



01 March 2025  
ASA/2025/034

**NOTICE FOR THE 34th ASA AGM  
Jakarta, INDONESIA  
26 to 27 MAY 2025  
HOSTED BY  
Federation of Asean Shipowners' Associations  
(FASA)**

**TO BE HELD IN-PERSON**

TO: ASA ORDINARY MEMBER ASSOCIATIONS  
5 STANDING COMMITTEE CHAIRMEN  
ASA ASSOCIATE MEMBERS

With reference to our circular ASA/2025/012 dated 22 January 2025 in which we reported that the 34th ASA AGM would be held in Jakarta on 26 to 27 May 2025.

The venue for the 34th AGM will be Jakarta International Convention Centre (JICC) and Gala Dinner will be held at Fairmont Jakarta.

Fairmont Jakarta  
Jalan Asia Afrika No.8  
Gelora Bung Karno  
Jakarta 10270, Indonesia

Email: [Reservations.Jakarta@Fairmont.com](mailto:Reservations.Jakarta@Fairmont.com)  
Contact No: +622129703333  
Fax No. : +622129703334

On behalf of Mrs Carmelita Hartoto, Chairperson of the 34th ASA AGM, it is my pleasure to inform you that the preparations for the meeting are well underway.

Please find below the details on the programme and respective activities which require your planning and support.

## 1. OUTLINE OF ACTIVITIES (ANNEX 1)

The meetings for CM, AGM, ISF and 5S Committees will be held at Jakarta International Convention Centre (JICC).

The Gala Dinner of AGM will be held at Fairmont Jakarta.

An outline of activities is attached as **ANNEX 1**.

Chairmen and Secretary Generals of ASA Ordinary Member Associations are requested to reach Fairmont Jakarta in time for the ASA Chairmen's Meeting (CM) to be held from **1600H** on **26 May 2025**. ASA Chairmen's Meeting will be held at JICC and the transportation from/to Fairmont Jakarta will be provided.

Welcome Dinner for All ASA Ordinary, Associate Members and invited guests will be held at the Hutan Kota by Plataran, Jakarta, Indonesia. It will begin at **1900H, 26 May 2025** and the transportation from/to Fairmont Jakarta will be provided.

## 2. DELEGATES LIST (ANNEX 2)

Please complete and return the Delegates List (**ANNEX 2**) to the ASA Secretariat ([julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Eryln ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) no later than **21 March 2025**.

## 3. HOTEL ROOM REGISTRATION

We recommend delegates to stay at Fairmont Jakarta for convenience to the meetings and social events. Special rates have been provided for your convenience.

Please make your room reservation and hotel airport transport by the E-Reservation Link below given by the hotel :

Fairmont Jakarta

<https://fairmontjakarta.wixsite.com/asafasa2025>

For information on room type and rates, kindly refer to the Hotel Details (**ANNEX 3**).

Details of the accommodations in the hotel are available via the hotel website

(<http://fairmontjakarta.wixsite.com/asafasa2025>)

We would appreciate your advice if your delegates decide to stay at a different hotel.

Airport/Hotel Transportation

<https://fairmontjakarta.wixsite.com/asafasa2025>

Limousine Pick-up can be arranged, please find details at **ANNEX 3.1**

#### 4. ACTIVITIES REGISTRATION FORM (ANNEX 4)

The schedule and dress code for the key events are as follows:

<u>DATE</u>	<u>EVENT</u>	<u>DRESS CODE</u>
26 May 2025	<ul style="list-style-type: none"><li>• 36th ASA Chairmen's Meeting</li><li>• Welcome Dinner</li></ul>	Smart Casual Smart Casual
27 May 2025	<ul style="list-style-type: none"><li>• 5 Standing Committee Meetings</li><li>• 34th ASA Annual General Meeting (AGM)</li><li>• Group photo</li><li>• International Shipping Forum (ISF) 2025</li><li>• Gala Dinner</li></ul>	Business Business Business Business Business, Party or National dress
28 May 2025	<ul style="list-style-type: none"><li>• IMW Exhibition</li></ul>	<u>Business</u>

*Business* – Jacket without Tie

*Smart Casual* – Jacket/Tie not required

Please complete and return the Activities Registration Form (**ANNEX 4**) to the ASA Secretariat ([julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Eryln ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) by **21 March 2025**.

#### 5. VISA REQUIREMENTS (ANNEX 5)

Visitors from particular countries must have a valid visa to travel to and enter Indonesia. It is recommended that advice be obtained from travel agents or the local Indonesia Embassy regarding the application requirements and procedure.

