



**5th Office Bearers' Meeting
(Term 2011-2012)**


**The Expo and Convention Center, Lahore, Pakistan
June 16th, 2012**

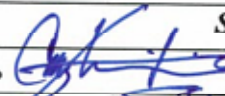

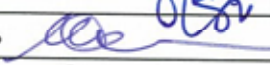
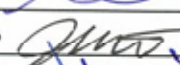
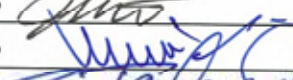
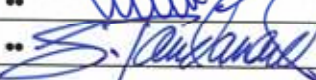
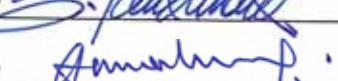
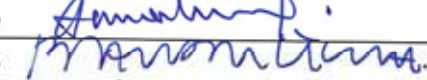
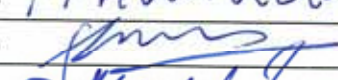




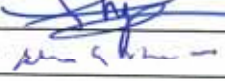
**MEETING MINUTES
ATTACHMENTS**

ARCHITECTS REGIONAL COUNCIL OF ASIA


1.0 CONVENING OF THE O.B. MEETING & FINANCIAL UPDATES

1.3 QUORUM

ARCASIA ARCHITECTS REGIONAL COUNCIL OF ASIA	5 th OB Meeting LIST OF PARTICIPANTS	16-06-2012
Venue: The Expo and Convention Center Lahore, Pakistan		

No.	Name	Institute	Nation	Position	Sign
1	George Kunihiro	JIA	Japan	O.B., President	.. 
2	Tan Pei Ing	PAM	Malaysia	O.B., President Elect	.. 
3	Marco Corbella	JIA	Japan	O.B., Hon. Secretary	.. 
4	Junichi Ito	JIA	Japan	O.B., Hon. Treasurer	.. 
5	Kalim A. Siddiqui	IAP	Pakistan	O.B., Vice President ZONE A (host)	.. 
6	Sathirut Tandanand	ASA	Thailand	O.B., Vice President ZONE B	.. 
7	Anna Kwong Sum-Yee	HKIA	Hong Kong (China)	O.B., Vice President ZONE C	.. 
8	Balbir Verma	IIA	India	Chairman ACPP	.. 
9	Ashvinkumar Kantilal	SIA	Singapore	Chairman ACGSA	.. 
10	Joseph Kwan	HKIA	Honh Kong (China)	Chairman ACSR	.. 
11	Nela De Zoysa	SLIA	Sri Lanka	Chairperson Fellowship	.. 
12	Akeel Bilgrami	IAP	Pakistan	Observer	.. 
13	Ahmad Mirza	IAP	Pakistan	Observer	.. 
14	SHAHAB GHANI KHAN	IAP	PAKISTAN	IAP PRESIDENT (HOST)	.. 
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1.4 ADOPTION OF AGENDA

ARCASIA ARCHITECTS REGIONAL COUNCIL OF ASIA	5th OB Meeting Agenda	Update June 13 th , 2012
Date: June 16th, 2012 Venue: The Expo and Convention Center, Lahore, Pakistan		

Agenda :

Session-1, 9:00 -10:00

1.0 Convening of the Office Bearers Meeting and Financial Updates


- 1.1 Welcome Remarks - ARCASIA President, Ar. George Kunihiro (5 min)
- 1.2 Welcome Remarks – IAP President Ar. Shahab Ghani Khan (5 min)
- 1.3 Acknowledgements - Hon. Secretary Ar. Marco Corbella (5 min)
- 1.4 Adoption of the Agenda - Ar. Corbella (5 min)
- 1.5 Adoption of the Minutes of the 4th OB Meeting in Boracay - Ar. Corbella (5 min)
- 1.6 Financial Updates - Hon. Treasurer Ar. Junichi Ito (20 min)
 - 1.6.1 Financial Updates
 - 1.6.2 ARCASIA money at KIRA
- 1.7 Auditing companies - Ar. Ito (10 min)
- 1.8 Directors change for ARCASIA incorporation (5 min)

Session-2, 10:00 – 12:15

2.0 ARCASIA Affairs

- 2.1 President Agenda: progress of workgroups - Ar. Kunihiro (15 min)
 - 2.1.1 Workgroup on “10 yrs growth plan” – V.P. Zone B, Ar. Satiruth Nui Tandanand (15 min)
 - 2.1.1.1 Membership: ALACE Architectural Division
 - 2.1.1.2 Growth in Quality
 - 2.1.1.3 Growth in Importance
 - 2.1.1.4 Growth in Finance
 - 2.1.2 Workgroup on “Continuity” – V.P. Zone A, Ar. Kalim Siddiqui, (15 min)
 - 2.1.3 Workgroup on “Growth and New Membership” – V.P. Zone C, Ar. Anna Kwong Sum-Yee (15 min)
 - 2.1.3.1 New Applications – Chinese Taipei, Cambodia (Brunei, Buthan?)
 - 2.1.4 Workgroup on “Funding and sponsorship” – 3 Zonal V.P. (15 min)
- 2.2 MOU with Other Regional Organizations - Ar. Kunihiro and V.P.s
 - 2.2.1 Setup of a committee/workgroup to create framework for international agreements’ policy (15 min)
 - 2.2.2 Signed MOU with AUA and MASA: practical implementation (15 min)
(facilitator, exchange information, tours, etc...)
 - 2.2.3 Progress Discussion with ACE (10 min)
 - 2.2.4 Progress Discussion with CAA and possibility of LOU with the RAIA, RNZIA (10 min)
- 2.3 ACA in Bali: progress report - Ar. Corbella (10 min)

Lunch Break , 12:15 -14:00 (1hr 45min)

ARCASIA ARCHITECTS REGIONAL COUNCIL OF ASIA	5th OB Meeting Agenda	Update June 13 th , 2012
Date: June 16th, 2012 Venue: The Expo and Convention Center, Lahore, Pakistan		
<p>Session-3, 14:00 – 15:00</p> <p>3.0 ARCASIA Projects</p> <ul style="list-style-type: none"> 3.1 ARCASIA Timeline Chart (2nd Edition) – Ar. Corbella (10 min) 3.2 ARCASIA Heritage book corrige - Ar. Corbella (10 min) 3.3 Distribution of ARCASIA Books – Ar. Ito, Ar. Corbella (5 min) 3.4 ARCASIA Award book proposal - Ar. Kunihiro, Ar. Tandanand (15 min) 3.5 ARCASIA newsletter proposal - Ar. Kunihiro, Ar. Ito (15 min) 3.6 Webex conference system and Cisco sponsorship – Ar. A. Kwong (5 min) <p>Tea Break, 15:00 – 15:15</p> <p>Session-4, 15:15 – 16:15</p> <p>4.0 Updates and Follow up Reports from the Zonal Vice Presidents</p> <ul style="list-style-type: none"> 4.1 Zone-A, Ar. Siddiqui (20 min) 4.2 Zone-B, Ar. Tandanand (20 min) 4.3 Zone-C, Ar. Kwong (20 min) <p>Session-5, 16:15 – 18:15</p> <p>5.0 Reports by the Chairmen of ARCASIA Committees</p> <ul style="list-style-type: none"> 5.1 ACAE report - (20 min) 5.2 ACPP report - ACPP Chairman Ar. Balbir Verma, (20 min) 5.3 ACGSA report - ACGSA Chairman, Ar. Ashvinkumar, (20 min) 5.4 ACSR report - ACSR Chairman, Ar. Joseph Kwan (20 min) 5.5 ARCASIA Fellowship report - Fellowship Chairman, Ar. Nela De Zoysa (20 min) 5.6 Inter-committee (ACPP, ACGSA, ACAE, ACSR) meeting: joint report (20 min) <ul style="list-style-type: none"> 5.6.1 Chairmen suggestions on ARCASIA Committees Deputy Chairman automatic elevation to Chairman <p>6.0 Other Issues (about 15 min)</p> <p>Adjournment (at about 18:30)</p>		

1.5 ADOPTION OF MINUTES OF 4th OB MTG IN BORACAY



**4th Office Bearers' Meeting
(Term 2011-2012)**

**La Carmela de Boracay Resort Hotel
Station 2, Boracay Island, Malay, Aklan, Philippines
February 2nd, 2012**

MEETING MINUTES

ARCHITECTS REGIONAL COUNCIL OF ASIA

ARCASIA	4th OB Meeting Agenda BORACAY	February 02, 2012
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ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA

February 02, 2012

Venue: La Carmela Congress Center, Boracay Island, The Philippines



Agenda :

Session-1, 9:00-10:00

1.0 Convening of the Office Bearers Meeting and Financial Updates

- 1.1 Welcome Remarks - ARCASIA President, Ar. George Kunihiro (5 min)
- 1.2 Welcome Remarks – UAP President Ar. Ramon Mendoza (5 min)
- 1.3 Acknowledgements - Hon. Secretary Ar. Marco Corbella (5 min)
- 1.4 Adoption of the Agenda - Ar. Corbella (5 min)
- 1.5 Adoption of the Minutes of the 3rd OB Meeting in DaNang - Ar. Corbella (5 min)
- 1.6 Financial Updates - Hon. Treasurer Ar. Junichi Ito (25 min)
 - 1.6.1 Financial Updates
 - 1.6.2 ARCASIA money at KIRA
 - 1.6.3 ARCASIA money at IAB (to retrieve from Institutes or banks)
- 1.7 Auditing companies - Ar. Ito (10 min)

