Dear CILT Australia,

Under the terms of byelaw 43 and delegation agreement article 7 we request that all country branches submit the following documentation by Monday 16 November 2020 latest. We remind territories and branches that this is an obligation under the Charter and it is very important that we achieve a 100% return from all local country branches.

All branches and territories are asked to submit **all** of the following:

•                      Annual Statement. Please complete and return all pages of the attached form **in excel format. (**Please do not convert the document into a word document or pdf)

•                      Latest Annual Report (if applicable)

•                      Latest Financial Accounts for the most recent year. If not audited these should be signed by 2 senior officers of the CILT Branch / Territory

•                      A complete and up to date register of current members, including grade and contact details. This information will be kept on file centrally but is not intended to be used for marketing/communication purposes.

•                      Current Business Plan. A template is available on the DMS if required

The information you send is subject to the GDPR legislation that we operate under in the International office. Please note the comments on the individual tabs where this is applicable.

All documentation should be sent to annualreturns@ciltinternational.org by Monday 16 November 2020.

If you are not responsible for supplying this information please pass this correspondence urgently to the appropriate person

Kind regards

**Tobias Williams**

Administrative Asssitant

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**CILT International Office**

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Registered Charity Number:313376

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