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OFFICE CIRCULAR No. 5/2017

DATE: 6 DECEMBER 2017

CIRCULAR MEMORANDUM: 5/2017

DISTRIBUTION: GENERAL

SUBJECT: CHRISTMAS MESSAGE

On behalf of myself, management and staff of the Land Titles Office, I hope you all have a safe and happy Christmas and New Year.

My staff and I look forward to continuing to work with you next year.

Office Closure: It would be appreciated if documents are lodged before 11:00am on Friday 22 December 2017 in order that they can be entered into URDS. The Land Titles Office will close at 2.00pm on Friday 22 December 2017 and will reopen for business at 8:45am on Tuesday 2 January 2018.

Gift Policy: In line with the Departments Gift Policy please do not give any gifts to Land Titles Office staff.

Alice Kawa

ALICE KAWA
Recorder of Titles