

File no.: (File number)  
Reference: (IMS number)

(Name of directorate) Minute: 0000/20xx

To: (list of addressees)

**Subject: (Short subject line in bold)**

1. ....

2. ....

**SIGNED:** (relevant DDG's initials and surname in CAPS)  
**DEPUTY DIRECTOR-GENERAL: (RELEVANT BRANCH IN CAPS)**  
**DATE:**