Session-2, 10:00 – 12:00

2.0 ARCASIA Affairs

- 2.1 Bank Account change of signatures in Hong Kong - Ar. Ito (10 min)
- 2.2 President Agenda: progress of workgroups - Ar. Kunihiro (5 min)
 - 2.2.1 Workgroup on “10 yrs growth plan” – V.P. Zone B, Ar. Satiruth Nui Tandanand (15 min)
 - 2.2.2 Workgroup on “Continuity” – V.P. Zone A, Ar. Kalim Siddiqui, (15 min)
 - 2.2.3 Workgroup on “Growth and New Membership” – V.P. Zone C, Ar. Anna Kwong Sum-Yee (15 min)
 - 2.2.3.1 New Applications – Chinese Taipei, Cambodia (Brunei, Buthan?)
 - 2.2.4 Workgroup on “Funding and sponsorship” – 3 Zonal V.P. (15 min)
- 2.3 MOU with Other Regional Organizations - Ar. Kunihiro (40 min)
 - 2.3.1 Setup of a committee or workgroup to create framework for international agreements’ policy
 - 2.3.2 Signed MOU with AUA and MASA: practical implementation
(facilitator, exchange information, tours, etc...)
 - 2.3.3 Progress Discussion with ACE
 - 2.3.4 Progress Discussion with CAA
 - 2.3.5 Possibility of LOU with the RAIA, RNZIA
- 2.4 ARCASIA Calendar of Activities and Designated Contact Person list update - Ar. Corbella (5 min)

Lunch Break, 12:00-13:45

Session-3, 13:45 – 15:30

3.0 ARCASIA Projects

- 3.1 “Architecture Asia”: new online issue and promotion (email and flyer) - Ar. Kunihiro (15 min)
- 3.2 ARCASIA Timeline Chart (2nd Edition) – ACAE Chairman, Prof. Ar. Abu Sayeed M. Ahmed (15 min)
- 3.3 ARCASIA Heritage book corrigé – ARCASIA Imm. Past President Ar. Mubasshar Hussain, (10 min)
- 3.4 Distribution of ARCASIA Books – Advisor, Ar. Yolanda D. Reyes (10 min)
- 3.5 ARCASIA Award book proposal - Ar. Kunihiro (15 min)
- 3.6 ARCASIA newsletter proposal - Ar. Kunihiro, Ar. Ito (15 min)
- 3.7 ARCASIA Exhib. at UIA 2011 Tokyo Congress – ACGSA Chairman, Ar. Ashvinkumar (15 min)
- 3.8 Webex conference system and Cisco sponsorship – Ar. A. Kwong (10 min)

ARCASIA	4th OB Meeting Agenda BORACAY	February 02, 2012
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Tea Break, 15:30 – 15:45

Session-4, 15:45 – 16:30

4.0 Updates and Follow up Reports from the Zonal Vice Presidents

- 4.1 Zone-A, Ar. Siddiqui (15 min)
- 4.2 Zone-B, Ar. Tandanand (15 min)
- 4.3 Zone-C, Ar. Kwong (15 min)

Session-5, 16:30 – 18:20

5.0 Reports by the Chairmen of ARCASIA Committees

- 5.1 Inter-committee (ACPP, ACGSA, ACAE, ACSR) meeting: joint report (30 min)
 - 5.1.1 Chairmen suggestions on ARCASIA Committees Deputy Chairman automatic elevation to Chairman
- 5.2 ACPP report - ACPP Chairman Ar. Balbir Verma, (20 min)
- 5.3 ACGSA report - ACGSA Chairman, Ar. Ashvinkumar, (20 min)
- 5.4 ACAE report - ACAE Chairman, Ar. Sayeed, (20 min)
- 5.5 ACSR report and preview of presentation to UAP Summit - ACSR Chairman, Ar. Joseph Kwan (20 min)

6.0 Other Issues (about 15 min)

Adjournment (at about 18:35)

1.0	Convening of the Office Bearers Meeting and Financial Updates		Status
	Meeting Attendees:	President Ar. George Kunihiro Zone A Vice President Ar. Kalim A. Siddiqui, Zone B Vice President Ar. Sathirut Tandanand, Zone C Vice President Ar. Anna Kwong Sum-Yee, Hon. Secretary Ar. Marco Corbella, Hon. Treasurer Ar. Junichi Ito, Adviser Ar. Yolanda Reyes, Adviser Ar. Kun-Chang Yi, Chairman ACAE, Ar. Abu Sayeed, Chairman ACPP Ar. Balbir Verma, Chairman ACGSA Ar. Ashvinkumar Chairman ACSR Ar. Joseph Kwan Vice President UIA Region IV Esa Mohamed UAP President and host, Ar. Ramon Mendoza	
	1.1	Welcome Remarks - ARCASIA President, Ar. George Kunihiro ARCASIA President convenes the meeting by thanking United Architects of the Philippines (UAP) and its President, Ar. Ramon Mendoza, for the hospitality. Every attendant introduces himself/herself.	closed
	1.2	Welcome Remarks – Host and UAP President, Ar. Ramon Mendoza UAP President welcomes the participants to the ARCASIA 4 th OB meeting and announces housekeeping matters.	closed

ARCASIA	^{4th} OB Meeting Agenda BORACAY	February 02, 2012
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	1.3	Acknowledgements - Hon. Secretary Ar. Marco Corbella Hon. Sec. acknowledges that the quorum is reached and announces that, in continuity with the paperless policy of the last OB mtg., all documents are available only in electronic format on a USB flash memory kindly provided by UAP. The same documents are projected on a big screen for those without laptop.	closed
	1.4	Adoption of the Agenda - Hon. Secretary The Agenda is read and adopted by the Office Bearers.	closed
	1.5	Adoption of the Minutes of the 3rd OB Meeting in Da Nang, Vietman - Hon. Secretary Ar. Marco Corbella The Meeting Minutes of the previous OB mtg. in DaNang, already circulated among the Office Bearers, are put forth for adoption and are seconded by all present.	Closed
	1.6 1.6.1 1.6.2	Financial Updates - Hon. Treasurer Ar. Junichi Ito Financial Updates Hon. Treas. reads the latest update of the Financial report. The total balance of the funds is 61,414.87USD. This includes money that has been previously registered as received but that actually is yet to be credited to ARCASIA bank account (fields in blue in the Financial Statement attachment. See also later at point. 1.6.3) ARCASIA money at KIRA Zone B Vice President Ar. Sathirut Tandanand asks about the funding of the Fellowship Fund in order to think about how to increase the funds in the future. Adviser Ar. Yolanda Reyes explains that 100USD were collected for Fellowship membership until the Council mtg. in Lahore and that the Fellowship Fund, never used, accumulated in this way in a separate account from the normal ARCASIA fund and it was in KIRA's keeping, who later wired it to ARCASIA HK bank account. Adviser Ar. Kun-Chang Yi adds that no since fee is collected anymore there was no reason to keep a separate account and the Fellowship fund has been merged with the normal account. KIRA previously used 4000USD from the Fellowship Fund to open the ARCASIA bank account at Hong Kong bank. The remaining money that accumulated since about 2008 was also wired recently to the same account.	

ARCASIA	4 th OB Meeting Agenda BORACAY	February 02, 2012
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	<p>Ar. K.C. Yi asks that the item "Fellowship Fund" be merged with the normal ARCASIA fund in the next Financial Report.</p> <p>Hon. Treas. confirms that the money of the Fellowship fund has been wired by KIRA to ARCASIA bank account in Hong Kong and merged with the normal account. But he also adds that there are still differences between the amount of 25,000USD of ARCASIA funds held by KIRA (as declared by Ar. Mubasshar Hussain and reported at the last Council mtg.) and the amount of 21,000USD stated by KIRA.</p> <p>Ar. K.C. Yi says that the money held by KIRA was supposed to be wired to IAB but IAB did not open an account and so it remained with KIRA. When the past President of ARCASIA, Ar. Hussain, wanted to spend money he asked KIRA to wire it accordingly. So KIRA wired 10,000USD to Ar. Reyes for the History Book, 5,000USD to Barry Will for loan refund and 4,000USD as initial deposit to open the ARCASIA bank account in Hong Kong.</p> <p>Ar. Hussain treated the 4,000USD as still in KIRA's possession while it was not because it was wired to HK bank account as initial deposit.</p> <p>The Hon. Secretary highlights the fact that the last Financial statement, presented to the Council and approved by the Institutes, listed 25,000USD as with KIRA based on the information from Ar. Hussain.</p> <p>ARCASIA President decides that things are clarified with the Bank in Hong Kong to prove when the seed money was deposited so to make a correct and updated Financial Statement for the next Council mtg.</p> <p>1.6.3 ARCASIA money at IAB</p> <p>Proof of payment of the 2010 subscription fees by IAP, ASA and UAP have been submitted but the payments have not been yet credited on ARCASIA bank account in Hong Kong.</p> <p>Similarly, payments have been confirmed but are still to be credited on ARCASIA bank account for the AA magazine 2009 postage cost by ASA and UAP and for the History book by PAM, UAP and ASA.</p> <p>The reason for this is that some payments, done at the time to IAB, for different technical reasons did not reach IAB bank account.</p>	<p>pending action by: Hon. Treas.</p>
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ARCASIA	4 th OB Meeting Agenda BORACAY	February 02, 2012
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		<p>IAB, IAP, ASA and UAP have been recently inquiring, on each side, the status of these payments and the final situation is the following:</p> <ol style="list-style-type: none"> 1) IAP: sent money to the correct bank of IAB. Pakistan bank confirmed that funds have been correctly sent, but money is not yet credited to IAB bank's account. The money is stopped at the RUPALI Bank in Bangladesh (a bank in between the sender bank and the final destination bank). IAB is inquiring at their bank. 2) UAP: sent the money to the correct bank of IAB (IRIC), but wrongly wrote the address of IAB. The actual location of funds is being inquired at the respective banks by UAP and IAB. 3) ASA: sent the money to the correct bank, but made a mistake on the country name and could not be credited at IAB's bank. ASA agreed to accept responsibility for the mistake and to pay again the 2010 subscription. 	<p>pending action by: UAP, IAP, ASA, PAM, IAB.</p>
	1.7	<p>Information about Auditing companies - Hon. Treasurer Ar. Junichi Ito</p> <p>At the last Council mtg. it was approved that ARCASIA President has the authority to appoint an Auditing company wherever it is cheaper, in the member Institutes' countries.</p> <p>The Auditing company in Bangladesh, Masih Muhith Haque & Co., Chartered Accountants, who served as auditors of ARCASIA during the previous period 2009-2010, had submitted an offer of 500USD.</p> <p>The Hon. Secretary shows the information in his possession about the company and tells the Office Bearers that he has confirmed in writing with the Institute of Chartered Accountant of Bangladesh (ICAB) that this company is an audit firm registered with the Institute.</p> <p>The President apologizes because he was in Dhaka twice in October and December for the competition but he could not find the time to meet directly the auditing company officers.</p> <p>Masih Muhit Haque is reconfirmed for the current period. The Hon. Treasurer or ARCASIA President will contact officially the company to assign them the auditing job.</p> <p>Ar. Reyes says that the auditing is for compliance with the Bylaws. At the end of each President's term an auditing is done. The auditing is Ar. Hussain's task.</p> <p>The President says that Ar. Hussain already provided with</p>	<p>pending action by: President, Hon. Treas.</p>

