

Contact details (if required upon arrival within Australia)

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ASIA-PACIFIC CORPORATE REGISTERS FORUM 2005



FIRST ANNUAL GENERAL MEETING

Langham Hotel
1 Southgate Avenue
Melbourne, Australia
8 -11 March, 2005

PROGRAM OF EVENTS





Tuesday, 8 March 2005

Arrival

05:00 pm	Forum registration	Langham Hotel
06:00 pm	Cocktail party - smart casual	Langham Hotel
08:00 pm	Close of cocktail party and registration	Langham Hotel Yarra Room

Wednesday, 9 March 2005

Visit to ASIC Information Processing Centre, Traralgon

07:30 am	Forum registration	Langham Hotel
08:00 am	Departure by coach to the Information Processing Centre, Traralgon	
10:00 am	Arrival - welcome and morning tea <i>Rosanne Bell - Director, Public Information Program Operations</i>	IPC Traralgon
10:30 am	Briefing and tour of document processing teams <i>Daniel Rake - Manager, Client Services Branch</i>	IPC Traralgon
11:30 am	Briefing and tour of Client Contact Centre <i>Steven Scott - Manager, Client Contact Centre</i>	IPC Traralgon
12:00 pm	Briefing and tour of Doclmage Business Support <i>Tony Smith - Manager, Doclmage Business Services</i>	IPC Traralgon
12:30 pm	Luncheon	IPC Traralgon
02:30 pm	Presentation: The compliance lifecycle of a company and associated targeted compliance programs including deregistration <i>Sarah Cumming - Manager, Compliance</i>	IPC Traralgon
03:30 pm	Afternoon tea	IPC Traralgon
04:00 pm	Departure for Langham Hotel, Melbourne	
06:00 pm	Arrival at Langham Hotel	
07:30 pm	Formal dinner	Langham Hotel Melba Brasserie

Thursday, 10 March 2005

Annual General Meeting

08:30 am	Forum registration	Langham Hotel
09:00 am	Welcome to the Annual General Meeting <i>Jeremy Cooper - Deputy Chairman</i>	Langham Hotel
	Overview of the Agenda for the AGM <i>Jeremy McNeice - Deputy Executive Director Operations</i>	
09:30 am	Delegate introductions and profiles	Langham Hotel
11:00 am	Morning tea	Langham Hotel
11:30 am	Forum Session 1: Attendance, apologies, welcome and introduction	Langham Hotel
01:00 pm	Luncheon	Langham Hotel
02:00 pm	Presentation by guest speaker: Driving e-take up of e-filing <i>Lyn Lynch - Marketing Director, Companies House, United Kingdom</i>	Langham Hotel
03:00 pm	Afternoon tea	Langham Hotel
03:30 pm	Forum Session 2: Discussion of submissions and passing of Constitution	Langham Hotel
05:30 pm	Close of Day One	Langham Hotel
07:30 pm	Closing dinner - smart casual	Colonial Tramcar Restaurant

Friday, 11 March 2005

Annual General Meeting

08:30 am	Forum registration	Langham Hotel
9:00 am	Forum Session 3: Election of Executive Committee and Chair; approval of budget and membership fees	Langham Hotel
10:30 am	Morning tea	Langham Hotel
11:00 am	Presentation by guest speaker: Developing an Enterprise Solution for Business (from traditional Companies Office to business entry point to government) <i>Justin Hygate - Group Manager Business Registries, Ministry of Economic Development, New Zealand</i>	Langham Hotel
11:30 am	Forum Session 4: Discussion of current issues; date and location of next meeting	Langham Hotel
12:30 pm	Luncheon	Langham Hotel
02:00 pm	Summary of outcomes and activities	Langham Hotel
02:30 pm	Conclusion of Annual General Meeting	Langham Hotel