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| --- | --- |
| From : OC IA Gp | To : All OC Units / Squadrons  |
| Email : twcfranky@gmail.com | cc : CO, CSO, DCOs and HQ |
| Ref :  | Date : 9 May 2018 |

URGENT

Manpower Statistics – to be completed by 17 May 2018

According to the relevant subvention requirements, the Corps has to provide manpower statistics to the Community Chest in May, and the Government in a later month. However, the Membership Data Base System is not ready to provide relevant data.

Therefore, your immediate assistance for providing relevant information is sought. It would be much appreciated if all the OC Units / Squadrons would fill in the attached form and return it to HQ by 17 May 2018 so that HQ colleagues could consolidate the data for CSO’s further processing of relevant reports.

Your assistance is much appreciated.

Franky TSE

Squadron Leader

OC Institutional Advancement Group