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	<p>the auditing for his term and now we are reconfirming the auditors he used for the current term as well. They will be appointed now and they will perform the auditing at the end of the current year.</p> <p>Ar. K.C. Yi says that auditing is important for transparency and it is necessary to renew the incorporation of ARCASIA. He asks about the schedule for renewing the incorporation.</p> <p>Ar. Reyes replies that the incorporation is every two years and it coincides with the presidential term.</p> <p>Ar. Tandanand asks about the period of the assignment.</p> <p>The President replies that choosing an Auditor is a prerogative of the President. He/she could previously only choose it within his/her own country but since this can result in very expensive fees (as in the case with Japan and Korea) the Council has now approved that the auditors can be chosen in any of the Institutes' countries.</p> <p>So while the ARCASIA bank account in HK is permanent, the auditors' job is not. To ensure the continuity of the function of handling communications to/from the bank in Hong Kong, the last Council also approved that Ar. Thomas Cheung and Ms. Rita Cheung of HKIA, with Ar. Anna Kwong as supervisor, are the persons in charge of this function and of interfacing directly with the bank for this communication purpose.</p> <p>Ar. Kwong says that HK bank has a format for this purpose and that it will be passed to the Hon. Treasurer to be filled and sign. In this way HKIA will be the Institute that will continue receiving and archiving bank statements even if ARCASIA President changes. There are also order forms that the Hon. Treasurer can use to send an order to the HSBC in Hong Kong and the bank will instruct the HSBC bank in Japan. Otherwise the HSBC in Japan will not accept orders for an account in another country.</p> <p>The President asks what changes are necessary for the incorporation when the new President, Ar. Pei Ing, will take over the position.</p> <p>Ar. Reyes explains that the 5 ARCASIA trustees are not necessarily current Office Bearers. It was decided about 2 years ago that there should be an election for the trustees. For the Philippines law, 3 of the 5 trustees must be from the Philippines.</p> <p>The President proposes to decide the names of the next trustees later during the present OB mtg. and then present them to the Council.</p>	<p>pending action by: V.P. Zone C Ar. Kwong</p>
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ARCASIA	4 th OB Meeting Agenda BORACAY	February 02, 2012
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2.0	ARCASIA Affairs		Status
	2.1	<p>Progress about Bank Account change of signatures in Hong Kong - Hon. Treasurer Ar. Junichi Ito</p> <p>Hon. Treas. announces that the procedure for changing the names of signatories is completed and the change has been approved by the HSBC in Hong Kong.</p>	Closed
	2.2	<p>ARCASIA President Agenda: progress of workgroups - ARCASIA President, Ar. George Kunihiro</p> <p>The President thanks the people in charge of the workgroups for the great work they have been doing last year and call them to present the recent updates.</p>	
	2.2.1	<p>President calls VP Zone B to report on the progress of workgroup for the "10 yrs growth plan"</p> <p>Ar. Tandanand reminds that about the membership Laos' ALACE was admitted in condition that it establishes a separate division for registered architects that will be represented at the ARCASIA meetings.</p> <p>He spoke with ALACE representatives who confirmed that the separation has been done this month (February). By the time of the next Council mtg. in Bali everything should be in order but Ar. Tandanand will follow the issue and report again.</p> <p>About other members he tried to contact Cambodia, also present at the last Council mtg., but had no feedback so far and will try again.</p> <p>About the growth in funding, Ar. Tandanand says that he will put together a package for "ARCASIA partners" for reference so that each President can decide which corporation to contact for sponsorship. The corporations will get advertisement in AA (soft and hard copy), in other publications, on the ARCASIA website, on banners and in souvenir programs of ACA and Forums etc...</p> <p>The idea is to ask for 50,000USD for a 2 years sponsorship, on the account that the corporations will have privilege access to 18 Asian countries.</p> <p>If ARCASIA could have 5 partners every 2 years this could mean a lot more money available for additional programs and initiatives of ARCASIA.</p> <p>Ar. Reyes says that it would be better to have a sample proposal for OB approval, and to have already a few companies willing to sponsor ARCASIA.</p>	

ARCASIA	4 th OB Meeting Agenda BORACAY	February 02, 2012
	2.2.2	<p>The President authorizes the Vice Presidents to contact the companies of their Zones and assign Ar. Tandanand to prepare the final sponsor package.</p> <p>He also congratulates him for his efforts and says that this is the change that he wanted to initiate: ARCASIA finally relying not only on Institutes' subscription but on other means of funding so to be able to fund more projects and pursue a more international agenda.</p> <p>Ar. Reyes suggests to try having everything set up for the next Council so to be able to enjoy the funding.</p> <p>The President replies that he is not interested in enjoying the funding but that he will be happy in being remembered as the one who started this new procedure and gave more means to ARCASIA.</p> <p>To Ar. Kwong asking if besides corporate sponsorship also private sponsors will be accepted, the President replies affirmatively.</p> <p>The President also asks Ar. Tandanand to contact PAM, (since they are already dealing with AA and have a very good design team) to see if they can prepare an appealing graphic package to present to potential sponsors.</p> <p>The President says that he would like to have the package ready for the next OB mtg for evaluation.</p> <p>VP Zone A reads his reports on the progress of workgroup for the "Continuity" (see attachment).</p> <p>The President thanks Ar; Siddiqui for his good report, saying that if all implemented these proposals will improve ARCASIA drastically and change the level of influence we have around the world.</p> <p>International activities are very important. In April or May the President will be in Amsterdam for the General Assembly of ACE and he will sign an MOU with them.</p> <p>AUA ha a CPD summit in Morocco this year and the President of ARCASIA will travel there too because they have initiated a regional organizations meeting and they will invite ARCASIA.</p> <p>Some other regional organizations have approached ARCASIA on the CPD issue</p> <p>Not every Institute has a CPD. We have statistics on how many Institutes have a CPD. UIA is going to charge for the CPD. ARCASIA needs to understand the importance of CPD as a financial bases and knowledge based issue.</p> <p>Ar. Siddiqui says that instead of having an ARCASIA CPD system imposed from the beginning on members we</p>

pending
action by:
V.P. Zone B.

