



Annual Report

2014

The Sri Lanka Association of Professional Conference, Exhibitions & Events Organisers (SLAPCEO Reg No: GA6262) 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 of the industry in the formulation of policies and development of strategies.

3rd AGM
26 May 2015,
Taj Samudra
Hotel

Contents

Message from the President.....	3
Achievements of 2014.....	5
Organization Structure	7
Board of Directors (Office Bearers) – as at 5 May 2015	7
Advisors – as at 5 May 2015	7
Changes in 2014 – as at 5 May 2015	7
Sub-committees – as at 5 May	8
Members	8
Membership of SLAPCEO as at 5 May 2015	9
Activity Calendar 2015/2016	15
Financial Statements	16
Contacts	17
Annexure 1 – Notice of AGM.....	18
Annexure 2 - Proxy Form	20
Annexure 3 - Feedback form.....	21

Message from the President

The travel industry in which we operate is both exciting and emotive. The expertise we provide as MICE professionals facilitates hundreds of millions of meetings & journeys, touching the lives of countless people across our country & the world every day. It creates wealth, employment and opportunities for economic development while linking individuals, families, society and businesses.

SLAPCEO has earned a privileged position as the MICE industry representative in Sri Lanka, and it is one that we aim to develop for the benefit of our members and the country.

As such, I am happy to note that the SLAPCEO team led by its Secretary Ms Paddy Paul and Treasurer Ms Shanti Outschoorn, with the generous sponsorship of the Sri Lanka Convention Bureau and support of Sri Lankan Airlines, helped IAPCO-Switzerland successfully organize one of the most iconic events of the MICE industry - the "IAPCO Regional Seminar", for the first time ever in Sri Lanka.

SLAPCEO was thereafter entrusted with handling the upcoming event "Sri Lanka MICE Mart June 2015", through which we look forward to assisting the industry in relation to training, marketing and infrastructure development.

I am also extremely pleased to inform that SLAPCEO has been bestowed a position on the Board of the Sri Lanka Convention Bureau (SLCB), for a period of 3 years commencing 29 January 2015. I take this opportunity to thank the CEO of SLCB Mr Vipula Wanigasekera for his immense support which has made this dream a reality.

Although in its 3rd year post incorporation as a Company limited by Guarantee, SLAPCEO has been in operation as an Association for the past 12 years. I do believe that we would all see SLAPCEO, and indeed the Sri Lankan MICE industry, grow from strength to strength over the coming years.

While I was honoured to be appointed President of SLAPCEO at last year's AGM, I have the responsibility of serving you till my tenure ends at the AGM of year 2016. I wish to thank the Committee and SLAPCEO Members who worked with me on various SLAPCEO activities over the past year. On behalf of SLAPCEO I would also like to thank our Company Secretary Ms. Dinukshi Bandaranayake and our Auditors B.R.De. Silva & Company for the assistance rendered throughout the year.

In conclusion, I wish to say that I am very proud to be a part of the SLAPCEO team, for the simple reason that we are always united and work as one family. I hope that as many of you as possible

will join me through your active participation at our Sub Committee meetings and by putting forward ideas you wish to see implemented through SLAPCEO.

Ziyan Ameen

President - SLAPCEO

Achievements of 2014

An assessment of SLAPCEO's achievements in 2014 against its objectives in the Articles of Association:

Objective	Achievement
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	<ul style="list-style-type: none"> - Launched the IAPCO Alumni Group - MICE related inquiries sent to SLCB are now circulated ONLY amongst SLAPCEO Members
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	<ul style="list-style-type: none"> - Assisted SLCB to finalize the promotional plan for the year 2015 - Based on SLAPCEO recommendations, SLCB initiated contact with Government institutions requesting them to bid for foreign conferences when travelling abroad & to use services of SLAPCEO members in those instances - Secured a seat for SLAPCEO on the Board of SLCB - MICE interests represented on SLAITO Board through SLAPCEO member
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	<ul style="list-style-type: none"> - Based on SLAPCEO's request, SLCB has stopped assisting events organized directly by foreign PCOs & PEOs
d. To liaise with local and international bodies for MICE Tourism	<ul style="list-style-type: none"> - Made contact with MICE ASIA organizers in Singapore. As a result of this initiative, SLAPCEO Members were able to take part at their MICE Asia event - Liaised with IAPCO Switzerland to bring one of their training prestigious programs to Sri Lanka
e. To encourage MICE tourist traffic between Sri Lanka and other countries and vice versa	<ul style="list-style-type: none"> - Organizing the MICE MART in June 2015 - Tied up with Kerala Tourism to promote Sri Lanka
f. To organize and hold meetings,	<ul style="list-style-type: none"> - Organized familiarization tours at Apei

