



**COUNCIL OF ASIA FURNITURE ASSOCIATIONS**  
**亚洲家具联合会**

---

06<sup>th</sup> November 2012

Dear Members,

**CAFA 16<sup>th</sup> Annual General Meeting, Singapore – 18<sup>th</sup> December 2012**

The Chairman has confirmed that the 16<sup>th</sup> Annual General Meeting of CAFA shall be held on 18<sup>th</sup> December 2012 in Singapore.

We are pleased to enclose the following for your perusal:

- 1) Programme
- 2) Agenda
- 3) Minutes of 30<sup>th</sup> Directors' Meeting, Kuala Lumpur, Malaysia, 07<sup>th</sup> March 2012

We would appreciate if you could complete the following forms and return these to the Secretariat by Friday, 23<sup>rd</sup> November 2012:

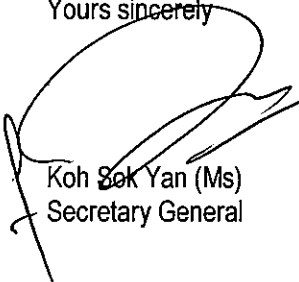
- Form (1) Confirmation of Representatives attending 16<sup>th</sup> Annual General Meeting
- Form (2) Confirmation of Participation in Activities, by each representative
- Form (3) Country Report

The Singapore Furniture Association will be hosting this event and will arrange all meals, local transport, meeting arrangements and 2 nights hotel accommodation for 2 delegates from each member association.

Please let us know if you require further information.

We look forward to seeing you soon.

Yours sincerely



Koh Sok Yan (Ms)  
Secretary General

cc. Dr Lim C.S., Chairman



**COUNCIL OF ASIA FURNITURE ASSOCIATIONS**  
**亚洲家具联合会**

---

Appendix 1

**16<sup>th</sup> Annual General Meeting**  
**17<sup>th</sup> to 19<sup>th</sup> December 2012**  
**Singapore**

**PROGRAMME**

<b>Date</b>	<b>Time</b>	<b>Itinerary</b>
17 December, Monday	10:00am – 6:00pm	Arrivals in Singapore
	6:30pm – 9:00pm	Welcome Dinner
18 December, Tuesday	9:00am – 12:30pm	16 <sup>th</sup> Annual General Meeting
	12:30pm – 2:00pm	Lunch hosted
	2:00pm – 5:00pm	Visit The Furniture Mall
	6:30am – 9:00pm	Farewell Dinner Garden by the Bay
19 December, Wednesday	9:00am – 6:00pm	Departure

**P/S: Airport transfer will be provided**



**COUNCIL OF ASIA FURNITURE ASSOCIATIONS**  
**亚洲家具联合会**

---

Appendix 2

**16<sup>th</sup> Annual General Meeting**  
**18<sup>th</sup> December 2012**  
**09:00am – 12:30pm**  
**Singapore**

**AGENDA**

1. Welcome remarks by CAFA Chairman
2. Confirmation of Minutes of 30<sup>th</sup> Directors Meeting, 07<sup>th</sup> March 2012.
3. Secretariat Report
  - Administrative and Membership Matters
  - Finance/Treasury Report
  - CAFA Website
4. Presentation of Industry Report from Members
5. Report from Committees
  - Design & Exhibition, chaired by TFA
  - LeCong IEC Project, chaired by MFIC
  - Marketing Study, chaired by TFMA
  - Materials Standards, chaired by ASMINDO
  - Furniture Standards, chaired by CNFA/KFFIC
6. Other Matters
  - Election of Chairman for 2013/2014
  - Determination of the date and venue of 31<sup>st</sup> Directors Meeting