

MEMORANDUM

TO: Manager: Major Projects Management Services

(Attention: Secretariat, Head Office Plans Approval Committee)

FROM: Deputy Manager: Professional Services Sub-directorate

**SUBMISSION OF SKETCH DRAWINGS TO HEAD OFFICE PLANS APPROVAL COMMITTEE :
PROJECT:**_____

1. The following are forwarded for consideration by the Head Office Plans Approval Committee:-
 - (a) Four (4) sets of the sketch drawings in respect of the above project,
 - (b) One (1) copy of form DOW002, and of the financial approval granted by the Client Department, indicating the name of the representative to be invited to the meeting.
2. Kindly arrange, using form DOW009, for the members of the Head Office Plans Approval Committee to urgently examine the sketch drawings so that the project can be considered at your next meeting.
3. After approval, kindly arrange to return to me, the following sets of drawings for distribution as indicated below:

one (1) signed set - for Client Department
one (1) signed set - for Project Architect
one (1) signed set - for Project File
one (1) unsigned set - for Local Authority

Deputy Manager:

Professional Services Sub-Directorate

Name (Print) :

DATE :