

Sharm El-Sheikh on: 11 December 2022

Invitation to attend the CDWS regular general assembly meeting for year 2022, on Monday the 19th of December 2022, at 6PM at the Arabia Azur Resort in HUR

Dear CDWS members,

The Chairman of CDWS steering committee would like to invite you to attend the regular general assembly meeting of year 2022 **on Monday the 19th of December 2022, at 6PM at the Arabia Azur Hotel in Hurghada.**

In case the number of attendees is below the legal requirement -which is 50% of the total number of the general assembly members- the meeting will be postponed for one hour to be held at 7PM of the same day 19 December 2022 and at the same location. In which case, the meeting should be valid with the present number of attendees.

Google map link for the location of Arabia Azur Hotel in Hurghada where the meeting will take place is: <https://maps.app.goo.gl/Wwreyvc2UoQcsh9p6>

• **Important Notice:**

1- For the best meeting arrangement and in order to take related precautions measures to prevent any crowding, you are kindly requested to register through the following link to be able to attend the meeting:

<https://forms.office.com/Pages/ResponsePage.aspx?id=vZDdr9e4WEWf7DEvfrvoIEIMBdvnKDV FgAgiipdq31ZUN1RQTjZTUlgxRkIFUEIYMVINNkNNRIFXNy4u>

Please be informed that:

- the deadline for the registration to be able to attend the meeting is on Sunday 18 December 2022 at 4PM.
- The form is available in both Arabic and English languages.
- Each operation member in CDWS has to fill a separate form.
- Only the legal representative of the operation – mentioned in the form – will be allowed to attend the meeting.



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- Should you change any provided information or changed the legal representative of the operation, a new form should be submitted.
- You will receive a confirmation email to confirm your meeting attendance after we had reviewed the information provided with MOTA.

Meeting agenda topics include:

- 1- Review the annual board report for year 2022.
- 2- Approve the balance sheet and financial statements for fiscal years 2021-2022
- 3- Review the estimated budget for years 2022-2023
- 4- Approve the appointment of a chartered accountant or more and determine their fees for the fiscal years 2022-2023.

As per article no. 5 of the Egyptian Tourism Federation policy issued by the Ministry of Tourism and Antiques decree no. 630 for year 2017 and decree no. 420 for year 2018 - amending certain provisions of the Egyptian Tourism Federation policy - those who are eligible to attend the CDWS general assembly meeting must be the legal representatives of the operations, accredited to The Ministry of Tourism & Antiques, as follow:

- The chairman of the board of directors or the managing director of the finance companies.
- The acting partner assigned by the management in the partnership's companies.
- The stockholders board member in the stock companies.
- The stakeholders in limited liability companies.
- The owner of the individual company.
- The responsible manager with a written consent of the owner or legal representative of the company.

- Kindly note that – officially - only one representative for each operation will be allowed to attend the meeting, and he/she is the legal representative of the operation accredited to the MOTA and the CDWS and already registered via the registration link mentioned above.

- Should you require changing the operation legal representative, both the MOTA and the CDWS should be officially informed via the above-mentioned registration link before the deadline date and time mentioned here earlier.



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Provided that:

The attending operations must have valid MOTA license and have paid their CDWS membership contributions.

Please consider the following:

- 1- Only the legal representative of the operation – registered through the link mentioned above - is allowed to attend the meeting. Attending on behalf of the legal representative – either by presenting a power of attorney, authorization, mandate or any other legal form – is totally prohibited.
- 2- The legal representative must show his/her valid national ID card or passport.
- 3- You should have registered through the following link to be able to attend the general assembly meeting :
<https://forms.office.com/Pages/ResponsePage.aspx?id=vZDdr9e4WEWf7DEvfrvoIEIMBdvnKDVFgAgiipdq31ZUN1RQTjZTUlgxRkIFUEIYMVINNkNNRIFXNy4u>

Attachments:

- The annual board report for year 2022.
- The balance sheet for the financial year 2021-2022
- The estimated budget for year 2022-2023

Should you have any questions or inquiries during the general assembly meeting, please put them on a piece of paper to discussed during the meeting after finalizing the topics of the agenda.

We will be pleased to see you.

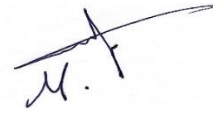
Secretary General



Ismail Mohamed



Chairman of steering committee



Mostafa Hefni



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