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		<p>can first advise Institutes on what is a CPD system and what is to gain from it, and then we can let the Institutes free to develop and implement their own CPD system. This can be later eventually “upgraded” to a higher “ARCASIA CPD system” or a “UIA CPD system”.</p> <p>The President recognizes that CPD is a domestic issue.</p> <p>Ar. Tandanand explains that ASA national assembly voted down a CPD program proposal because older generations of architects did not see the advantage of a program they did not need in decades of practice.</p> <p>Now ASA has now a different strategy that will require those willing to register as ASEAN ARCHITECTS and practice internationally to pass through a CPD program.</p> <p>ASA worked to prepare all the courses and the training sessions so now everything is in place but it is of course in Thai language.</p> <p>The President and the Office Bearers agree to register in the minutes that ARCASIA supports the CPD system and that it encourages those Institutes willing to set up such system to look to neighboring countries in their Zone who already have it and to ask their advice and support.</p> <p>Ar. Kwong says that also at HKIA there has been a lot of resistance to a CPD program and therefore HKIA set a grace period of 2 years for the mandatory CPD system. Some members even resigned as a protest to such system. Mainland China also has a mandatory CPD system.</p> <p>Ar. K.C. Yi says that in KIRA members have to accumulate CPD credits in a 5 year period. He adds that the CPD system depends very much on each Institute and that the important is that we make Institutes agree that ARCASIA events should count towards CPD credits.</p> <p>The President agrees that there should be mutual understanding that no matter what Institute one belongs to, the attendance to ARCASIA events will help accumulate CPD points, because ARCASIA events are Educational events. And in the future, with more funds available, ARCASIA might offer even more educational or professional training events. What are the benefits that could come by joining for example the CPD program of UIA, through an MOU? Will there be any economic benefit for ARCASIA?</p> <p>Ar. Mohamad Esa, Vice President UIA region IV, says that UIA recognizes ARCASIA importance.</p>	
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	2.2.3	<p>He explains that UIA does not provide specific CPD programs but recognizes single systems of each country if they fulfill basic requirements.</p> <p>So even if there are still a lot of different CPD programs, these are harmonized to some basic requirements so that credits may be accumulated at events in different countries and Institutes.</p> <p>Ar. Reyes says that this is what MOUs are about: mutual recognition.</p> <p>ARCASIA already recognizes the importance of each other Institutes' events by distributing a common Event Calendar. Agreements on CPD can be included in MOUs signed by ARCASIA as mutual recognitions of programs, but acceptance depends on each Institute.</p> <p>The President asks the Office Bearers to produce a report on the issue of CPD mutual recognition, implementation and diffusion. The report will outline a concrete proposal to present to the next Council in Bali. The President also encourages other research and projects on the issue, like Ar. Siddiqui's report.</p> <p>About "Growth and new membership" Ar. Kwong talks about Chinese Taipei recently having election where the political situation has not been changed and so it will be easier to approach again their architectural association. HKIA will send a mission there after the elections.</p> <p>The President asks Ar. Kwong to be informed of the date when the HKIA mission will travel to Chinese Taipei, because their inclusion in ARCASIA has been discussed for the whole last year but no progress has been achieved up to now and the process must be sped up.</p> <p>No reply has been received from Brunei and Cambodia. Bhutan has quickly replied to written inquiries that they are very interested in ARCASIA. Bhutan will have an architectural conference next week and when asked by HKIA they replied that they will offer complementary registration for ARCASIA members, but at this moment HKIA did not receive any such offer.</p> <p>Ar. K.C. Yi asks about North Korea and Ar. Kwong answers that she might try to get information about the existence of architectural associations through an acquaintance of hers, a priest teaching in Pyongyang.</p> <p>The Hon. Secretary asks Ar. Kwong and the other Vice Presidents to put in cc the address of ARCASIA Secretariat when contacting Institutes and asking their interest in joining ARCASIA.</p>	<p>pending action by: 3 Zonal V.P.</p> <p>pending action by: V.P. Zone C Ar. Kwong</p>
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	2.2.4	The issue of “ Funding and sponsorship ” has already been discussed by Ar. Tandanand at point 2.2.1.	
	2.3	MOU with Other Regional Organizations – ARCASIA President, Ar. George Kunihiro	
	2.3.1	<p>Setup of a committee or workgroup to create framework for international agreements’ policy</p> <p>The President asks Ar. K.C. Yi to read the report that he prepared on this issue.</p> <p>Adviser Ar. K.C. Yi reads the report (here attached).</p> <p>The President thanks Ar. K.C. Yi for the report and the very clear explanation.</p> <p>The arena for discussion of this issue is the Council but the OBs should continue on working on this to categorize the different levels of agreement, the procedures and make it graphically easy to understand.</p> <p>The topics for discussion, mentioned in the report, are important.</p> <p>About the “method of exchange”, at first it is only a friendly relationship where organizations invite each other representatives to their events. Seminars are also another such friendly way to exchange. When it comes to legally oriented agreements, this becomes a financial and legal involvement. We need to really have a procedure for these different levels of engagement with other organizations.</p> <p>The “selection criteria” also are something that each Institute can comment on. About the topic “How often”, the President asks Ar. Reyes, who started a majority of MOUs of ARCASIA, to develop an historical chart of all the agreements that have been signed since the last 6 years. This can be presented on the website and will be a valuable tool for the next President.</p> <p>About the “Financial Support” (needed for travelling to go to research data or to go to contact authorities somewhere), this linked to the need of increased sponsorship of ARCASIA.</p> <p>V.P. Zone A, Ar. Siddiqui, proposes to make a list of potential players so to evaluate the ones with which ARCASIA should have an MOU and those with which it should have only an LOU and the like.</p>	<p>pending action by: Advisor Ar. Reyes.</p>

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	2.3.2	<p>The President replies that he will make and distribute such list.</p> <p>About the topic of financial support, Ar. Kwong proposes that ARCASIA promotional material be prepared in more languages such as English, Korean, Japanese, Simplified Chinese, so to show that ARCASIA is really an international organization.</p> <p>The President agrees that local languages are important to approach local sponsors so he encourages the Office Bearers to use local languages as needed in their communication or promotional material for this purpose.</p> <p>Ar. Esa agrees with the fact that MOUs are important for mutual recognition and for improvement of relationship, saying that with the MOU with ARCASIA, UIA representatives can be observers at its meetings.</p> <p>He also informs the O.B. that Saudi Arabia and the Emirates are interested in having an agreement with ARCASIA. These countries are part of UIA Asia Region but they are not part of ARCASIA.</p> <p>He also says that MOUs or MOAs between organizations are important for cross border practice and they can be the first step towards trade pacts between governments. ARCASIA could become the promoter for wider inter-government agreements.</p> <p>Ar. Reyes proposes to write to all past Presidents asking what they have done during their terms regarding MOUs. The Hon. Secretary will write to the past Chairmen/Presidents, starting from Ar. K.C. Yi on.</p> <p>Ar. Tandanand says that ARCASIA signed a lot of MOUs but most were forgotten when the President changed, so it is important that when an MOU is signed then it is implemented as soon as possible.</p> <p>During Ar. Pei Ing term a task force could be formed to study the implementation of these agreements.</p> <p>The President asks KIRA and Ar. K.C. Yi to continue in developing and expanding his good report for further discussion and presentation to the Council.</p> <p>Signed MOU with AUA and MASA: practical implementation</p> <p>The President informs the O.B.s that KIRA volunteered to be the facilitator to implement the MOU with AUA. O.B.s agree.</p>

pending
action by:
President.

pending
action by:
Hon. Sec.

pending
action by:
Advisor
Ar. K.C. Yi.

closed

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		<p>Ar. K.C. Yi says that ARCASIA is supposed to be like APEC architects standard and that member Institutes should agree among themselves about what is the definition of “ARCASIA architects standard”. KIRA now defined its own standard. Only by having one own standard it is possible to recognize another’s.</p> <p>Ar. Esa says that is important to separate the regulatory body from the institutional bodies. For ARCASIA it is important to understand how architects in Asia are educated and trained. By knowing what system is in use in each country we are able to compare, and if the Institutes have their own recognition program they can therefore recognize each other at first. Then ARCASIA can endorse these Institutes, and only then it becomes easier for governments to say that one system, for example in Korea, is recognized by all Asia.</p> <p>In the case of APEC, it does not have the resources to check all members. They depend on the members to check themselves.</p> <p>Ar. Reyes says that is important to have a list of items to implement for the MOUs already signed.</p> <p>In answering to the topic of the “standard” raised by Ar. K.C. Yi, the President says that ARCASIA started as an offspring of CAA, to become a truly Asian organization. It’s not an APEC standard because it started as a revolutionary organization with a strong emotional motivation. Its second phase was to become for over 40 years ARCASIA a “family oriented” organization. Now it is finally entering a new phase of transition towards becoming a more efficient “business oriented” organization. Until now ARCASIA did not have much interest in having a standard, but now it has to confront this theme and see how it is going to fit into the global scene.</p> <p>The President adds that his responsibility will be to build a solid base for this transition to be hopefully concluded later during Ar. Pei Ing term. For that purpose he will continue to establish the basis to gain wider corporate sponsorship and to sign general, friendly MOUs with other international and regional organizations.</p> <p>Ar. Tandanand says that by signing MOUs we want to create more exposure for ARCASIA so he proposes that MOU signatories be invited at the exhibitions of ARCASIA Awards to show them what ARCASIA architects can create.</p>	
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	<p>2.3.3</p> <p>Progress Discussion with ACE</p> <p>The President agrees and adds that instead of ending the ARCASIA Awards exhibition at ACA it could become a travelling exhibition to be brought by the President wherever he goes to meet MOUs signatories at their events. At the same way the MOUs signatories could exhibit their works at ARCASIA events.</p> <p>2.3.4</p> <p>Progress Discussion with CAA</p> <p>The President announces that he will travel to Amsterdam, in Europe in April 26th to meet Ar. Selma President of ACE and try to sign an MOU there.</p> <p>2.3.5</p> <p>Possibility of LOU with the RAIA, RNZIA</p> <p>Ar. Reyes provided the sample letter of LOU. The President reminds the O.B.s that it was already agreed that potential LOUs signatories such as RAIA and RNZIA will not be able to become ARCASIA members.</p> <p>Ar. Esa says that PAM has good relations with Australia because there are fields in which they have a very good expertise from which PAM can learn and that there are a number of good Australian architects looking forward to work in Asia.</p> <p>Ar. Tandanand agrees that times have changed and that more cooperation on different levels (design, management, technical aspect of the profession etc...) is desired even without membership. If interesting activities are created through the LOUs then the Council might change idea regarding membership.</p> <p>The President says that eventually it is up to each President to set up his/her agenda on future membership (and to the Council to approve) but that during his own term he will only aim to LOUs with these 2 Institutes.</p>	<p>pending action by: President.</p> <p>closed</p>
	<p>2.4</p> <p>ARCASIA Calendar of Activities and Designated Contact Person list update – Hon. Secretary</p> <p>Ar. Corbella reports that information has been collected for the ARCASIA Calendar of Activity that has been distributed to all member Institutes. The same is for the ARCASIA Designated Contact Persons list that was updated and circulated recently.</p>	<p>closed</p>

