

## Interoffice Memorandum

To	All Head Office Organ
From	Director, Shared Services
Date	April 01, 2022
Subject	Requesting Data

It is to be recalled that our Bank has been implementing Enterprise Resource Planning (ERP) to improve its internal business process in a way it brings efficiency and effectiveness. Accordingly, there is a need arise at our end collecting and compiling comprehensive data related to employees which help as an input and enables the ERP to meet its intended purpose.

As a result, we would like to inform you that to fill the necessary information promptly as per the request attached herewith on or before **April 05, 2022**.

With Regards,



Thomas Tigistu Assema  
Director, Human Capital  
Shared Services