



## ***Memorandum***

TO: All Grade 6 – 9 Executives

FROM: Andrew Carto, Human Resources Director

DATE: 12 October 2016

---

Management is in the process of updating Personal Files. Please submit a copy of your updated CV to Ms Doreen Singh, Executive Secretary, which should include –

1. Academic qualifications completed. Please forward copies of relevant Certification, if applicable.
2. Any Programme(s) which you are current pursuing.
3. Names of Clubs/Organisations to which you may be affiliated.
4. Any change in your marital status.
5. Updated contact (address) information.

*Andrew Carto*  
Andrew Carto  
Human Resources Director