***Action Memorandum***

**WHAT IS THIS TEMPLATE FOR?**

1. Requesting the President’s signature on a letter
2. Requesting the President’s signature on MOUs, agreements, or contracts
3. Requesting the President’s approval on any kind of recommendation, action, initiative or request

**DEADLINES**

Deadline for letters: in a timely manner according to the urgency of the subject of the letter.

Deadline for signing MOUs, agreements or contracts: two weeks in advance of the signing ceremony or date of submission.

**ACTION** **MEMORANDUM**

TO : President

FROM : [Insert name and job title of direct reportee to a Senior Leader]

*………………. [sign here after printing] …………….*

DATE : [Insert date of submitting the memo]

THROUGH : [Insert name and job title of the Senior Leader]

*………………. [sign here after printing] …………….*

CC : [Insert name of relevant offices that are notified of this memo]

SUBJECT : [Example #1: President’s signature on a letter to XXX]

[Example #2: President’s approval on the budget of X project]

**Recommendation/Action(s):**

[Insert your recommendation or requested action from the President]

[Example #1: “That you sign the attached letter to XXX”]

[Example #2: That you approve allocating the budget of X amount to X project”]

**Background:**

[Should briefly describe why the President should approve the recommendation or action requested from him.]

**Attachments:**

[Attachments, such as graphs, tables, maps, separate articles, etc… may be useful to present further information beyond that summarized in a page or two in the memorandum. List and describe any attachments separately as drafter deems useful - Examples:]

* Tab 1 – [insert name of the document, e.g. Draft letter]
* Tab 2 – [in case the same letter was signed last year for the same purpose, it would be useful to attach the signed letter]

**Decision Record:**

**Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Decision is needed not later than: [add a date]**

[This field is to highlight the urgency of your request.]

[Date must be at least 5 working days after the submission date of this memo]

**Coordinating Approvals:**

🞎 This memo is signed off by [<Name>, < Title>]

*………………. [sign here after printing] …………….*

The Coordinating Approvals section is mandatory in case:

1. The action/recommendation requested from the President has an implication on other areas, then the relevant Senior Leader(s) must sign off prior to submission to the President.
2. You are requesting the President’s signature on an agreement, MOU, contract or an authorization letter, then the General Counsel and Chief Compliance Officer must sign off prior to submission to the President.
3. You are requesting the President to sign off on a decision that has financial implications, then the AVP for Finance/CFO must sign off prior to submission to the President to confirm budget availability.