incentive travel, conferences, congresses, conventions, lectures, seminars, exhibitions, events, workshops and forums for any purpose and of all types of descriptions	<p>Gama& Galle Face</p> <ul style="list-style-type: none"> - Members' get together & IAPCO Alumni Group Launch at Galadari Hotel
g. To provide advisory services on all matters relating to writing, editing, publishing and printing of marketing material in any form	<ul style="list-style-type: none"> - Contributions to the SLCB brochure & MICE video. - In touch with SLCB to launch a MICE magazine
h. To affiliate with any institutions local and foreign, with similar aims and objectives	<ul style="list-style-type: none"> - SLAPCEO obtained Associate membership of SLAITO. - Published articles about Sri Lanka in MICE Magazine from China
i. To sponsor scholarship, studentship and fellowship programs on its own or in collaboration with other local and/or foreign institutions or trusts	<ul style="list-style-type: none"> - SLAPCEO members supported SLCB regional seminars by participating as resource persons.
j. To develop, offer and conduct professional and other training courses and sessions for its members, non-members and stakeholders	<ul style="list-style-type: none"> - Organized a regional IAPCO seminar for the first time in Sri Lanka
k. To involve in any capacity in infrastructure development for the furtherance of the MICE industry	<ul style="list-style-type: none"> - In discussion with SLCB for Temple trees Convention Centre, as well as the Convention Centre next to Apei Gama
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.	<ul style="list-style-type: none"> - Revamped SLAPCEO website & in process of launching SLAPCEO Facebook page

Organization Structure

Board of Directors (Office Bearers) – as at 5 May 2015

1. Mr. Ziyam Ameen (Aitken Spence Travels (Pvt) Ltd) – President
2. Ms. Paddy Paul (Golden Isle Travel (Pvt) Ltd) - Secretary
3. Ms. Shanti Outscoorn (PICO Sri Lanka/ Intertrade Lanka Management (Pvt) Ltd) – Treasurer
4. Mr. Nalin Ariyaratne (Jetwing Events (Private) Limited.) – Committee Member
5. Ms. Felicia Adhihetty (B Connected (Pvt) Ltd) – Committee Member
6. Ms. Janice Hakel-Ranasinghe (Kairos) – Committee Member

Advisors – as at 5 May 2015

1. Mr. MM Imran (Immediate Past President)
2. Mr. Vipula Wanigasekera – General Manager, Sri Lanka Convention Bureau (Patron)
3. Mr. Michael Elias (Past President)
4. Mr. Dharni Soza (Past President)

Changes in 2014 – as at 5 May 2015

13 DEC 2013 -

1. Mr. MOHAMED MOSSADIQUE IMRAN resigned as President of SLAPCEO after his resignation as an employee of Lanka Exhibition and Conference Services.
2. Mr. ZIYAN AMEEN (Representative from Aitken Spence Travels (Pvt) Ltd) was appointed President of SLAPCEO from 13 Dec 2013 to fill the vacancy created by the resignation of Mr. MOHAMED MOSSADIQUE IMRAN.
3. Ms. SHANTI OUTSCOORN (Representative from Intertrade Lanka Management (Pvt) Ltd) was appointed as Treasurer of SLAPCEO from 13 Dec 2013 to fill the vacancy created by the appointment of Mr. Ziyam Ameen as the President.

