

460802-CC1

IV NO. 45

1st August, 1946.

The Manager,
A.B.A. Ltd.,
Wittenoom.

Dear Sir,

It has been decided that the manner in which the affairs of Australian Blue Asbestos Ltd. are directed in the future shall be that The A.B.A. Co. Ltd., as Managing Director of A.B.A. Ltd. shall actively direct and be responsible for all matters affecting Australian Blue Asbestos Ltd.

Consequently, the full authority, which you have as Manager, A.B.A. Ltd. during this year will be transferred to the A.B.A. Co. Ltd. The A.B.A. Co. Ltd. will direct matters either from its Sydney Head Office, or through its branch at Perth, Mr. J. L. Tucker, whilst your responsibility will be that of Manager at Wittenoom.

Generally, it is meant that our responsibilities will be very much as they were prior to January, 1946, with the difference that the work that was previously carried out in Perth and is now carried out at Wittenoom (mainly accountancy) will continue to be carried out at Wittenoom. For example, the half-yearly and yearly balance sheets will be made by your staff at Wittenoom.

Correspondence. In order to implement the above decision, certain changes in the method of conducting correspondence are necessary and the schedule below sets out our intentions in this regard and this system will be commenced forthwith:-

- (1) All letters to and from Wittenoom will be on A.B.A. Ltd. paper as at present.
- (2) All letters from Sydney (except on purely Company matters) will be addressed to the Manager, A.B.A. Ltd., Wittenoom, and all letters whether they are Private, Staff or General, will be forwarded from Sydney if possible. Such letters will be in

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C.S.B. Co. Ltd. (in case) will be
The C.S.B. Co. Ltd.,
Perth, envelopes containing 3
envelopes containing 3 envelopes containing 3

- (2) The C.S.B. Co. Ltd. will
on a copy of each letter (whether it is
private, confidential or general) to the Manager,
C.S.B. Co. Ltd., Wittenoom, and if it is in the other
direction, to the Manager.
- (3) Letters from the Managing Director on purely
company matters such as Board Meetings, Minutes,
Call up of Capital, etc., will be addressed to the
Secretary, C.S.B. Co. Ltd., Perth, as at present,
and a copy will be forwarded to Wittenoom.
Similarly, a letter on such matters from the
Secretary will be forwarded direct to the Managing
Director, C.S.B. Co. Ltd., and a copy will not be
sent to Wittenoom.
- (4) The Manager, Wittenoom, will write Private, Staff
and General letters direct to the Managing Director,
C.S.B. Co. Ltd., (and in the particular officer
concerned by the Managing Agents to deal with all
C.S.B. Co. Ltd. matters), but will also forward a copy
of each letter to the Manager, The C.S.B. Co. Ltd.,
Perth, Mr. J. L. Tucker.
- (5) The numbering of Private, Staff and General
correspondence between the Manager, Wittenoom, and
the Managing Director will simply continue as at
present.

Yours faithfully,

Managing Director.