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3.0	ARCASIA PROJECTS		Status
	3.1	<p>Architectural Asia – President</p> <p>The President shows the flyer and the email text that PAM prepared and that will be sent to all member Institutes. He reminds that the AA is free for all and asks for cooperation on circulating the flyer.</p> <p>The Hon. Sec. informs the O.B. that PAM asked about the possibility to contact directly the Institutes' registered architects instead of relying on the Institutes to circulate the AA material.</p> <p>The Hon. Sec. replied to PAM that this issue is up to each Institute privacy policy and that it will be brought up for discussion at the OB mtg.</p> <p>Ar. Siddiqui says that IAP may send a notice to each registered architect asking for clearance to share their email addresses and names with PAM for AA distribution purposes.</p> <p>It is agreed that each Institute will decide independently according to its privacy policy how to circulate the issues.</p>	closed
	3.2	<p>ARCASIA Timeline Chart – ACAE Chairman prof. Abu Sayeed-</p> <p>To be discussed later at point 5.4.</p>	closed
	3.3	<p>ARCASIA Heritage Book Corrigé</p> <p>IAP did not receive the apology letter or the errata corrigé that was promised at the last Council meeting.</p> <p>Immediate past President Ar. Hussain is not present at the O.B. mtg so he can not comment.</p> <p>It is again agreed that UN map must be used for the corrigé. The map is shown to the O.B. and it is agreed that it will be put on the ARCASIA website for reference while waiting for the formal apology letter and errata corrigé of IAB.</p>	pending action by: past President, Ar. Hussain
	3.4	<p>Distribution of ARCASIA books – Advisor Ar. Reyes</p> <p>Advisor Ar. Reyes reads the table (here attached) and apologizes for a little mistake of 192.44USD. The Hon. Sec. and Hon. Treasurer will bring back with them from the Philippines the books of Japan.</p> <p>Whoever wants to carry the books back with them can do it, otherwise UAP can give the cost of DHL to each Institute at Bali's Council mtg.</p>	

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		<p>UAP will email this chart again to each Institute so that they can decide. Books are free and only postage cost will be invoiced directly by UAP, not the Hon. Treasurer.</p> <p>KIRA's Ar. K.C. Yi thanks and says that the books will be distributed to University and public libraries.</p> <p>Ar. Tandanand informs that he has been contacted by a German scholar who wants to use information from the book and asks about copyright issues.</p> <p>Ar. Corbella says that in his opinion a "fair use" (as it is called) is usually allowed for educational and informative purposes. It is the same kind of use that allows Wikipedia, teachers or newspapers to reproduce material for news or educational purposes, as long as the sources are acknowledged.</p> <p>Ar. Tandanand will tell the scholar to contact ARCASIA Secretariat and if cleared by the Secretariat and the President then UAP can mail a copy of the book to him.</p> <p>Ar. Reyes also informs the O.B.s that there are a number of books in stock that are for sale.</p> <p>The President says that it is good to have books in stock for use as gift to guests, MOUs signatories etc... ARCASIA could buy those books from UAP.</p> <p>Ar. Reyes replies that ARCASIA does not need to buy them but the President just can asks for copies or eventually have a reprint authorized and the reprint will be paid by ARCASIA fund.</p> <p>The President asks UAP to let him know how many books are left in stock.</p>	<p>pending action by: Advisor, Ar. Reyes</p> <p>pending action by: V.P. Zone B</p> <p>pending action by: Advisor, Ar. Reyes</p>
	3.5	<p>ARCASIA Award book proposal – President Ar. Kunihiro</p> <p>The President says that Li Zenn publishing proposed him to make a book about the ARCASIA Award. Ar. Tandanand contacted them and they asked some questions:</p> <ol style="list-style-type: none"> 1) they can print a minimum of 1000 copies. Will the Institutes be available to buy 20 copies each (360 copies)? 2) Is the book to be republished every 2 years, when a new award is assigned? 3) How to distribute it? In bookstores or where else? 	

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		<p>The President also asks the O.B.s if they thing if this book might be a good idea or not.</p> <p>Ar. Reyes reminds that MACAU offered already to publish a book about the awards during Ar. Hussain's term as President.</p> <p>The President asks UAP to check first of all if MACAU is still interested in making such a book.</p> <p>Ar. Ashvinkumar says that it is a niche market and that not many people would be interested in such a book. If it is not financially profitable this project could be ignored. Also the publisher should be more proactive and explain what kind of project they have in mind (softcover/hardcover, format etc...) and not just offer to make a book if ARCASIA pays.</p> <p>The President replies that Ar. Tandanand did not make commitments but this could be an important project. Also it is ARCASIA that should first decide what book is needed so it will remain in control of the project.</p> <p>Ar. Tandanand is also of the impression that this will be a niche market and that is why the publisher asked for a commitment of 360 copies (more than 30% of the total output).</p> <p>Ar. Ashvinkumar adds that ARCASIA has already two books and that not all Institutes will be ready to sponsor a third one, especially if it is to be republished every two years.</p> <p>The President says that at the moment no one knows what the ARCASIA Award is. It is a design award but it is not much known. The book also needs not to be expensive but it could be a paperback of 40USD. It is the general idea of having a set of books (Heritage, History, Award) that must be considered.</p> <p>Ar. Kwong says that it could be useful for educational purposes.</p> <p>Ar. Reyes proposes to check with MACAU if they are interested in paying for the book and let Institutes pay only the postage as for the History book. The material for the book is already there.</p> <p>Ar. Abu Sayeed says that he is in favor of another book but he adds that ARCASIA should make money from books and not only spend on them.</p>	
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		<p>The President concludes this discussion by asking Ar. Reyes and Ar. Tandanand to keep in contact respectively with MACAU and with Li Zenn so that ARCASIA can check the financial feasibility and see if the quality of the book can be adjusted to a low price range, before bringing this issue to the Council.</p> <p>About the Awards Gold Medals, the President says that the award committee awarded more than one people in some of the works' categories, but it had not asked prior approval of the Council in Lahore to do this. So in theory only one Gold Medal should be awarded for each category.</p> <p>Three days ago on webex by Cisco, the jury met again and assigned Gold Medals and Honorable Mentions.</p> <p>Ar. Ashvinkumar says that is important not to reverse decisions in order not to diminish the value of the award itself.</p> <p>Ar. Kalim Siddiqui and Ar. Ashvinkumar propose that one award/medal for each category is assigned jointly when more than one person is awarded in the same category. The two joint awardees will then get a medal each at the ceremony in Bali.</p> <p>The President and the O.B.s agree.</p>	<p>pending action by: Advisor, Ar. Reyes, V.P. Zone B</p> <p>closed</p>
	3.6	<p>ARCASIA newsletter proposal - President Ar. Kunihiro</p> <p>The President explains that having a newsletter will contribute to his agenda of improving and quicken the communication between Institutes and between Institutes and the rest of the world.</p> <p>It could be a simple format, similar to the one use by UIA, and each Institute could contribute at the middle of each month with max 200 words plus 1 photo that will have to be sent to the Secretariat or to an editor appointed to do put the information together and circulate the final newsletter at the end of the month.</p> <p>The Hon. Treasurer, Ar. Ito, shows a format to the O.B.s.</p> <p>The O.B.s approve the idea and Ar. Ito will continue working on a sample.</p>	<p>pending action by: Hon. Treas.</p>
	3.7	<p>ARCASIA exhibition at UIA 2011 Tokyo - Ar. Ashvinkumar</p> <p>Hon. Secretary shows some slides of the ARCASIA booth in UIA 2011 Tokyo Congress. Everybody congratulates Ar. Ashvinkumar and thanks SIA for the great effort in organizing and preparing the ARCASIA booth.</p>	<p>closed</p>

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		The Presidents also asks the O.B.s to check with their Institutes if they are interested in having the slideshow prepared by SIA for other exhibition in their own countries.	
	3.8	<p>Webex conference system – Ar. Anna Kwong</p> <p>No replies have been received by Ar. Kwong from Dr. Phe about the possibility of having Cisco giving free Webex access as a type of corporate sponsorship to ARCASIA.</p> <p>The President talked to him about the issue so Dr. Phe is aware that ARCASIA is interested.</p> <p>Ar. Kwong is to keep contacting him on this issue.</p>	<p>pending action by: V.P. Zone C</p>
4.0	UPDATES FROM ZONAL VPs		
	4.1	<p>Zone-A - Ar. Kalim A. Siddiqui Ar. Siddiqui presents his report to the OBs (here attached).</p> <p>Ar. Balbir Verma offers to contact Bhutan about membership because the Prime Minister, who came to the UIA 2011 Tokyo Congress, is interested.</p>	
	4.2	<p>Zone-B - Ar. Sathirut Tandanand Ar. Tandanand reads his report (here attached) and says that it is important to share information on professional practice. In particular ALACE told that they are interested in setting up a CPD program for their new division of registered architects but they need lectures and SIA, PAM and ASA will facilitate on issues such as fees and other issues on the professional practice agenda.</p>	
	4.3	<p>Zone-C - Ar. Anna Kwong Sum-yee Ar. Kwong reads her reports (here attached). She also informs the O.B.s that a website, dedicated to ARCASIA member Institutes belonging to Zone C, is under consideration.</p> <p>The President says that HKIA ideas can eventually be used to upgrade the general ARCASIA website maintained by KIRA. Also it is important not to create confusion and to maintain continuity in the design.</p> <p>Ar. K. C. Yi says that ARCASIA website was done by KIRA using KIRA human resources and it is still paid and maintained by KIRA free of charge for ARCASIA. If the website is outsourced, KIRA will not be able to pay for it</p>	<p>pending action by: ACPP Chair. Ar. Verma</p>

