



January 2019

Dear Sir/Madam

Corporate Secretaries Professional Development Workshop

The Eastern Caribbean Securities Exchange Ltd (ECSE) is pleased to announce the launch of a Professional Development Workshop for Corporate Secretaries to be held in March.

The workshop is a part of a programme designed to enrich corporate secretaries' skills sets in order to enhance their effectiveness in their roles as integral parts of the governance structures within their organisations. The 2-day event will focus on the tools and practices for effective meetings management and minutes; the relationship of the company secretary with the ECSE, and with the Eastern Caribbean Securities Regulatory Commission.

The sessions will have broad appeal to all company secretaries in the public and private sectors, and will be of particular relevance to public companies, reporting issuers and listed companies. Registration is therefore open to all company/corporate secretaries, assistant company/corporate secretaries and other corporate executives in both the private and public sectors.

The workshop will be held in St Kitts, at the **OTI, Fortlands, St Kitts** over the period **27 - 28 March 2019**. I am pleased to invite you to attend one of these workshops. Early registration is recommended, as participation at each programme is limited.

Further details on the programme can be obtained by request of by visiting the ECSE's website, www.ecseonline.com. Kindly complete and submit the registration form to the ECSE by **18 March 2019**.

I look forward to welcome you to this programme.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Blake', written over a horizontal line.

TREVOR E BLAKE
MANAGING DIRECTOR

Encs.

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