

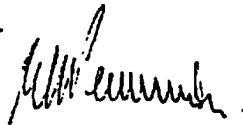
Dr. Green

S.J.G.
9 JAN 1975
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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. 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;
4. 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; and
5. when applicable, any future projections (e.g. forecast costs or profits) must state whether any inflation factor has been incorporated.



B.G. Pearson
Secretary, Tobacco Division

BGP/ARM

9th January 1975

Copies to

TDB Directors

Coordinators

Finance Advisers (Tobacco)

T.A.D. (Mr. Keen)

P.L. Short, Esq.

D.S. Dunbar, Esq.

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