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		<p>any more.</p> <p>KIRA obtained cost estimation for outsourced maintenance and the fee was about 2000USD per year.</p> <p>The President says that up to now maintenance by KIRA has been great and very quick and that of course outsourced maintenance will cost money and the redesign of the website will also be another cost. He will inform KIRA of what he is expecting for the website and HKIA will add their own ideas.</p>	<p>pending action by: President,</p>
5.0	REPORTS BY COMMITTEES CHAIRMEN	.	
	5.1	<p>Inter-committee (ACPP, ACGSA, ACAE, ACSR) meeting: joint report</p> <p>Ar. Balbir Verma reads the minutes of the Inter Committee meeting.</p> <p>He says that, as decided at the DaNang Council, the committees are proposing to the OBs that for sake of continuity the position of Committee Deputy Chairman will be set up so that he/she will automatically become the next Committee Chairman on the next Presidential term. In this way the person nominated as Deputy Chairman will sit on the committee at least for 4 years.</p> <p>Deputy Chairs of Committees shall be the Chair-elect to be elected during the FORUM year; however the present Committee shall elect Deputy Chairs at ACA 2012 and this DC will become Chair at FORUM 2013. Subsequently, the tenure of the DC will be two years and he/she will become Chair for two years).</p> <p>The Office Bearers approve.</p> <p>On this issue the ACPP Chairman, Ar. Verma, will prepare a draft for a modification of the ByLaws to be discussed at the next OB mtg. and later finalized and brought before the Council.</p>	<p>closed</p> <p>pending action by: ACPP Chairman.</p>
	5.2	<p>ACPP report - ACPP Chairman Ar. Balbir Verma</p> <p>Ar. Verma reads his report.</p> <p>Among the issues debated are MRAs, the preparation of a standard format for country report at ACPP, the goals of SEARCH, the hazards of professional practice and the CPD promotion.</p>	

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		<p>It is also raised the topic of outsourcing of architectural work. Many architectural offices in the developed world outsource work to developing countries like India. It is important to be able to find a way to regulate this, also because one of the responsibilities of an architect is to train his employees.</p> <p>Ar. Verma also asks those Institutes who did not do it yet, to provide the names of their representatives to the ACPD committee.</p> <p>Ar. Esa says that he welcomes having a joint program where to jointly study and promote the CPD in both UIA and ARCASIA.</p> <p>The President says that the role of a regional organization in relation to a global one such as UIA is to discuss regional issues and a series of solutions to challenges.</p> <p>Since Ar. Esa represents ASIA at UIA it is important to work with him on common issues like the CPD. It is up to the international committees of ARCASIA Institutes to put priority on a shared CPD and establish relations with other Asian countries on CPD issues.</p> <p>Ar. Verma adds that it is important to look at the work already done and at all the information already in possession of UIA.</p> <p>The President says that he wants to know which Institute has MOU with which other Institutes on CPD.</p> <p>Ar. Verma replies that he will take this task as part of the agenda of his ACPD committee.</p>	<p>pending action by: ACPD Chairman</p>
	5.3	<p>ACGSA report - ACGSA Chairman, Ar. Kantilal</p> <p>Ar. Ashvinkumar reads his report, here attached.</p> <p>The President asks each O.B.s to read carefully and familiarize themselves with the topics listed in the documents attached to Ar. Ashvinkumar report.</p>	
	5.4	<p>ACAE report - ACAE Chairman, Ar. Abu Sayeed</p> <p>Prof. Sayeed reads his report, here attached.</p> <p>The President says that, as professor himself, he is very happy to see that such a vast movement started and is carrying on in ACAE.</p> <p>He agrees on the need of a category for</p>	

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		<p>education/research in the ARCASIA Awards, and says that the e-journal is a very interesting idea.</p> <p>He and the OBs agree to bring to the Council a proposal for changing the name of the ARCASIA Award to "ARCASIA Award for Design Excellence" and for adding an award category for education/research.</p> <p>The President says that the ARCASIA virtual school of architecture is also very interesting and SLIA and IAI will present a report to the Council in Bali. ASA will prepare the handbook of the Asian Architectural Schools (hard and web based)</p> <p>Ar. Esa says that UIA has information on 10 countries in Asia and he can share that information.</p> <p>The President also says that it would be good to have a list of offices in Asia that accept interns.</p> <p>Ar. Esa says that immigration laws could be an obstacle to such an internship program. In Malaysia students are given a special VISA that allows them to do some work but in some countries students cannot work even if it is part of training. Also it is important to be sure that interns are not abused as a source of cheap or free work.</p> <p>The President says that it is important to start and track the records, even if at the beginning it is just one single Firm offering internship positions.</p>	<p>pending action by: SLIA, IAI, ASA</p>
	5.5	<p>ACSR report and preview of presentation to UAP Summit - ACSR Chairman, Ar. Joseph Kwan</p> <p>The President welcomes Ar. Kwan and introduces him to the Office Bearers.</p> <p>Ar. Joseph Kwan reads his documents, here attached, and played the ISO26000 video on Social Responsibility that will be shown at the UAP summit.</p> <p>Everybody congratulates him for the excellent work.</p> <p>The President says that Ar. Kwan has 12 years of experience in the field as UIA Region IV Work Programme Director while ARCASIA has the manpower and therefore ARCASIA can take his knowledge and implement it.</p> <p>Ar. Kwan thanks and replies that he will have to set priorities and probably the first would be disaster prevention.</p>	

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		<p>Ar. Tandanand says that ASA has done a number of projects on social responsibility and can share with Ar. Kwan all information available.</p> <p>Ar. Siddiqui says that these topics should be introduced to all Institutes maybe through the zonal V.P.s.</p> <p>Ar. Reyes thanks Ar. Kwan and says that it is important to have the video on the website of ARCASIA to let people know what ARCASIA is doing on this issue. She also adds that most of the recent disasters have been in Asian countries so it is extremely important that a committee on Social Responsibility, dealing also with disaster prevention, has been established in ARCASIA.</p> <p>Everyone agrees and it is decided to upload the video on ARCASIA website.</p>	
6.0	OTHER ISSUES		
	6.1	<p>Change of names of incorporators.</p> <p>To renew the incorporation of ARCASIA in the Philippines Ar. Reyes proposes that the names of new incorporators (trustees) are decided at this OB meeting and then proposed to the next Council in Bali. The incorporators are now 5, of which 3 from the Philippines and 2 past Presidents (Barry Will and Zaigham Jaffery).</p> <p>According to the Philippines laws, 3 trustees must be from the Philippines. It was earlier decided to elect the trustees every 2 years, so the President now has the choice to either confirm them for another term or to select other persons for the post. The Council will have to approve the choice.</p> <p>The President proposes as a rule that the immediate past President and the one before become every two years the trustees/incorporators of ARCASIA, so to have again some kind of continuity.</p> <p>All Office Bearers agree and it is therefore decided that the two (non-Philippines nationals) trustees will be Ar. Kung Chan Yi and Ar. Mubasshar Hussain for the period 2013-2014.</p>	
	6.2	<p>Fellowship Report</p> <p>Ar. Reyes and Hon. Secretary report on behalf of Ar. Nela De Zoysa on the status of the ARCASIA Fellowship. The reports are here attached</p> <p>In particular are discussed some topics that were raised at the last Fellowship meeting:</p>	

ARCASIA	4 th OB Meeting Agenda BORACAY	February 02, 2012
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		<p>1. Abolish ARCASIA Fellowship Committee Membership Criteria and permit all Interested Persons to attend the ARCASIA Fellowship Committee Meetings.</p> <p>2. Abolish ARCASIA Fellowship Committee Membership criteria, but form a “Think Tank” or a Co group of Advisors (Members) who befit the original requisites.</p> <p>3. Have 2 Categories of Membership.</p> <p>a. Members who fit the original requisite</p> <p>b. Associates who don't fall into that category</p> <p>Ar. Kwan says that at the last Fellowship there was much confusion on the term “fellow” that was mistakenly understood by many as a kind of institutional title.</p> <p>Ar. Verma says that the Fellowship originally was started as a way to keep people involved in ARCASIA even if they had no more official position in the organization. These people could, based on their experience, make recommendation that the Fellowship Chairman summarized and brought before the Council for their information. But he insists that the Fellowship is not a real Committee as the other committees as defined in the ByLaws.</p> <p>He also proposes that the name be changed to “Committee of Fellows” so to be clearer on the purpose of this system.</p> <p>The President says that quiz at the last Fellowship was a kind of open event that anybody could attend.</p> <p>Ar. Esa says that on one side senior people who held official positions in ARCASIA want to keep being recognized as belonging to ARCASIA even if they do not have an official position anymore.</p> <p>And on the other side there are a lot of younger people that would like to be closer to ARCASIA and that should be considered as well.</p> <p>The O.B.s agree that it is important to differentiate the nature of the two events: the fellowship committee meeting where issues are discussed for recommendation to the Council and the public/social events that can be attended by anyone. It is decided that from now on there will be more attention to the core mission of the Fellowship meetings, that is to say to provide opinion and recommendations to the Council.</p> <p>For this purpose the O.B.s assign to Ar. De Zoysa the task of making an updated list of Fellowship members who are eligible to attend those committee meetings</p>	
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ARCASIA	4 th OB Meeting Agenda BORACAY	February 02, 2012
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		<p>(meetings of fellows).</p> <p>At the same time the O.B.s encourage the organization of informal gatherings events for “fellowship” (networking, friendship) purposes such as the one successfully organized by Ar. De Zoysa at the last Council.</p> <p>The O.B.s agree to the following new procedure: the Institute host of the Council Meeting/ACA/Forums will ask the registrants, as part of the registration package, if they are interested to participate to the Fellowship meeting and events so to have an official list of invitees.</p> <p>Ar. Tandanand asks if the “think tank” is gong to be like the vision & strategy of UIA where the future and the direction of the organization are debated.</p> <p>Ar. Reyes replies that the Fellowship Committee members can comment on any issue, not necessarily only the future of ARCASIA.</p> <p>The President concludes the debate by clarifying that there is no official title “F ARCASIA” or “Fellow ARCASIA”. There are 2 types of events: first and most importantly the Fellowship Committee events, where eligible members gather as a think tank and make recommendations for the Council’s consideration. Then there will be eventually optional Fellowship events, which can be more social and public in nature.</p> <p>To be eligible to participate to the Fellowship Committee meetings a person must be an ARCASIA Institute Member or official delegate who have attended at least 2 meetings of ARCASIA (Council mtgs., ACA, Forums) and all past ARCASIA officials (including Hon. Secretary and Hon. Treasurer).</p> <p>6.3 Next ACA</p> <p>V.P. Zone A, Ar. Siddiqui, informs that the ACA for the coming October is planned in dates that might be problematic for Muslims because of religious issues.</p> <p>This will be confirmed with the organizers of the next ACA at IAI.</p> <p>Adjournment</p> <p>Having debated all issues the Office Bearers meeting is adjourned to the next Office Bearers meeting that will be held in Lahore on Friday June 15th.</p>	
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1.6 FINANCIAL UPDATES



