



ASIA-PACIFIC CORPORATE REGISTERS FORUM 2003

REGISTRATION BROCHURE



"CORPORATE REGISTERS - SHARING EXPERIENCES AND IDEAS"

INSPIRING INNOVATION

STAMFORD PLAZA HOTEL
AUCKLAND, NEW ZEALAND

25-28 FEBRUARY, 2003

I have great pleasure in inviting you to attend the Asia-Pacific Corporate Registers Forum. We look forward to sharing a stimulating and challenging programme with you.

This Forum will provide an opportunity for you to reflect on and share your experiences, as well as gain new ideas and knowledge.

*Neville Harris
Registrar of Companies
New Zealand Companies Office
Ministry of Economic Development*

Guest Speakers

Neville Harris - Registrar of Companies, New Zealand Companies Office, Ministry of Economic Development



Neville Harris was appointed Deputy Secretary of Operations Branch, Ministry of Economic Development in 2000.

He was previously Assistant Secretary of the Commercial Affairs Division, Department of Justice, in charge of the Companies Office and the New Zealand Insolvency and Trustee Service. In 1995 the Division was transferred to the Ministry of Commerce and redesignated the Business and Registries Branch taking on responsibility for the Intellectual Property Office, Government Actuary Office and the Plant Variety Rights Office.

In 2001 the Ministry of Commerce was renamed the Ministry of Economic Development. The Business and Registries Branch was enlarged to include Crown Minerals, the Radio Spectrum Management Group and the Electrical Workers Registration Group, becoming the Operations Branch for the Ministry.

Richard Shaw - Director General, Corporations Directorate, Industry Canada



Richard Shaw began his career in the federal government in 1987 after several years as a senior member of a New Brunswick law firm. He joined the Department of Justice in the Legal Services Branch, Department of Indian Affairs and Northern Development. In 1990, Richard became the Senior Counsel of Specific Claims, Comprehensive Land Claims and the Northern Program with DIAND. In 1996, Richard was seconded to work with Industry Canada Legal Services with the Office of the Superintendent of Bankruptcy where he was the litigation coordinator. At the beginning of 1999, Richard took up his current position as Director General, Corporations Directorate and Director under the *Canada Business Corporations Act*.

Lynn Lynch - Director of Marketing and Sales, Companies House, United Kingdom



Lynn Lynch joined Companies House in 2000 having worked in marketing in a variety of different roles both in the private and public sector. She has experience in global marketing of capital equipment, media analysis, business advice and marketing tourism. She is a member of the Chartered Institute of Marketing. Lynn's role at Companies House includes product development, marketing and sales, customer care and marketing communications. One of the key areas of operation is the electronic delivery of the Register. Lynn's team is involved in the re-design of the Companies House Internet site.

Conference Programme

Tuesday, 25 February, 2003

1700 Forum Registration and Cocktails Stamford Plaza Pool Deck

Wednesday, 26 February, 2003

830 Registration Desk opens. Tea and coffee served in the Prefunction Foyer

900 Traditional Maori Welcome and Powhiri

Forum Formal Opening

The Ministry of Economic Development's Encouragement and Use of Electronic Business Technology - An Overview of the New Zealand Context

Geoff Dangerfield - Chief Executive, Ministry of Economic Development, New Zealand

Official Welcome

Neville Harris - Registrar of Companies, Ministry of Economic Development

Introduction of Forum Delegates

1030 Morning Tea

1130 The Strategy to Implement the New Zealand Companies Office Electronic Register of Limited Liability Companies

Neville Harris - Registrar of Companies, Ministry of Economic Development

1130 Technology Update

The New Zealand Companies Office Electronic Register of Limited Liability Companies - An Operational Survey

- Electronic company name reservations and incorporations
- Electronic annual returns
- Electronic payment transactions
- Internet site design
- Company Keys
- Information and site security

Justin Hygate - Group Manager Business Registries, Ministry of Economic Development

Andrew Wagg - Manager e-Business Services, Ministry of Economic Development

1230 Buffet Lunch Sponsored by Desktop Imaging Limited

1330 An Overview of the Canadian Federal Corporate Registration System

Richard Shaw - Director General, Corporations Directorate, Industry Canada

1430 An Overview of the New Zealand Personal Property Securities Register

- Legislative background
- IT, Internet and business issues
- Development processes
- Administration and register operation