26 FEB 2014 SLAPCEO AGM –

1. Mr. ZIYAN AMEEN (Representative from Aitken Spence Travels (Pvt) Ltd) was re-appointed as President of SLAPCEO, as he was initially appointed only to fill the vacancy.
2. Ms. SHANTI OUTSCOORN (Representative from Intertrade Lanka Management (Pvt) Ltd) was re-appointed as Treasurer of SLAPCEO, as she was initially appointed only to fill the vacancy.
3. Ms. PADDY PAUL (Representative from Golden Isle Travel (Pvt) Ltd) was re-appointed as Secretary of SLAPCEO for the second & final term.
4. Ms. JANICE HAKEL-RANASINGHE appointed as a new Committee Member of SLAPCEO

The following were re-appointed as Directors & Committee Members of SLAPCEO:

5. Mr. Nalin Ariyaratne (Representative from Jetwing Events (Private) Limited.)
6. Mr. Dilakshan Perera (Representative from Walkers Tours Limited)
7. Mr. Harith Perera (Representative from Diethelm Travels Lanka Pvt Ltd)
8. Ms. Felicia Adhihetty (Representative from B Connected (Pvt) Ltd)

31 JULY 2014 -

Mr. DILAKSHAN PERERA resigned as Committee Member of SLAPCEO after his resignation as an employee of Walkers Tours Limited.

20 AUGUST 2014 -

Mr. KISIRU GALABODA replaces Ms. ANDREA HAKEL as the attorney representing Mr. VITHANAGE HARITH ANTHONY PERERA at SLAPCEO Board meetings.

17 APRIL 2015 -

Mr. VITHANAGE HARITH ANTHONY PERERA resigned as Committee Member of SLAPCEO due to other commitments. He will however remain as main Representative from Diethelm Travels Lanka Pvt Ltd

Sub-committees – as at 5 May

1. Networking with stakeholders - Mr. Ziyam Ameen
2. Education & overseas promotions - Ms. Paddy Paul
3. Membership drive - Ms. Shanti Outscoorn
4. Social activities - Mr. Nalin Ariyaratne
5. PR & Communications - Ms. Felicia Adhihetty
6. Website & IT – Ms. Janice Hakel Ranasinghe

Members

All those who had obtained SLAPCEO membership prior to 26th February 2014, submitted re-classification applications requesting to be classified as desired under the new SLAPCEO membership criteria & categorization, which was adopted by Special Resolution #SLAPCEO2014/001 at the 2nd AGM held on 26th February 2014.

Since its adoption, 12 more new members have been inducted to SLAPCEO under the new criteria & categorization.

SLAPCEO now boasts 30 Members (22 Full members, 8 Associate members) & 1 Patron

Membership of SLAPCEO as at 5 May 2015

30 Members (22 Full Members, 8 Associate Members) & 1 Patron

FULL MEMBERSHIP CATEGORIES

PCO = Professional Conference Organiser

PEO = Professional Exhibition Organiser

EMC = Event Management Company

DMC = Destination Management Company

ASSOCIATE MEMBERS Include...

Hotels

Equipment suppliers

Venue providers

Airlines

Advertising & marketing agencies

Other service providers as considered admissible by Office Bearers

PRESENT MEMBERS								
	Membership ID	Name	Address	Membership category	Sub category	1st Representative	2nd Representative	3rd Representative
1	CO- 2006/01	Lanka Exhibition and Conference Services Pvt Ltd	4th Floor, Automobile Association Building, No.40, Sir Mohamed Macan Marker Mawatha, Colombo 3	Full member	PCO, PEO	Mr Aasim Mukthar, CEO	Mr Husnie Rauf, General Manager	Mr Arjun Dharmadasa, Managing Director
2	CO- 2006/02	Intertrade Lanka Management (Pvt) Ltd	Sri Lanka Exhibition & Convention Centre, 12, D.R. Wijewardene Mawatha, Colombo 10	Full member	PCO, PEO	Ms Shanti Outschoorn, Executive Director	Mr Emile Gunsekera, General Manager	