ARCHITECTS REGIONAL COUNCIL, ASIA

**Summary of Income and Expenses Statement for the Period of
up to 10 May 2012**

(in US Dollars)

ARCASIA Fund - see details in following pages	\$	60,191.94
Fellowship Fund - see details in following pages	\$	1,222.93
TOTAL BALANCE FUND	\$	61,414.87

Submitted by:

Ar. Jun'ichi ITO

JIA

Honorary Treasurer, ARCASIA(Year 2011-2012)

Noted by:

Ar. George KUNIHIRO

JIA FAIA

President, ARCASIA(Year 2011-2012)

ARCHITECTS REGIONAL COUNCIL, ASIA**Income and Expenses Statement for the Period of
up to 10 May 2012**

(in US Dollars)

Yellow is UPDATE

**ARCASIA Fund**

INCOME	(USD)
Surplus Fund Transferred from 2010 (till 31 December, 2010)	60,115.37
2010 Membership Subscription Fee (Till 16 Aug 2011) -- Appendix - 1 (completed) *1	3,200.00
2011 Membership Subscription Fee (Till 17 Aug 2011) -- Appendix -1 (completed)	14,700.00
AA magazine postage cost 2009 payments -Appendix - 2 (completed)	308.00
ARCASIA History book Payment -- Appendix -3 (completed)	1,500.00
Payment for ARCASIA HISTORY BOOK POSTAGE COST -- Appendix - 4 (completed) by Ar.Yollanda	3183.37
2011 Membership Subscription Fee from ALACE(New Member) at Da Nang	1,000.00

TOTAL INCOME **84,006.74**

*1 Payments by IAP, UAP and ASAacknowledged in Lahore Council but not yet credited to ARCASIA (@ IAB bank)

EXPENSES	(USD)
Gold medal and certificates from The Union of MONGOLIAN Architects account	1,700.00
Auditing Company fee by KIRA	3,000.00
Miscellaneous by KIRA	1,000.00
ARCASIA Gold Medal 2011 by Mongolia	1,418.74
UIA Tokyo 2011 ARCASIA exhibition booth Design fee(for SIA reimbursement) 535 singapore\$(1USD=1.27SPD)	413.36
UIA Tokyo 2011 ARCASIA exhibition booth construction fee(for Tohgashi co., ltd.) 844,820JPY(1USD=76.8JPY)	11,000.26
UIA Tokyo 2011 ARCASIA Room Rental fee (for Tokyo International Forum) 165,000 JPY(1USD=76.8JPY)	2,148.44
Payment for ARCASIA HISTORY BOOK POSTAGE COST by Ar.Yollanda	3,134.00

TOTAL EXPENSES **23,814.80**

BALANCE	USD	60,191.94
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Submitted by:

Ar. Jun'ichi ITO

JIA

Honorary Treasurer(Year 2011-2012)

Noted by:

Ar. George KUNIHIRO

JIA FAIA

President ARCASIA(Year 2011-2012)

ARCHITECTS REGIONAL COUNCIL, ASIA**FELLOWSHIP - Income and Expenses Statement for the Period of****up to 10 May 2012**

(in US Dollars)

Yellow is UPDATE
■ Fellowship (The New account was opened on June 19, 2007) - Funds remain with KC

INCOME	(USD)
Surplus Fund Transfer from 2010	2,136.46
2009 internet income	14.25
2010 Interest income	12.22
TOTAL INCOME	2,162.93

EXPENSES	(USD)
The Tickets of Guest(Ar.Gita Balakrishnan) by Nela	940.00
TOTAL EXPENSES	940.00
BALANCE (The fund remains with KIRA)	1,222.93

Submitted by:

Ar. Jun'ichi ITO**JIA**

Honorary Treasurer, ARCASIA(Year 2011-2012)

Noted by:

Ar. George KUNIHIRO**JIA FAIA**

President, ARCASIA(Year 2011-2012)

Appendix - 01

ARCHITECTS REGIONAL COUNCIL, ASIA

Statements of Subscription Payment

up to 10 May 2012 Yellow is UPDATE



	Name of Institute	Subscription Fees for 2010 (US\$)	Subscription 2010 Collected (US\$)	Date of Collection	Subscription Fees for 2011 (US\$)	Subscription 2011 Collected (US\$)	Date of Collection
1	Institute of Architects BANGLADESH	1000	paic	2010/10/10	1000	1000	2011/8/16 in DaNang
2	Architectural Society of CHINA	1000	1000	wire Transferred on 2011/7/18	1000	1000	wire Transferred on 2011/7/18
3	HONG KONG Institute of Architects	1000	paid	wire transferred on 2010/10/10	1000	1000	wire Transferred on 2011/8/9
4	The INDIAN Institute of Architects	1000	paid	2010/10/25	1000	1000	2011/8/16 in DaNang
5	Ikatan Arsitek INDONESIA	1000	paid	2010/10/26	1000	1000	2011/8/16 in DaNang
6	JAPAN Institute of Architects	1000	paid	2010/10/25	1000	1000	wire Transferred on 2011/8/9
7	KOREA Institute of Registered Architect	1000	1000	2010/10/12	1000	1000	wire transferred on 2011/8/11
8	MACAU Architects Associatio	1000	paid	2010/10/25	1000	1000	2011/8/16 in DaNang
9	Pertubuhan Akitek MALAYSIA	1000	1000	2011/1/10	1000	1000	wire Transferred on 2011/8/2
10	The Union of MONGOLIAN Architects	500	paid	2010/10/26	500	500	2011/8/16 in DaNang
11	Society of NEPALESE Architects	200	200	2011/8/15 in DaNang	200	200	2011/8/15 in DaNang
12	Institute of Architects PAKISTAN	500	paid	2012/2/2 in Boracay	500	500	wire Transferred on 2011/7/25
13	United Architects og the PHILIPPINES	1000	paid	wire transferred on 2010/10/21	1000	1000	2011/8/16 in DaNang
14	SINGAPORE Institute of Architects	1000	paid	wire transferred on 2010/9/29	1000	1000	wire Transferred on 2011/7/28
15	SRI LANKA Institute of Architects	500	paid	2010/10/25	500	500	2011/8/16 in DaNang
16	Association of SIAMESE Architects	1000	paid	wire transferred on 2012/1/24	1000	1000	wire Transferred on 2011/8/5
17	VIETNAM Architects of Association	1000	paid	2010/10/25	1000	1000	2011/8/17 in DaNang
		US\$14,700.00	US\$3,200.00		US\$14,700.00	US\$14,700.00	completed

Total collected **US\$3,200.00** **in 2011** **US\$14,700.00** **in 2011**

Submitted by:

"PAYMENTS ABSOLVED BUT YET TO BE CREDITED TO ARCASIA"

Ar. Jun'ichi Ito
Hon Treasurer
ARCASIA

Appendix - 02

ARCHITECTS REGIONAL COUNCIL, ASIA

Payment for AA Magazine postage Year 2009(in US\$)

up to 10 May 2012 Yellow is UPDATE



	Name of Institute	Postage cost billed (US\$)	Postage cost Collected (US\$)	Date of Collection
1	Institute of Architects BANGLADESH	300	paid	08/18/09
2	Architectural Society of CHINA	220	220	2011/8/16
3	HONG KONG Institute of Architects	208	paid	wire transferred on 2010/10/10
4	The INDIAN Institute of Architects	172	paid	2010/10/25
5	Ikatan Arsitek INDONESIA	152	paid	2010/10/26
6	JAPAN Institute of Architects	248	paid	wire transferred on 2009/11/18
7	KOREA Institute of Registered Architect	216	paid	2009/8/20
8	MACAU Architects Association	144	paid	2009/8/20
9	Pertubuhan Akitek MALAYSIA	0	0	-
10	The Union of MONGOLIAN Architects	164	paid	2010/10/26
11	Society of NEPALESE Architects	88	88	2011/8/15
12	Institute of Architects PAKISTAN	148	paid	2009/8/19
13	United Architects of the PHILIPPINES	108	paid	2009/8/19
14	SINGAPORE Institute of Architects	32	paid	2009/8/19
15	SRI LANKA Institute of Architects	152	paid	wire transferred on 2009/10/7
16	Association of SIAMESE Architects	244	paid	wire transferred on 2012/1/24
17	VIETNAM Architects of Association	132	paid	2009/8/18
		US\$2,728.00	US\$308.00	

Submitted by:

"PAYMENTS ABSOLVED BUT YET TO BE CREDITED TO ARCASIA"

