



ASHRAE

ASHRAE SINGAPORE CHAPTER

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. SINGAPORE CHAPTER
Mailing Address: Bukit Merah Central, P.O. Box 0626, Singapore 911535

25th ANNUAL GENERAL MEETING

NOTICE OF MEETING

3rd April 2007

Dear fellow members and friends,

The 25th Annual General Meeting of the ASHRAE Singapore Chapter will be held at 12.00pm to 5.00 pm (approx.) on Saturday, 21st April 2007 at Mercury III Function Room, Level 5, of Furama Riverfront Singapore Hotel (former Apollo Hotel), 405 Havelock Road, Singapore 169633.

The lunch will be served from 12.30 pm.

The Secretary Report 2005-2006, having been circulated, will be taken as read and will not be presented at the AGM but will be opened to members for comments, if any.

To facilitate catering arrangements, please confirm your attendance via fax, email or mail to the undersigned on or before 14th April 2007.

I look forward to receiving your reply and meeting you at the 25th AGM

Thank you.

Yours faithfully,

Francis Lee

Honorary Secretary, 2006-2007

Email: francis@airverclean.com

Fax: 6741 3935

P S: As a gentle reminder, please ensure that you are a ASHRAE Society as well as Ashrae Singapore Chapter (ASC) Member in good standing. Annual dues for ASC can be made at the Reception.



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24th ANNUAL GENERAL MEETING

Mercury III Function Room, Level 5,
Furama Riverfront Singapore Hotel (former Apollo Hotel),
405 Havelock Road, Singapore 169633
Tel: 6733 2081

AGENDA

1. President's Address
2. Hon. Secretary's Report 2005-2006
3. Hon. Treasurer's Report 2005-2006
4. Confirmation of Minutes of the 23rd AGM and Matters Arising
5. Appointment of Auditors 2006-2007
6. Election of Office Bearers
7. Any Other Business