



**To all members of the ICS German Branch e. V.**

Postal address:  
Institute of Chartered Shipbrokers  
German Branch e.V.  
c/o Sabine Etheridge  
Berliner Platz 1  
D -21680 Stadium  
Phone: 04141/41 22 96  
E-Mail: [secretary@ics-germany.de](mailto:secretary@ics-germany.de)

14. April 2022

**Invitation to the Ordinary General Assembly 2022  
on Wednesday, 4 May 2022 at 18:00 hrs  
in the online procedure via video conference (Microsoft Teams)**

Dear ICS German Branch Member,

We cordially invite you to our ordinary general meeting on 4 May 2022 at 18:00 hrs. In accordance with the decision of the Executive Board, the meeting will be held online as a video conference this year. To attend the conference, you will receive an e-mail message with the access link to the Teams conference on 4 May 2022 in good time before the meeting. **Please register to attend by email to [secretary@ics-germany.de](mailto:secretary@ics-germany.de) by 3 May, 2022 so we can get an idea of the expected number of attendees.**

Below please find the current agenda for the General Assembly:

- Opening and welcome
- Determination of a quorum
- Item 1 Approval of the minutes of the ordinary General Meeting of 23.09.2021  
(The minutes are attached to this letter.)
- Item 2 Presentation of the Treasurer's report for the business year 2020/2021
- Item 3 Acceptance of the Treasurer's report for 2020/2021
- Item 4 Report of the Chairman Hauke Pane
- Item 5 Discharge of the Board
- Item 6 AOB

Additional suggestions for the agenda will gladly be accepted until 2 May 2022, please send them to: [secretary@ics-germany.de](mailto:secretary@ics-germany.de). **Please note that the AGM will be held in German.**

Yours faithfully,

on behalf of the Board of the ICS German Branch e.V.

signed Hauke Pane  
(Chairman)

Attachment: Minutes of the AGM 2021 (translation from the original German Minutes)