



## OFFICE MEMO

**Subject: Town Hall Meeting**

**Reference No: SBL-003**

**To: All Staff Members**

**Date: 23/06/2023**

You are invited to attend the Town Hall Meeting on Monday 26th of June 2023 at Head Office.  
Timing for the meeting is 11:30 am. New policies will be launched followed by an Award Distribution.

**Head Office Staff:**

**Dress Code:** Formal (Pant & Coat with Tie and Proper shoes) decent colors are advised.

**Non Clerical Staff:** messengers, tea boys, maintenance and helping staff etc. shall be dressed in proper neat and clean uniforms.

You are advised to be presentable (hair cut advisable) as pictures will be clicked.

**QFS / NLC & TPX:**

Staff will be attending this meeting session online.

**Note:** Special lunch will be served to all the staff members of Seaboard Group.

**From**

---

**For Seaboard Group**