Andrew Bridgman - Project Manager, PPSR Implementation Team, Ministry of Economic Development

Stuart Judge - Principal, Jarin Consulting Limited

1530 Afternoon Tea

1600 Audience / Panel Discussion - A review of today's sessions

1700 Close of Day One *Free Time*

1800 Cocktail Reception Stamford Plaza Hotel

1900 Informal Buffet Dinner Stamford Plaza Hotel

Thursday, 27 February, 2003

- 800 Tea and coffee served in the Prefunction foyer
- 830 The Australian Securities and Investments Commission - An Operational Survey
Mark Drysdale - Executive Director, Public and Commercial Services, Australian Securities and Investments Commission, Australia
Jeremy McNeice - Director Operations, Public Information Program, Australian Securities and Investments Commission, Australia
- 930 Companies House (UK) - An Operational Survey
Lynn Lynch - Director of Marketing and Sales, Companies House (UK), United Kingdom
- 1030 Morning Tea
- 1100 Audience / Panel Discussion
Jurisdictional Technology Updates - Asia
- 1200 Buffet Lunch Sponsored by Baycorp Advantage (NZ) Limited
- 1300 Audience / Panel Discussion
Jurisdictional Technology Updates - North America and Pacific
- 1400 Audience / Panel Discussion
Corporate Register Document and Information Processing Centres
Discussion will include but is not limited to:
- Document and information imaging and storage
 - Quality assurance systems
 - Systems benchmarking
- 1500 Afternoon Tea *Free Time*
- 1615 Transport to Formal Dinner Venue
- 1800 Formal Dinner Te Whau Vineyard, Waiheke Island
- 1015 Return transport to Stamford Plaza Hotel
- 1100 Tea and coffee served in Hotel foyer

Friday, 28 February, 2003

- 830 Tea and coffee served in Prefunction foyer
- 900 Audience / Panel Discussion
Effective Corporate Register Communication and Compliance Programmes - Strategies for Success
Discussion will include but is not limited to:
- Contact centres
 - Corporate compliance programmes
 - Client relationship management programmes
 - Public education programmes
- 1000 Audience / Panel Discussion
Developments in Corporate Register Technology - Future Directions
Discussion will include but is not limited to:
- e-government portals
 - Privacy issues
 - Smart Key systems
 - Internet Security - Secure Socket Layers (S.S.L.)
 - Public Key Infrastructure (P.K.I.)
 - W.A.P.
- 1100 Morning tea
- 1130 Closing Session**
Establishing Networks to Share our Future Experiences
- 1215 Group Photograph
- 1230 Buffet Lunch
- 1400 Asia-Pacific Corporate Registers Forum concludes and delegates depart

Social Programme

Tuesday, 25 February, 2003

5pm-7pm *Welcome Cocktails and Registration*

Join us for a drink and a warm welcome to the Forum. Meet delegates and speakers by the pool at the Stamford Plaza Hotel and collect your registration information. *No cost to delegates.*

Wednesday, 26 February, 2003

6pm-9.30pm *Cocktail Function and Dinner*

A chance to meet with fellow delegates in an informal setting at the Stamford Plaza Hotel, venue for the Forum. Enjoy a sumptuous buffet dinner and wine. *No cost to delegates.*

Thursday, 27 February, 2003

6.30pm-11pm *Conference Dinner Te Whau Vineyard, Waiheke Island*

With breathtaking 360° views, stunning architecture, exquisite food, and New Zealand's finest wines, Te Whau Vineyard Restaurant is a truly unique wine lover's experience. Located on picturesque Waiheke Island, a 40 minute ferry ride from Downtown Auckland, enjoy predinner drinks overlooking the vineyard and Te Whau Bay followed by a three course dinner matched with fine New Zealand wines. *No cost to delegates.*

Partners and spouses of registered delegates are welcome to attend any of the social functions. A charge for each additional attendee will apply for each function at a cost to be advised.

Accommodation

Special conference rates have been negotiated at the Stamford Plaza Hotel. These rates are only available if booked through the Conference Secretariat. We strongly encourage early bookings to ensure availability of accommodation.

Stamford Plaza Hotel, Albert Street, Auckland

Superbly located in central Auckland, the elegant Stamford Plaza Hotel is the venue for the Forum as well as providing the convenience and comfort of on-site accommodation. Facilities include 24 hour room service, rooftop pool, health and fitness centre. Dining and entertainment options are provided by the Hotel's Brasserie Restaurant and Lobby Bar.

