 *MEMORANDUM*

**From:** Executive Assistant **To :** Fosua Akoto Bamfo

**Cc** :

**Bcc** :

***Our Ref:*** ***Your Ref:* *Date:*** October 23, 2018

**HANDING OVER NOTES – EXECUTIVE OFFICE**

While I am on leave from 23th October 2018, kindly assist in the following roles:

**Main duties**

1. Executive office- In charge of all meetings and executive and corporate events

2. Reports and Minutes- You will act as the Secretary to all committees and sub committees. To record and prepare reports for MD.

3. You will organise and arrange papers and other logistics for Board meetings and Board subcommittee meetings

4. You will liaise with the Board secretary to circulate memos and papers to directors.

5. Any other responsibilities and duties as assigned by the Managing Director.

**Outstanding Issues**

1. Kindly ensure that Board resolution currently in circulation (with David, the dispatch) gets to the Board secretary. Please note that Dr. Gideon Boako is not in town but you can get him to sign next week.

2. The DMD of SIC Life did not sign the transfer of shares which was sent to him last week because the MD was out of town. Kindly check Ag. MD's tray for the document and forward it to be signed and stamped if SIC Life MD is back before my return from leave.

3. I have not envisaged any meeting for the period i am away but should there be one kindly take charge.

4. Sales meeting has been scheduled for every Friday. Kindly confirm with Head of corporate Finance the suitable time for the meeting. Please note that Maame Mante Appawu will take minutes at the said meetings.

5. Kindly check with Ag. MD on the time for the staff meeting scheduled for today, Tuesday 23rd October in the afternoon.

6. A letter had been sent to Mr. Abraham Boateng through Joseph Ampomah. Kindly ensure that we receive a reply from him by 30th October 2018

Penelope Pearson

Executive Assistant

 *MEMORANDUM*

**From:** IT Department **To :**  HR

**Cc** :

**Bcc** :

***Our Ref:*** ***Your Ref:* *Date:*** July 25, 2018

**REQUEST FOR DAYS OFF**

I kindly request for 2 days off on the 26th and 27th July 2018 to enable me attend to pressing issues.

Thank you

Solomon Dadzie

(IT Department)