

APPENDIX 3.9 STANDARD MEMO NOTIFYING EACSB OF SIGNING OF AGREEMENT

RESTRICTED (CONTRACT)

MEMO

<i>From</i> Head of Department	<i>To</i> Secretary, EACSB
<i>Ref</i> <i>in</i>	<i>Your Ref</i> <i>in</i>
<i>Tel No</i>	<i>dated</i>
<i>Fax No</i>	<i>Fax No</i>
<i>Date</i>	

**Agreement No.
Agreement Title**

In compliance with the stipulated procedure for the appointment of consultants for items approved by the EACSB, I append hereunder the information pertinent to the captioned Agreement :

Title of Agreement :
Name of Consultant :
Signing Date :
Commencement Date :
Anticipated Completion Date :

- 2. Enclosed is a certified true copy of the Agreement document.

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