Ar. Jun'ichi Ito
Hon. Treasurer
ARCASIA

Appendix - 03

ARCHITECTS REGIONAL COUNCIL, ASIA

Payment for ARCASIA HISTORY BOOK, 2009(in US\$)

up to 10 May 2012 Yellow is UPDATE



	Name of Institute	no of copies	BOOK Cost Billed (US\$)	BOOK Cost Collected (US\$)	Date of Collection
1	Institute of Architects BANGLADESH	20	500	paid	2009/9/15 Bangladesh
2	Architectural Society of CHINA	20	500	500	2011/8/16
3	HONG KONG Institute of Architects	20	500	paid	wire transferred on 2010/10/10
4	The INDIAN Institute of Architects	20	500	paid	2010/10/10
5	Ikatan Arsitek INDONESIA	20	500	paid	2010/10/26
6	JAPAN Institute of Architects	20	500	paid	wire transferred on 2010/11/18
7	KOREA Institute of Registered Architect	25	625	paid	2009/8/20 ullan bataar
8	MACAU Architects Association	20	500	paid	2010/10/25
9	Pertubuhan Akitek MALAYSIA	20	500	500	2011/1/10
10	The Union of MONGOLIAN Architects	20	500	paid	2010/10/26
11	Society of NEPALESE Architects	20	500	500	2011/8/15
12	Institute of Architects PAKISTAN	20	500	paid	2009/8/19 ullan bataar
13	United Architects of the PHILIPPINES	20	500	paid	wire transferred on 2010/10/21
14	SINGAPORE Institute of Architects	20	500	paid	2010/4/21 manila
15	SRI LANKA Institute of Architects	20	500	paid	2010/10/25
16	Association of SIAMESE Architects	20	500	paid	wire transferred on 2012/1/24
17	VIETNAM Architects of Association	20	500	paid	2009/8/21 ullan bataar
18	Ar. Ronald Poon (Independent Purchase)	1	50	paid	2010/4/21 manila
			US\$8,675.00	US\$1,500.00	

Submitted by:

"PAYMENTS ABSOLVED BUT YET TO BE CREDITED TO ARCASIA"

Ar. Jun'ichi Ito
Hon. Treasurer
ARCASIA

Appendix - 04

ARCHITECTS REGIONAL COUNCIL, ASIA

Payment for ARCASIA HISTORY BOOK POSTAGE COST

By Ar. Yolanda Reyes up to 23 January 2012



	Name of Institute	Postage cost billed (US\$)	Postage cost Collected (US\$)	Date of Collection
1	Institute of Architects BANGLADESH	326.63	326.63	2011/8/17 in DaNang
2	Architectural Society of CHINA	177.05	177.05	2011/8/16 in DaNang
3	HONG KONG Institute of Architects	147.27	147.27	wire Transferred on 2011/8/9
4	The INDIAN Institute of Architects	266.14	266.14	2011/8/17 in DaNang
5	Ikatan Arsitek INDONESIA	174.55	174.55	2011/8/16 in DaNang
6	JAPAN Institute of Architects	129.76	129.76	wire Transferred on 2011/8/9
7	KOREA Institute of Registered Architect	162.83	162.83	2011/8/16 in DaNang
8	MACAU Architects Association	132.39	132.39	2011/8/16 in DaNang
9	Pertubuhan Akitek MALAYSIA	0.00	0.00	-
10	The Union of MONGOLIAN Architects	190.36	190.36	2011/8/16 in DaNang
11	Society of NEPALESE Architects	269.90	269.90	2011/8/15 in DaNang
12	Institute of Architects PAKISTAN	328.14	328.14	2011/8/16 in DaNang
13	United Architects of the PHILIPPINES	0.00	0.00	-
14	SINGAPORE Institute of Architects	162.83	162.83	2011/8/15 in DaNang
15	SRI LANKA Institute of Architects	328.14	328.14	
16	Association of SIAMESE Architects	162.83	162.83	2011/8/15 in DaNang
17	VIETNAM Architects of Association	174.55	174.55	2011/8/17 in DaNang
18	personal buy	50.00	50.00	2011/8/17 in DaNang
		US\$3,183.37	US\$3,183.37	Completed

Submitted by:

Ar. Jun'ichi Ito
Hon. Treasurer
ARCASIA

arcasia

差出人: "arcasia" <arcasia@jia.or.jp>
 日時: 11 June 2012 17:00
 宛先: <asykwong@hkia.net>; "'hkiassec'" <hkiassec@hkia.org.hk>; "'JOBPR-Junichi ITO'" <jun_i@zd5.so-net.ne.jp>; "'Thomas Cheung (arcasia comm)'" <thomas@ckal.com.hk>;
 <arcasiacommthomas@ckal.com.hk>
 CC: "'George Kunihiro'" <kunihiro@kokushikan.ac.jp>; <yuki@hkia.net>; "'Anna Kwong'" <asykwong@hkia.net>
 件名: Re: ARCASIA Bank a/c statement
 Dear Fiona,

thank you very much indeed for your kind help with these banking issues.
 Much appreciated.

Our very best regards to all you there at HKIA.

Marco

Ar. Marco Corbella
 Honorary Secretary ARCASIA 2011-2012 (Architects Regional Council Asia)
arcasia@jia.or.jp

From: hkiassec
Sent: Monday, June 11, 2012 4:50 PM
To: 'arcasia'; asykwong@hkia.net; 'hkiassec'; 'JOBPR-Junichi ITO'; '[Thomas Cheung \(arcasia comm\)](mailto:Thomas Cheung (arcasia comm))'; arcasiacommthomas@ckal.com.hk
Cc: 'George Kunihiro'; yuki@hkia.net; 'Anna Kwong'
Subject: RE: ARCASIA Bank a/c statement

Dear Marco,

As requested, attached please find the following blank forms:-

- 1) Request for statement / report - you may choose "Savings Bank History Report", the transaction date and amount would be recorded, but not the payer / origin of transfer.
- 2) Internet Banking application form - please fill in the application form for onward processing.

All the forms should be signed by the Authorized Persons, Trustee's signature is not required.

Best Regards,
Fiona Kam

HKIA Secretariat
 The Hong Kong Institute of Architects
 19/F, One Hysan Avenue
 Causewaybay, Hong Kong
 Tel: 2805 7096
 Fax: 2519 6011
 Email: hkiassec@hkia.org.hk / fiona@hkia.net
 Website: www.hkia.net

From: arcasia [mailto:arcasia@jia.or.jp]
Sent: Thursday, June 07, 2012 12:24 PM

Annex D

Date: OCT 21 2010

BDO

FOREIGN/DOMESTIC TELEGRAPHIC
TRANSFER APPLICATION FORM

Branch:

FOR APPLICANTS: Fill-out items with asterisk (*) only; write in bold letters

Correspondent/Receiving Bank _____ 57 FW/CH² No. or BIC³ of Benef. Bank _____

* Industry Type CORPORATION * Beneficiary Bank IFIC Bank Ltd.

* Birthdate/Registration Date 3/26/1975

20 Reference No. 0393-1000253 FXTT CITIWY

* Remitters Acct No. 3930018599 * Address 73/1, Elephant Road

* Invisible Code 001637 * Importer's Code _____ (1st Floor) Dhaka

32A * Value Date (yy/mm/dd) _____

* Amount and Currency \$ 1,508.00

50 * Applicant Name United Architects of the Philippines, Inc. 59 * Beneficiary Account No. 001434023788

* Tax ID No. 000-829-594-000 * Swift Code IFIC BD DH 014

* Address 3930018599 UAP Bldg #53 Sgt. Hallos St., Diliman, Quezon City, Philippines * Beneficiary Name Institute of Architects Bangladesh

393 0393-1000253 fxtt citiw * Address Vitti Sthapati

393 0393-1000253 fxtt citiw Brindo Ltd. Dhaka 1215

* Phone No. 393 0393-1000253 fxtt citiw Bangladesh

52 Ordering Bank _____ 70 * Beneficiary Info /RFB/

53A Sender's Corres. Bank _____

54A Receiver's Corres. Bank _____

FW/CH² No. or BIC³ of Intermediary Bank 1520 0

56 Name of Intermediary Bank UAP NATL FUND

* Country of Destination Bangladesh

Address 3930018599 71 * Charges for (Spa/Our) 10-21-10 09:43:05 5196 393 501 6

UAP NATL FUND 72 Sender to Receiver Info Online

393 0393-1000253 fxtt citiw Override ID:2 _____

NOTE: FW¹=Fedwire; CH²=Chips; BIC³=Bank Identifier Code

MODE OF PAYMENT

- ☐ Cash
- ☐ On-us Check
- ☒ Debit my account 3930018599
- ☐ TD/PA/COP No. _____

TERMS AND CONDITIONS

The Bank shall not be liable for any loss or damage sustained by the Applicant or any other person by reason of the error or delay of telegraphic or cable companies transmitting the telegraphic transfer message directing the agencies employed by the Bank in the transfer of funds, the risk for all which are assumed by the Applicant. By filling-out this form, the Applicant authorizes the Bank to disclose information necessary for the execution of the transaction and the Applicant agrees that the Bank shall not be liable for any loss or damage that the Applicant may suffer or incur arising from or in connection with the disclosure of any such information.

I/We have read and hereby authorize the Bank to carry out this instruction and agree to be governed by the terms and conditions printed herein.

Client's Signature

Signature verified by:

233100000000 393 0

>AP-CABLE CHARGES

393 sc for Machine Validation

Branch Use Only		BDO FOREX		10-21-10 09:44:22 5196 393 501 6	
Remittance Amount	Rate to Peso	Rate to USD	Pay Amount	USD Equivalent	Eff Date: 10-21-10
<u>\$ 1508.00</u>	<u>43.72</u>	<u>=</u>	<u>P 65,929.76</u>		
Service Charge/Commission		<u>=</u>	<u>P 320</u>		
Cable					
Cash/Postage					
Documentary Stamps	<u>65,929.76</u>	<u>3372 x 20 =</u>	<u>P 99</u>		
Others	<u>2M</u>				
TOTAL			<u>P 66,528.76</u>		
Processed by	Test Key/Code		Date Tested		
Verified by	Tested by				
Approved by	Trans. Ref. No.				

REV 1007 A