3	CO- 2006/03	Aitken Spence Travels (Pvt) Ltd	4th Floor, Aitken Spence Tower 2, 315, Vauxhall Street, Colombo 02	Full member	PCO, PEO, DMC, EMC	Mr.Ziyan Ameen, Asst General Manager	Mr Tikiri Ellepola, Chief Operating Officer	Ms Nadeeka Leeniyagoda, Asst Manager
4	CO- 2006/04	Diethelm Travels Lanka Pvt Ltd	Level 6, Hemas House, 75 Braybrooke Place, Colombo 2	Full member	PCO	Mr. Harith Perera, Managing Director	Kisuru Galaboda, Manager – MICE & Product Development	
5	CO- 2006/05	Walkers Tours Limited	117, Sir Chittampalam A. Gardiner Mawatha, Colombo 02	Full member	DMC	Mr. Prabath Harshakumar, Vice President	Mr. Sanjaya Batuwantudawa, Manager	
6	CO- 2006/06	Jetwing Events (Private) Limited	"Jetwing House II", 46/26, Navam Mawatha, Colombo 02, Sri Lanka.	Full member	PCO, PEO, DMC, EMC	Mr Nalin Ariyaratne, General Manager	Ms Shiromal Cooray, Managing Director	Mr Shiresh Seneviratne, Manager
7	CO- 2011/08	Golden Isle Travel (Pvt) Ltd	M-7, Mezzanine Floor, Galadari Hotel, Colombo 1	Full member	PCO, DMC	Ms Paddy Paul, Managing Director	Mr Dion Boulton, General Manager	
8	SP- 2010/09	KAIROS	22, Jayasinghe Road, Kirulapone, Colombo 6	Full member	EMC	Janice Hake Ranasinghe, Proprietor	Vinod Kariyapperuma, Assist Event Coordinator	
9	CO- 2010/10	B Connected (Pvt) Ltd	100, Jawatte Road, Colombo 5	Full member	PCO	Ms Felicia Adihetty, Managing Director	Mary Ferdinands, Event Co-ordinator	

10	GA- 2011/11	S W R D Bandaranaik e National Memorial Foundation	BMICH Convention & Exhibition Centre, Bauddhaloka Mawatha, Colombo 7	Full member	PEO	TBC	Major Jayantha Ratnayake, Manager-Finance & Administration	
11	CO- 2011/12	Taj Lanka Hotels PLC	No 25, Galle Face centre Road, Colombo 3	Associate		Mr. Rohit Khosala, CEO		
12	CO- 2011/13	Asia Tours Pvt Ltd	213/8, William Jayasuriya Mawatha, Kesbawa	Full member	PCO	Dileesha Galappatthi, Partner	Sanjeewa Vasabha Bandara, Bulathsinhala	
13	CO- 2011/14	DAV Technologies (Pvt) Ltd	No. 6, 2nd Lane, Nawala	Full member	EMC	Mohandas Mark Gomis Abeysinghe, Managing Director	Wannakuwata Waduge Dhanushka Indeewara Fernando, Director Sales & Marketing/ Bernard Jeevan De Silva	Bernard Jeevan De Silva, General Manager
14	CO- 2012/15	Cinnamon Lakeside Colombo (Trans Asia Hotels PLC)	115, Sir C. A. Gardiner Mawatha, Colombo 2	Associate		Muzanif Mohamed	Kanishka Udawatta	
15	CO- 2012/16	361 Degrees (Pvt) Ltd	41/30, DM Colombage Mw, Col 5	Full member	EMC	Thusitha Rukmal De Silva, Director	Gihan De Silva, Business Manager	

