



**CAREC Federation of Carrier and Forwarder Associations (CFCFA)
Executive Board Meeting
11–12 December 2014, Hong Kong**

11 December 2014 Thursday	Participants: CFCFA Executive Board members and officers and CFCFA secretary and auditor in Hong Kong.
0830 – 0900	Registration
0900 – 0915	Welcoming Remarks Capt. Lin Zhong , CFCFA Chairman
0915 – 1015	CFCFA Limited Registration in Hong Kong <i>To present secretarial services being provided to CFCFA Limited, requirements, fees, and submission dates for registration in HK.</i> Speaker: Mr. William Loo , Senior Associate, Liau, Ho & Chan Solicitors & Notaries
1015 – 1030	Coffee Break
1030 – 1130	CFCFA Limited Registration in Hong Kong (continued)
1130 – 1200	Q&A
1200 – 1330	Lunch
1330 – 1530	CFCFA Limited Auditing <i>To present auditing services to be provided to CFCFA Limited and needed documents.</i> Speaker: Morison Heng
1530 – 1545	Coffee Break
1545 – 1800	Establishment of a banking relationship for CFCFA Speakers: Mr. William Loo , Senior Associate, Liau, Ho & Chan Solicitors & Notaries

12 December 2014 Friday	Participants: CFCFA Executive Board members and officers and CFCFA secretary and auditor in Hong Kong.
0900 – 0915	Opening Remarks Mr. Ying Qian , Director, ADB
0915 – 1030	Open Discussion: CFCFA Registration and Bank Account <i>To discuss and agree on secretarial and auditing services for CFCFA Limited and CFCFA responsibilities.</i> Moderator: Capt. Lin Zhong , CFCFA Chairman
1030 – 1045	Coffee Break
1045 – 1230	Admission and membership fee <i>To present and discuss proposals, collection, and management arrangements.</i> Speaker: Ms. Tsevelsaikhan Sharbandi , CFCFA Treasurer
12:30 – 1400	Lunch
14:00 – 1530	CFCFA Action Plan Speaker: Mr. Ilya Segal , KFFA
1530 – 1545	Coffee Break
1545 – 1620	Final Review of Documents for CFCFA Account
1620 – 1630	Closing Remarks Mr. Ying Qian , Director, ADB