

Our Ref.: D001-01

30 June 2010

Dear AFMA member,

INFORMATION REGARDING AFMA's 63rd ANNUAL GENERAL MEETING 2010

1. VENUE

On behalf of AFMA, I would like to invite you to attend AFMA's 63rd Annual General Meeting (AGM) to be held on **9 - 10 September 2010** at **Fairmont Zimbali Lodge, on the North Coast of KwaZulu-Natal.**

2. PROVISIONAL PROGRAMME

Thursday, 9 September 2010

- 14:30 Refreshments
- 15:00 AFMA Board of Directors' Meeting - (Directors only)
- 18:00 - 18:30 AFMA Meet & Greet (Cocktail Dinner)

Friday, 10 September 2010

- 08:30 AFMA Annual General Meeting
- 11:00 Tea and refreshments at Annual General Meeting
- 11:30 Guest Speaker(s)
- 13:00 Lunch
- 18:30 - 19:00 AFMA Dinner
- Guest Artist(s)

Saturday, 11 September 2010

Breakfast at leisure.

Golf (Interested Players)

Tee-off time: 11:35 (Earliest)



3. GUEST SPEAKER

All accompanying persons are welcome to join the AFMA Annual General Meeting at 11:00 for refreshments and the presentation(s) by the Guest speaker(s).

4. ACCOMMODATION TARIFFS PER NIGHT

AFMA have made a provisional block booking and we therefore ask that you complete and return the attached booking form to AFMA on or not later than **Friday, 20 August 2010**.

The tariffs quoted by **Fairmont Zimbali Lodge** for our conferences are as follows:

- **Single accommodation** per single standard room per night : **R1 700.00**
- **Double accommodation** per double standard room per night: **R2 400.00**

The above rates are based on a bed and breakfast basis, single and sharing as above.

The above rates are inclusive of 14% VAT & exclusive of 1% Tourism Levy on the accommodation portion. All tax structures and percentages are subject to change without notice.

NOTE

All accommodation bookings must be made through AFMA and **NOT** with Fairmont Zimbali Lodge.

Delegates will be responsible to settle their own accommodation counts with Fairmont Zimbali Lodge.

Delegates should NOTE that a “**100%**” cancellation fee applies to accommodation cancellations from **23 August 2010** to date of AGM.

The following are included in the Conference package and will be covered by AFMA:

- **Thursday evening**
 - Meet & Greet. (Cocktail Dinner)
- **Friday Annual General Meeting**
 - Refreshments and lunch at Annual General Meeting.
- **Friday evening**
 - AFMA Dinner.

NOTE

All other expenses not included in the package must be settled with Fairmont Zimbali Lodge on departure.

All beverages at official lunches and dinners will be catered for by AFMA.

5. CHILDREN POLICY FOR ACCOMMODATION

Children 18 years old and under may stay at no extra charge in their parents' room (excluding meals) in room categories accommodating more than 2 persons.

Where two rooms are required to accommodate a family, the single occupancy rate will be charged for each room (plus meals and service charges where applicable).

NOTE

1 young child can be accommodated on a sleeper couch in the standard rooms, if there is more than 1 child they may have to be accommodated in a separate room depending on their ages (8 years and above) usually.

The standard rooms do not have inter leading doorways. A suite can be used with an optional twin room adjoined.

6. KIDS CLUB / BABY SITTERS

A children's centre and baby sitters will be available to take care of the children during the functions.

Costs are as follows:

Kids club

- Kids club entrance/programme fee: R75.00 for children between the ages of 5 and 12.
- No Y'Univers fee for children under the age of 5 but they have to be accompanied by an adult.
- The above fees can be charged to the room account or parents can alternatively pay by cash or credit card.

NOTE

Food for children is ordered at Ayboa and parents settle the amount with outlet when they pick up their children.

Baby sitters

Babysitters can be booked from hotel concierge at the following fees:

- 1 - 2 Children: **R 60 per hour**
- 3 Children: **R 75 per hour**
- 4 Children: **R100 per hour**

NOTE

Babysitting fees have to be paid directly to babysitters by cash when kids are picked up.

Please inform AFMA as soon as possible if special arrangement is needed to take care of the children during AFMA's functions.

7. MEALS

Complimentary meals and gratuities will be offered to children 5 years old and under.

- Children 6 - 12 years : **50% of meals and gratuities**
- Children 13 years and older: **are on normal meal prices**

8. SPECIAL FOOD REQUIREMENTS

Please specify any special food requirement on the booking form, eg. Vegetarian, Halaal or Kosher.

9. DAY VISITORS

Please indicate on the registration form which of the events you will attend in order to finalise our figures.

10. CHECK-IN TIMES

- The official check-in time is **14:00**.
- The official hotel check-out time is **12h00**.