16	CO- 2013/17	NKAR Travels & Tours (Pvt) Ltd	45, Ananda Coomaraswamy Mawatha, Colombo 7	Full member	PCO, DMC	Nilmin Nanayakka ra, Managing Director	Mr Ravi Subramania m, Chief Operating Officer – Inbound	Dhanushka Wijeyekoon, Asst Manager
17	CO- 2013/18	Galadari Hotel	64 Lotus Road, Colombo 1	Associate		Tania Vandersay	Mohamed Naizer	
18	CO- 2013/19	MAS Fabric Park (Pvt) Ltd	MAS Institute of Management & Technology, MAS Fabric Park, Kurunegala Rd, Thulhiriya	Associate		Michael Jayawarde na, Asst Mgr - Business Developme nt	Sharmila Kumari, Customer Relations Executive	
19	CO- 2013/20	M&S Travel Solutions Pvt Ltd	588/55 Havelock Road Col 5	Full member	DMC	Tuan Shaffaath Amidon, Director	Prashastha Perera, Business Development Manager	Mohamed Faaraz, Senior Executive
20	CO- 2013/21	Columbus Tours Pvt Ltd	221/2, Dharmapala Mawatha, Colombo 7	Full member	DMC	Bobby Jordan Hansen, Managing Director	Nadine Samerawickr eme, Senior Manager Sales & Marketing	Candice Gomez, Asst Manager Sales & Marketing
21	CO-2014/22	Colombo Fort Hotels LTD	8-2/1, York Arcade Building, Leyden Bastian Road, Colombo 01	Associate		Sandy Wanniarac hchi, Sales Manager- Corporate/ Mice & Event Planning	M R Hassan, Director Marketing/ Corporate Affairs	Sherlene Gunanayaga m, Sales & Marketing Executive
22	CO-2014/23	CDC Events & Travels Pvt Ltd	26/1, Gamunu Mawatha, Off Borupana Road, Ratmalana	Full member	PCO, PEO	MM Imran, Managing Director	Missaka Weekoon, Senior Manager	Chandra Wickramasin gha, Chairman

23	CO-2014/26	Tangerine Beach Hotels PLC	236, Galle Road, Colombo 3	Associate		Mohamed Fayad Bakir, Manager Sales	Nadeem Lebbe, Manager	Dishna Nanayakkara, Manager Reservations
24	CO-2014/27	Victory Exhibitions & Conventions Pvt Ltd	7, Independence Avenue, Colombo 7	Full member	EMC	Biyanka Maneesha Wijayana, Managing Director	MS Wattegama, Director	
25	CO-2014/28	Conference & Exhibition Management Services Pvt Ltd	9-4/2, Station Road, Bambalapitiya, Colombo 4	Full member	PEO	S. S. Sarwar, Group CEO CEMS Global USA/ Asia Pacific	Ejaz S. Sarwar, Country Director	WGTK Weerathna, Head of Marketing & Coordination
26	CO-2014/29	Cinnamon Hotel Management Ltd.	117, Sir Chittampalam A Gardiner Mw, Col 2	Full member	PCO, EMC	Dileep Mudadeniya, Head of Brand Marketing/ Vice President - John Keells Group	Mevan Pieris, Executive - Events & Social Media	Christina Gunasinghe, Executive - Events
27	CO-2014/30	Beyond Boundaries Global Pvt Ltd	20/63, Fairfield Garden, Colombo 08	Full member	DMC	Anuruddha Bandara, CEO	Hajleen Juhara, Business Development Manager	
28	CO-2014/31	Imagination Strategic Pvt	89, Galle Road, Mount Lavinia	Associate		Michael Perera, Managing Director	Sunil Wanigatunga, Chairman	Ransith De Mel, Director
29	CO-2014/32	Helanka Vacations Pvt Ltd	Level 6, Access Towers, 278, Union Place, Colombo 2	Full member	DMC	HJ Rohitha Mendis, Managing Director	Anusha Wijeyesekera, General Manager	

30	CO-2015/33	CITRUS Vacations Ltd	No 7/5, Gregory's Road, Colombo 07	Associate		Lasantha Perera, Director/CEO	Ushan Perera, Head of Operations	Nalin Dassanayake, Head of Out Bound
----	------------	-----------------------------	------------------------------------	------------------	--	-------------------------------	----------------------------------	--------------------------------------

PAST MEMBERS					
	Membershi p ID	Name	Address	Current status	
	CO- 2006/07	Sri Lanka Convention Bureau	Ministry of Tourism, 78, Galle Road, Colombo 03	Patron	Mr. Vipula Wanigasekera, CEO

Activity Calendar 2015/2016

The following lists out SLAPCEO activities planned for the coming year.

