



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Mini-Park, Legazpi St., Legazpi Village, Makati City

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April 15, 2004

MEMORANDUM CIRCULAR 2004 - 07

TO: ALL MEMBERS

RE: AGENDA, 41ST ANNUAL MEMBERSHIP MEETING

The following matters will be considered in the Annual Membership Meeting of the Makati Commercial Estate Association, Inc. (MaCEA) to be held at 9:00 a.m. on Tuesday, May 18, 2004, at the Fairways Dining Room, Manila Golf & Country Club, City of Makati:

AGENDA

1. Call to order
2. Reading of the Proof of Notice
3. Determination of Quorum
4. Approval of the Minutes of the May 13, 2003 Annual Membership Meeting
5. Reports:
 - 5.1 2003 Annual Report
 - 5.2 2003 Financial Report
6. Ratification of the Acts of the Board of Governors
7. Election of Board Members
8. Appointment of External Auditors
9. New Business
10. Adjournment


JAIME R. MATIAS
Corporate Secretary