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| **Date** | 2 January 2023 |
| **Time** | 2pm |
| **Client** | James & Smithers Pte Ltd |
| **Matter** | Group Outsourcing |
| **Author** | Michael Graham |
| **Attendees** | James Smithers, Tammy Windsor, Andrew Davidson |

FILE NOTE:

1. Note 1:
2. Note 2:
3. Note 3:
4. Note 4:

### FILLING INSTRUCTIONS

* Consider who needs to receive a copy of this note.
* File this note to the relevant client SharePoint/file.
* Consider if you should file a signed and time/date-stamped PDF version of this note.