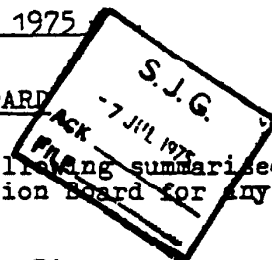


*Dr. Green*

1st July 1975

SUBMISSIONS TO THE TOBACCO DIVISION BOARD



Would all concerned please note the following summarised requirements laid down by the Tobacco Division Board for any note or other submission to the TDB:-

1. any note to the TDB must be signed by a Director or his coordinator (or, in the case of a Director who has no coordinator, his principal assistant);
2. any note originating from other than a Territorial Director but which concerns any particular territory must be countersigned by the Territorial Director or his coordinator;
3. whenever possible, notes should not be presented to a meeting at which the Territorial Director concerned is not present; when the Territorial Director cannot be present and the note is so urgent that it cannot await his return then, whenever possible, the coordinator should be available to be called in if required;
4. all notes must, so far as possible, be contained on one quarto sheet of paper; brief attachments are acceptable, but not voluminous attachments which should instead be summarised;
5. when applicable, the rate of exchange must be shown at the head of the note and all important figures in both the text and any attached tables must show the sterling equivalent in brackets;
6. when applicable, any future projections (e.g. forecast costs or profits) must state what inflation factor has been incorporated; and
7. redundancy proposals must be signed by:-
  - (1) the Territorial Director (or coordinator);
  - (2) the functional Director (or principal assistant); and
  - (3) the head of Personnel Department (or his deputy).

B.G. Pearson,  
Secretary, Tobacco Division

Copies to:  
TDB Directors  
Coordinators  
Finance Advisers (Tobacco)  
Mr. J.D. Macnab (2)  
Mr. P.L. Short  
Mr. D.S. Dunbar  
Mr. D.W. Price  
Mr. C.M. King

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