



Asian Harmonization Working Party

WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

The Updates of AHWP ADMINISTRATION SERVICES LIMITED (ASL)

Ali Al dalaan

President

AHWP Administration Services Limited

8th Nov, 2011



Introduction of ASL

- Company Name:
 - **“AHWP Administration Services Limited”**
(hereinafter referred to as “the Company” or “AHWP ASL”)
- Company Nature:
 - the Company is limited by Guarantee and not having a Share Capital (non-profit distributing)
- Registered Office:
 - the Company will be situated in the Hong Kong
- Company M&A:
 - the Memorandum & Articles of Association (M&A) of AHWP ASL was prepared by the Special Task Group (Legal Entity)



ASL Company Mission and Goal

- To administer and execute any mandates of AHWP
 - by conducting educational seminars, trainings and all other activities as necessary to study and recommend ways to harmonize medical device regulations in the Asian and other regions in line with global trends
- To work in coordination with the below parties aiming at establishing harmonized requirements, procedures and standards for medical device regulations:
 - the Global Harmonization Task Force (“GHTF”)
 - Asia Pacific Economic Cooperation (“APEC”)
 - other related international organizations



Incorporation and current membership

■ Board of Directors

There are 5 Directors in the Board so far, including:

1. First President: Mr ALDALAAN Ali Mohsin Z; (Ali)
2. First Treasurer: Mr CHAN Wai Kit Benjamin; (Ben)
3. First Vice-Treasurer: Mr HO Chi Ming Ricky; (Ricky)
4. First Director: Ms YEH Hui-Chuan; (Daphne)
5. First Director: Mr WONG Lung; (Jack)

Advisor

1. Mr LAU Wah Kit (Mark)



Incorporation and current membership

■ Membership Type

- The Members of the Company consist of:
 1. Regulator Members: ≤ 1 for each member economy;
 2. Industry Members: ≤ 1 for each member economy;
 3. Associate Members: ≤ 100 for each economy (member or not member of AHWP)
- Regulator Members and Industry Members are collectively referred to as the “Voting Members” and shall have the right to attend and vote at general meeting.

Incorporation and current membership

■ List of Founding Members:

Name	Organization	Economy	Membership
Mrs Joanna Koh (nee Wee Poh Neo)	Health Sciences Authority	Singapore	Regulator
Ms Li-Ling LIU	Division of Medical Devices and Cosmetics, FDA	Chinese Taipei	Regulator
Dr KULWANT S SAINI	Johnson & Johnson Ltd	India	Industry
Ms Anan Saleh Abu Hassan	Jordan Food & Drug Administration	Jordan	Regulator
Ms Fiametta S. Soenardi	PT Gatrajasa Medika Pratama	Indonesia	Industry
Mr ZAMANE BIN ABDUL RAHMAN	Ministry of Health, Medical Devices Bureau	Malaysia	Regulator
Mr MOHD AMIN BIN YAAKOB	Ministry of Health, Medical Devices Bureau	Malaysia	Associate
Dr MOHD AZMAN	Printis Resources SDN. BHD.	Malaysia	Associate
Mr Tony Low	Medical Device Conformity Assessment Services	Malaysia	Industry
Ms Annie ENG	MEDCERT Services	Malaysia	Associate
Ms SUZETTE CARAVANA TOMANENG	QUE Standards SDN BHD	Malaysia	Associate
Mr Siew Leong, (Eric) Chin	3M Asia Pacific Pte Ltd	Singapore	Associate
Ms Mallika Latavalya Na Ayudhaya	Thai Medical Device Technology Industry Association	Thailand	Industry

Incorporation and current membership

■ Company Secretary

■ LILY TSANG & CO. Certified Public Accountants

- Contact Person: Mr Lily Y.H. TSANG
- Tel: (852) 2526 3147
- Fax: (852) 3107 0822
- Email: tsangcpa@hotmail.com

■ Contract Period: from February 2011 to August 2012

■ Scope of Work:

- Provide Company Secretary duties
- Register the Company with compliance to company law of Hong Kong

■ Expenditure:

Fee from Company Secretariat ,legal advise and company registration		HKD	USD
1	18 Months Company Secretarial Service for setting up AHWP Administration Services Limited	3,000.00	384.62
2	18 Months Registered Office for setting up AHWP Administration Services Limited	3,600.00	461.54
3	Formation of a Limited Company in HK for setting up AHWP Administration Services Limited (Certificat document for opening a bank Account)	450.00	57.69
4	Formation of a Limited Company in HK for setting up AHWP Administration Services Limited(Secretariat Work)	9,000.00	1,153.85
Sub Total:		16,050.00	2,057.69



Financial Position and Arrangement

- HK\$660,073.11 (US\$84,624.76) from AHWP Reserve/Fund managed under the Hong Kong Productive council (HKPC) was transferred to ASL bank account on 14 Sep 2011.
- First Treasurer and/or First Vice-Treasurer would propose payment recommendations to the Board of ASL for endorsement before each of the payment transaction.
- It will be the Board level's decision with the agreement by at least Three Board of Directors to endorse any proposed payment.



Signing of Agreement

- As legal equity , ASL will sign agreement to other organization /parties that provide service to AHWP. (e.g. HKPC for their Secretariat Support Services, and HKU Space for the Training Collaboration)
- ASL Board of Directors meeting would be held to endorse and execute the signing of agreement and payment to the services provider as endorsed in the AHWP Main Meeting



Work plan for 2012

Signing of Collaboration/Service Contracts

- Signing of Service Agreement with Hong Kong Productivity Council on Secretariat Support Services
- Signing of Service Agreement with HKU Space on Training Collaboration
- Signing of Contract with International organization such as ISO, APEC, WHO, etc

Meeting Schedule

- Holding of the 1st AGM (Annual General Meeting) of ASL in conjunction with the TC meeting in 2012
- Holding of the 2nd AGM of ASL in November 2012, in conjunction with 17th AHWP Main Meeting
- From the 2nd AGM onwards, to hold the ASL AGM in conjunction with the AHWP Main Meeting annually



– Q&A –