

MEMO

September 17th, 2020.

TO: ALL STAFF	REF: CG/GMD/IM/000im/18
FROM: Group Managing Director	Cc: Head, Security Unit
SUBJECT: REVIEW OF CLOSING TIME	

Refer to Memo titled, '**EXECUTIVE ORDER**' with REF No.: CG/GMD/IM/000im/15. Management has reviewed premises shut down time from 7pm to 8pm prompt.

This review was done in consideration of increased number of tasks, activities and programmes scheduled to be completed before the end of the company's calendar in December, 2020. Staff are therefore advised to take advantage of the extension to deliver on projects and tasks.

Head, Security take note and ensure strict compliance.



Engr. Maxwell Esan
Group Managing Director.

