



Memorandum

To:	Clubs, Presidents, Secretaries, Captains, Interested Parties
From:	Director of Administration, Keith Grima
CC:	BOM, LSEC, JDC, MSC, SSC
Date:	27 th October 2015
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Subject:	Branch Office Christmas Closure

Dear All

Please be advised of the following days the Branch office will be closed during the Christmas/New Year holiday period.

Closed from Thursday 24th December 2015 and will re-open normal office hours Monday 4th January 2016.

Should Clubs need to make contact during this period the following Branch Directors can be contacted:

George Shales President 0400 201 749
Keith Grima Director of Administration 0407 468 189

The office will send a further reminder closer to Christmas.

Wishing you all a Merry Christmas and Safe Holiday Period.

Regards

Keith Grima

DIRECTOR OF ADMINISTRATION