Check in time: 1:00pm

Rate per room per night (Single/Double/Twin): NZ\$405.00

Hotel Deposits

- A deposit equivalent to one night's room rate must be forwarded with your request for accommodation. If payment is to be settled by credit card, the card number will be forwarded to the hotel and the equivalent of one night's room rate debited to your card. The card number will continue to be held by the hotel to settle any further charges on departure.
- Accommodation reservations are not confirmed until payment is received.

Amendments

- Any addition or amendment to accommodation requirements must be advised in writing to the Conference Secretariat, **not** the hotel.

Early and Late Arrivals

- If you are likely to arrive at your hotel after 6:00pm, please advise the Conference Secretariat. Otherwise it is possible that your room will be released and your deposit forfeited.
- Please also note that for arrivals prior to check-in times listed, rooms cannot be guaranteed unless the previous night has also been reserved.
- Hotel rooms will only be held until 6:00pm unless otherwise specified and either a deposit is paid or a credit card number is supplied to secure your reservation.
- Additional charges will apply for late checkout.

Cancellations and Refunds

- Any alterations or cancellations must be notified in writing to the Conference Secretariat, Convention Management ("CM").
- Deposits paid on hotel reservations which have been cancelled by written notice to the Conference Secretariat and received more than 30 days prior to the commencement of the conference, will be refunded in full. Refund for any cancellation received within the 30-day period will be at the discretion of the hotel, but a cancellation fee of NZ\$20.00 will apply regardless.

Registration Information

Registration Fees

Registration for the Forum is set at NZ\$350.00 per delegate. This includes the following: attendance at all forum sessions, morning and afternoon tea breaks and lunches; informal dinner on 26 February; dinner at Te Whau Vineyard on 27 February including transport; Conference satchel and handbook.

All fees are in NZ Dollars and are inclusive of the New Zealand Government Goods & Services Tax at 12.5%

How to Register

Please complete the on-line registration form at the Conference Internet site www.cmsl.co.nz/apcrf03 (Payment can also be made on-line by credit card after completing the registration form).

Payment

Payment for fees, social functions, and accommodation must be made by:

- Cheque or bank draft drawn on any New Zealand bank in NZ\$ and made payable to: **Asia-Pacific Corporate Registers Forum**
- Personal cheques drawn on banks outside New Zealand cannot be accepted
- American Express, Diners, VISA and MasterCard credit cards will be accepted
- On-line by credit card, after completion of on-line registration form

The Conference Secretariat
Asia Pacific Corporate Registers Forum
C/- Convention Management
PO Box 2009, Auckland, NEW ZEALAND
Phone: +64-9-529 4114
Fax: +64-9-520 0718
E-mail: apcrf@cmsl.co.nz

Cancellations, Refunds and Insurance

Any amendments and/or cancellations must be notified in writing to the Conference Secretariat, Convention Management. Cancellations received in writing before Monday 20 January 2003 will be refunded in full less an administrative fee of NZ\$25.00. Cancellations received after that date will not receive refunds unless exceptional circumstances prevail.

Substitute delegates are welcome without penalty, but please advise the Conference Secretariat of any name changes.

In the event that the conference is cancelled by the organisers or CM, or by any reason of any factor outside the control of the Organisers or CM, the conference cannot take place; the amount of the Registration Fee shall be refunded. The liability of the Organisers and CM shall be limited to that refund and neither shall be liable for any other loss, cost or expense, however caused, incurred or arising. In particular, neither the Organisers nor CM shall be liable to refund any travel or hotel costs incurred by delegates or their organisations. It follows that delegates and accompanying partners are advised to take out comprehensive insurance, including travel insurance.

Disclaimer

Neither the Organising Committee of APCRF and its constituent members acting as organisers (known collectively as 'the Organisers'), nor Convention Management, can accept any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers), if such loss is caused or results from the act, default or omission of any person other than an employee or agent of the organisers or CM. In particular, neither the Organisers nor CM can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. Nor can the Organisers or CM accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates and/or partners in connection with the Conference, nor losses suffered by reason of industrial disputes, governmental action, registrations or technical problems which may affect the services provided in connection with the Conference. Neither the Organisers nor CM is able to give any warranty that any particular person will appear as a speaker or panellist.