11. DRESS CODE FOR MEETINGS

- **Board of Directors' Meeting**
 - Smart Casual
- **AFMA Meet & Greet (Cocktail Dinner)**
 - Casual
- **AFMA Annual General Meeting**
 - Smart Casual
- **AFMA Dinner**
 - Casual

12. GOLF

A 10 x 4 Balls reservation has been made at Zimbali Golf course. We will work on a first come first served basis and if necessary and available, we will make further reservations.

The golf arrangements are as follows:

- **Date**
 - Saturday, 11 September 2010
- **Tee-off time**
 - 11:35 (Earliest)

- **Cost per player (Green fees - 18 holes for visitors)**
 - R450.00 (Non-Affiliated Rates Weekend)
- **Cart Hire per person (Compulsory)**
 - R220 per cart
 - R110 per player sharing

12.1 ADDITIONAL GOLF: (8 - 9 SEPTEMBER 2010)

Additional golf reservations have been made for 8 - 9 September 2010, if delegates are interested in playing golf on either of these days.

Please contact **Teresa Struwig at Tel: +27 12 663 9097 or E-mail: admin@afma.co.za** for more information with regard to the golf bookings and tee-off times.

12.2 GOLF RULES

- Bag tags are essential. To ensure smooth check-in at the Club Porte Cochere, each and every golfer's name must be displayed on their golf bag prior to arrival.
- Only "bona fide" golfers with official, registered handicaps are permitted to play at Zimbali Country Club.
- Players to register for golf by at least 15 minutes before tee-off time.
- Players to report the starter on the tee/s seven minutes before their official tee-off times.
- Each player to sign an indemnity form at the Pro Shop.
- Only soft spikes are permitted.
- No "Gemini" carts (golf bags with wheels) can be accommodated on golf carts, therefore, players to ensure they arrive at Zimbali Golf Club with a standard-type golf clubs bag.
- No beverages, other than those from Zimbali Golf Club, are permitted on the golf course.
- Alcohol is STRICTLY prohibited during play on the golf course.
- Regrettably, spectators and children cannot be accommodated due to the terrain. (Strictly Golfers only).

12.3 DRESS CODE

Zimbali Golf Club requested golfers to dress according to the standard golf attire.

We trust that you respect the rules and wishes of Zimbali Golf Club and their desire to maintain a minimum set of standards and codes at the club.

13. THE VENUE

The Fairmont Zimbali Lodge overlooks the incredible Indian Ocean and is surrounded by lush vegetation and beautiful indigenous gardens.

The Fairmont Zimbali Lodge offering a five-star luxury accommodation, and is decorated to complement the natural surrounding forest. The classical architecture is accentuated by warm wood and russet autumn tones. The stylishly designed rooms and luxury suites offer superb accommodation, all amenities and services offer comfort for both holiday and business travellers.

The Fairmont Zimbali Lodge offers the following activities:

- **Tennis**

There are two all weather, floodlit tennis courts. Tennis rackets and balls are available for use by lodge residents, from the clubhouse.

- **Swimming**

The beautiful pool area is incredible with its scenic appointment overlooking the Ocean. The pool appears to meander directly into the sea and offers guests a tranquil and relaxing diversion. Sun Loungers, umbrellas and towels are available.

- **Beach & Lake**

Guests can soak up the sun and the splendor of the beach or the unique lakeside and even enjoy an al fresco picnic. The secluded beach pool is equipped with umbrellas, loungers and refreshments are provided. This stretch of coastline is not designated for swimming however, other bathing beaches are located nearby.

- **Horse Riding**

Take a gentle canter around the estate on horseback, meander through the indigenous forest accompanied by experienced guides.

- **Bird and Butterfly Watching**

As a protected environment, the Estate is home to a wide variety of birdlife and magnificent butterflies. Forest Walks. Enjoy the splendor of this sub-tropical forest with a brisk walk or a leisurely stroll. You may enchanter a shy antelope along the way.

- **Health and Beauty Spa**

Guests can treat themselves to the health and luxury they deserve, with a whole range of therapies such as: 4 treatment rooms for body treatments, facials, manicures, pedicures and massages, health hydro shower.

- **Shopping**

Located in the reception lounge area, ideas at Zimbali offer a beautiful collection of resort-wear and logo items including clothing and gifts. There is also a selection of curios and essentials such as magazines, chocolates and candy.

14. DIRECTIONS TO FAIRMONT ZIMBALI LODGE & RESORT

See the attached directions to Fairmont Zimbali Lodge & Resort.

Foot note:

The average temperature in KwaZulu Natal North Coast::

Winter (June - August)

Low : 17°C / 63°F

High: 25°C / 77°F

Summer (September - May)

Low : 24°C / 75°F

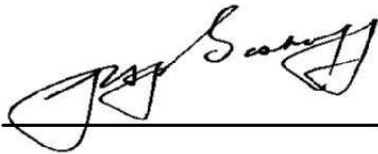
High: 35°C / 95°F

Have a safe journey

and

We look forward to seeing you at AFMA's 63rd Annual General Meeting

Yours faithfully



**DE WET BOSHOFF
EXECUTIVE DIRECTOR: AFMA**

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