

[INSERT REF]

[INSERT DATE]

[Insert Address of Applicant]

Dear Sir/Madam,

RE:

Your letter on the above subject dated *[Insert Date]* refers.

You are requested to provide the following information to the undersigned.

- Constitution
- List of membership
- Base of operation
- Executives
- Operational procedure

You are also to update the undersigned once every quarter with the above information.

Please be guided accordingly.

Yours faithfully,

DANIEL ACQUAH
DIRECTOR, SAFETY REGULATION
FOR: DIRECTOR-GENERAL

cc: Director-General
Ag. Deputy Director-General (Technical)