



Memorandum

TO : ALL CLUBS, PROMOTERS & SCHOOLS

FROM : DANIEL GATT

DATE : 16TH JANUARY 2006

SUBJECT : DIRECT DEPOSITS

Can you please ensure that when you transmit a Direct Deposit to the MNSW account you remember to inform the office of the details of the transaction.

We continually receive Direct Deposit notifications from the bank but have no idea which club/promoter/school/individual it may be for, where the deposited came from or for what purpose the payment was sent.

PLEASE ENSURE THAT YOU **FAX OR EMAIL** THE FOLLOWING INFORMATION TO THE OFFICE:

1. The person/club/promoter or school the payment has come from.
2. What the payment is for ie is it for a permit, licence etc
3. How much you have deposited into the account.
4. If there is a reference number relating to that deposit.
5. What date did you deposit the payment.

If we don't receive this information it could result in you missing out or delay whatever it is you have paid for as we have no idea where to credit the payment to.

If you have any queries regarding the above, please don't hesitate to contact me.

Regards

Daniel Gatt
Office Manager