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1 April 2011

TO: MEMBERS

Dear Member

**ASSOCIATION OF SINGAPORE PATENT AGENTS
ANNUAL GENERAL MEETING and DINNER**

The Annual General Meeting of the Association of Singapore Patent Agents will be held on Tuesday 3 May 2011 at 6.00 p.m. and I enclose:

1. Notice of Meeting;
2. Agenda;
3. Minutes of the Annual General Meeting held 17 May 2010;
4. Nomination Form for all positions on the committee;
5. Proxy Form;
6. Dinner response form;
7. A copy of the Constitution showing the proposed changes; and
8. An Explanatory Memorandum regarding the proposed amendments to the Constitution.

As this is an election year, all committee positions are vacated. Existing committee members can be re-nominated for their existing position, or a different position, with the exception of our treasurer Low Pei Lin as by law she can serve in that position for one term only. I am not nominating for another term as President.

All nominations must be by using the Nomination Form, and must be received by the secretary by the close of business on Tuesday 19 April 2011. We will accept facsimile and email transmission for the Nomination and Proxy Forms provided the original document is sent by post the same day.

At the AGM last year the proposals to amend the Constitution lapsed due to insufficient numbers of Ordinary Members being in attendance in person or by proxy. The same amendments are being presented again this year. I therefore urge you to attend. If you cannot attend, please give your proxy to another Ordinary Member. We need two-thirds of the Ordinary Members present at the Annual General Meeting, in person or by proxy, to be in favour of the amendments for the amendments to be approved.

If you wish to have a proxy vote on your behalf please complete the proxy form and return it to the secretary (Magdelene Ong). It must be received at least 48 hours before the scheduled start of the meeting. Due to the Monday public holiday, that means all proxies must be received by the close of business on Friday 29 April 2011. The proxy must be an Ordinary Member of this Association. In view of the provisions of clause 9.9 of the constitution I urge members to attend in person to enable the required quorum to be achieved for the Annual General Meeting to be held. We will require 21 Ordinary Members to attend in person or by proxy to achieve this.

To be eligible to vote at the AGM, your subscription must have been paid up to date. If you have any queries, please contact the treasurer, Low Pei Lin, at

low.peilin@allenandgledhill.com. If you have not paid your subscription, please do so before the AGM.

Following the AGM a dinner will be held in the function room at the M Hotel. The cost of the dinner will be at the cost of this Association, including soft drink. Alcoholic drinks will be at the individual's expense. For catering purposes, please let Magdalene know by email (mong@marks-clerk.com.sg) of your intentions regarding the dinner.

Mr. Duncan Hart, a consultant on professional practice management will be the after dinner speaker on the topic "Patent attorney/agent business models: the good, bad and the ugly". Duncan is of international renown and has worked as an advisor on professional practice management in many countries including USA, UK, the Middle East, China and Australia. He was formerly the managing partner of the Australian law firm Philips Fox, and holds an MBA. He is an excellent and enthralling speaker. More information on Duncan can be found at www.duncanhartconsulting.com

Yours sincerely

A handwritten signature in black ink, appearing to read "Keith Callinan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Keith Callinan
President