

Council Paper:

TO : Members of the Council
FROM : (Head of the Division/Department)
DATE :
SUBJECT : (All caps / bold letters)

Background

Give a brief introduction to the matter at hand.

Justifications /Legal/ Procedural Aspects

Justify the need with legal/procedural aspects on the matter.

Annexes

List relevant circulars, previous Council minutes, or other official documents as annexes and attach them to the memo.

Annexe I:
Annexe II: etc.

Recommendation for the Consideration of the Council

Formal approval of the Council is hereby sought for

HEAD OF THE DIVISION/DEPARTMENT

REGISTRAR