		Council Paper:
то	:	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 annexe and attach them to the memo.		
		etc.
Recommenda	ition fo	or the Consideration of the Council
Formal approval of the Council is hereby sought for		

HEAD OF THE DIVISION/DEPARTMENT

REGISTRAR