If visas are required, please complete and return the Visa Requirement Form (**ANNEX 5**) to the ASA Secretariat ([julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Eryln ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) as soon as possible.

#### 6. THE 34TH ASA AGM COMMEMORATIVE ALBUM

ASA will be producing a hard copy commemorative album.

- Messages and Photographs from ASA Ordinary Member Chairmen

ASA will include messages from the Chairmen or Presidents of ASA Ordinary Member Associations in the Album. The message should be 200 to 300 words in length. Please email to ASA Secretariat (Julie: [julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Erlyn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) no later than **31 March 2025**.

For digital images of Chairmen or Presidents, we require high resolution (350dpi or more). Please name the digital image file using the Chairmen's or Presidents' name. If there is any concern on the quality of the digital image or if the digital image is unavailable, please kindly supply a physical print of the photograph and send it to ASA Secretariat (10 Anson Road, #05-01, International Plaza, Singapore 079903) and to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Erlyn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) to reach them no later than **31 March 2025**.

- 5 Standing Committee Members List  
Standing Committee Secretaries are requested to submit the latest list of the members of their Committee to the ASA Secretariat (Julie: [julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Erlyn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) no later than **31 March 2025**.

The information required from each Committee is as follows:

- i) Name of Chairman
  - ii) Name of Vice-Chairman (if any)
  - iii) Names of Members
  - iv) The title / name of the company and name of the Association of each member
- Messages and Photographs from ASA Associate Members  
ASA will include messages from ASA Associate members in the Album. The message should be within 150 words in length. Please email to ASA Secretariat (Julie: [julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Erlyn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) no later than **31 March 2025**.

We will put digital images of a representative of Associate members and their company's logo in the message. Please send the digital image files with resolution of 350dpi or more to ASA Secretariat (Julie: [julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Erlyn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) reach them no later than **31 March 2025**.

## 7. Delegates' Folder

We will be providing a soft copy of the delegates' folder to all members.

### **5 STANDING COMMITTEE DOCUMENTS AND CHAIRMAN'S REPORT for the AGM**

The secretaries of each of the 5 Standing Committees are kindly requested to prepare the Committee Documents and Chairman's Report for the AGM, and email them to the ASA Secretariat ([julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Eryn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) by **31 March 2025**.

These documents will be consolidated in the delegates' folder (soft copy).

Committees holding their Interim Meetings after 31 March 2025 are requested to submit their Committee Documents and Chairman's Report for the AGM to the ASA Secretariat ([julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Eryn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)), **as soon as** their respective interim meetings are held.

At the time of preparing this note, the schedule of 5S Committees meetings is listed as follows

<u>Committee</u>	<u>Date</u>	<u>Location</u>
SC 30th Interim Meeting	10 April 2025	On-Line
SILC 30th Interim Meeting	19 November 2024	Hong Kong
SNEC 42nd Interim Meeting	27 February 2025	Hybrid
SPC 38th Interim Meeting	27 March 2025	Singapore
SRC 31st Interim Meeting	10 April 2025	On-Line

During the 5 Standing Committee Report to be made at the AGM on 27 May 2025, we request all the Standing Committees to summarise their presentations into not more than five slides. The time allocated to each committee is 15 minutes (maximum).

## 8. PRESS RELEASE

A Press Release will be issued after the AGM.

Each Standing Committee is requested to consider **ONE ITEM** of their issues to be expressed in the Press Release and how to describe it in as few words as possible.

A copy of the Press Release issued at the last AGM in 2024 is attached as **ANNEX 6**

for your reference.

ASA Secretariat will compile a draft Press Release and send it to Chairmen and Secretaries of 5S committees and ASA Ordinary Member Associations for consideration prior to the AGM. All Standing Committee Secretaries are therefore requested to send their respective drafts to the ASA Secretariat (Julie: [julieng@asa.org.sg](mailto:julieng@asa.org.sg)) and copy to FASA-Indonesia Ms. Eka Purwaty ([IMW\\_2025@insa.or.id](mailto:IMW_2025@insa.or.id)) and Ms. Erlyn ([erlyn@pactoconvex.com](mailto:erlyn@pactoconvex.com)) no later than **9 May 2025**.

The Press Release will be finalised via exchange of emails by **16 May 2025** before the AGM.

Yours faithfully,



Yuichi Sonoda  
ASA Secretary General

Encl.

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