011**  
**12th November 2011 at NCC Club House**

**Income**

**Registration Fee**

- Aloka A	10,000.00	
- Aloka B	10,000.00	
- Aitkenspence	10,000.00	
- Bconnected	10,000.00	
- Dielthem	10,000.00	
- Pico A	10,000.00	
- Pico B	10,000.00	70,000.00

**SLCB Sponsorship**

30,000.00

**Total Income**

**100,000.00**

**Expenditure**

Ambulance / First Aid	11,000.00
Beer	21,920.00
Soft Drinks	4,080.00
Tips to NCC staff	5,000.00
Taxi & Other	230.00
Organizing & Printing related Costs	20,000.00
Water	4,500.00
Liquor	7,930.00
Photographer	4,500.00

**Total Expenses**

**(79,160.00)**

**Income to SLAPCEO**

**20,840.00**

## Contacts

Address:

SLAPCEO  
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Colombo 03

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## Annexure 1- Notice of AGM



**NOTICE IS HEREBY GIVEN THAT** the 5<sup>th</sup> Annual General Meeting of the members of Sri Lanka Association of Professional Conference, Exhibition & Event Organizers will be held at Taj Samudra Hotel, 25, Galle Face Centre Road, Colombo 3 on Friday, 6<sup>th</sup> January 2012 at 4:30 pm. The Agenda for the meeting is as follows:-

1. Apologies for absence and announcements
2. Adopt of the minutes of the previous Extraordinary General Meeting held on 27 July 2011, and to consider minutes of last year's Annual General Meeting held on 30 July 2010.
3. The President's address
4. Receive, consider and adopt the Annual Report of the Office Bearers on the affairs of the Association, and the Financial Statements of the Association for the year
5. Tenure of Office Bearers  
*As per Paragraph 20 a) of the Constitution of SLAPCEO, the current Office Bearers having been appointed in the year 2010 or at a later time (in case of appointments to fill a vacancy caused in any manner), shall hold office for a period of (2) two years or for the balance thereof*
6. Resolutions for transition into the Company Limited by Guarantee – Membership, Calendar Year, Bank Account, First EGM
7. Guest speaker – Mr Vipula Wanigasekera
8. Any other business

By Order of the Office Bearers of  
SLAPCEO

Ms. Dinukshi Fernando  
Company Secretary  
16<sup>th</sup> December 2011  
Colombo

**Note:-** A list of member organizations & their Main/ Second/ Third Representatives are attached. The "Main Representative" has been authorized to attend meetings, vote & represent the interests of the member organization in all of SLAPCEO's activities. If the Main Representative is unable to attend, he/she may send the Second or Third Representative with proxy. A form of proxy is enclosed for this purpose.

Instruments appointing proxies must be carried by the proxy holder & lodged with SLAPCEO not less 15 minutes before the time appointed for the holding of the Annual General Meeting.

(Representatives may at any time be appointed, removed or replaced by the member organization, and shall be done by delivering a signed written notice of such appointment, removal or replacement to the registered office of SLAPCEO. Notice is effective when it is received at the registered office or at any later time specified in the notice).

**Annexure 2- Proxy Form**



**SLAPCEO**

I [Type Main Representative’s Name & Designation] Main Representative from [Type Name & Address of Member Organization] being a member of SLAPCEO, hereby appoint [Type Proxy Holder’s Name & Designation] of [Type Name & Address of Member Organization] as my proxy to vote for me and on my behalf at the Annual General Meeting of SLAPCEO to be held on the 6<sup>th</sup> day of January 2012 and at any adjournment thereof.

Signature: .....

Date: .....

## Member Feedback Form

To request for information or submit a comment/ query, please tear off page & complete this form. You may drop off the form in the “Member Feedback” box at the entrance, or email at [info@slapceo.lk](mailto:info@slapceo.lk) or [slapceo@gmail.com](mailto:slapceo@gmail.com)

NAME: .....

DESIGNATION: .....

COMPANY: .....

COMPANY ADDRESS: .....

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QUERIES/ COMMENTS:

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DATE: .....