Month	Time	Date	Location	Members Meetings & Other Events
May	3.00pm	Tue 26 May 2015	Taj Samudra Hotel	3 rd AGM
Jun	4.00pm	Tue 30 Jun 2015	Galadari	MICE Mart
Jul	4.00pm	Tue 28 Jul 2015	SLECC	
Aug	4.00pm	Tue 25 Aug 2015	Jetwing	Quarterly Members Meeting coupled with special activity
Sep	4.00pm	Tue 29 Sept 2015	Aitken Spence	
Oct	4.00pm	Tue 27 Oct 2015	Galadari	Quarterly Members Meeting coupled with special activity
Nov	4.00pm	Tue 24 Nov 2015	SLECC	
Dec	4.00pm	Tue 29 Dec 2015 or 5 Jan 2016	Jetwing	Quarterly Members Meeting coupled with special activity
Jan	4.00pm	Tue 26 Jan 2016	Aitken Spence	
Feb	4.00pm	Tue 23 Feb 2016	Galadari	
Mar	4.00pm	Tue 29 Mar 2016	SLECC	
April	4.00pm	Tue 26 April 2016	Jetwing	

Financial Statements

Audited accounts for period ending 31 December 2014 will be received from M/S B R De Silva & Co & will be circulated to members by 20 May 2015.

The following summary of income & expenses are presented pending the audited accounts:

Balance as at March 2014	1,368,184.97	
Membership Income	295,000.00	
Excess Income form IAPCO Training	423,386.27	
Excess Income from Sancharaka Udawa	321,460	
	2,408,031.24	
		2,408,031.24
Less : Expenses		310,500.36
Balance as at 31st December 2014		2,097,530.88

Contacts

1. PRESIDENT
Mr.Ziyan Ameen, Asst General Manager
777 788931 ziyan@aitkenspence.lk
2. SECRETARY
Ms Paddy Paul, Managing Director
773020354 paddy@goldenisesrilanka.com
3. TREASURER
Ms Shanti Outschoorn, Executive Director
777 685444 shanti.o@sl.pico.com
4. COMMITTEE MEMBER
Mr Nalin Ariyaratne, General Manager
777287816 nalin@jetwing.lk
5. COMMITTEE MEMBER
Ms Felicia Adhihetty - Managing Director
777793783 md@bconnected.lk bconnected@sltnet.lk
6. COMMITTEE MEMBER
Janice Hakel Ranasinghe- Proprietor
777761675 janis.kairos@gmail.com

Annexure 1 – Notice of AGM



NOTICE IS HEREBY GIVEN THAT the 3rd Annual General Meeting of the members of Sri Lanka Association of Professional Conference, Exhibition & Event Organisers (company limited by guarantee GA 2662) will be held on 26 May 2015 at 4pm at the Gregory Hall, Heritage Crystal Building, Taj Samudra Hotel, Colombo 1.

The Agenda for the meeting is as follows:-

1. Apologies for absence and announcements
2. Adopt minutes of the previous Annual General Meeting held on 26 February 2014
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. Resolutions to appoint four new Directors & Committee Members of SLAPCEO:
 - i. Mr Gihan Indika Sampath De Silva (Representative from 361 Degrees Pvt Ltd)
 - ii. Mr Mohamed Aasim Mukthar (Representative from Lanka Exhibition & Conference Services Pvt Ltd)
 - iii. Mr Tuan Hajreen Juhara (Representative from Beyond Boundaries Global Pvt Ltd)
 - iv. Mr Tuan Shaffaath Amidon (Representative from M&S Travel Solutions Pvt Ltd)
6. Re-appointing BR De Silva & Co as Auditors
7. Welcoming new members to SLAPCEO
8. Any other business

Cocktails & hors d'oeuvres to follow.

By Order of the Office Bearers of SLAPCEO

Ms. Dinukshi Bandaranayake for Marks & Patents Lanka (Pvt) Ltd

Company Secretaries

6 May 2015

Colombo

Contd...

Notes:-

- 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.
- Only Full Members are entitled to vote.

Annexure 2 - Proxy Form



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 26th day of May 2015 and at any adjournment thereof.

Signature:

Date:

Annexure 3 - 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

NAME:

DESIGNATION:

COMPANY:

COMPANY ADDRESS:

.....

QUERIES/ COMMENTS:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

DATE: