**Meeting Attendance Form**

Please fill out the details below and send it back along with your response to the circular.

1. **Name of the Organisation**:
2. **Will you attend the meeting?**
(Please tick one)
Yes / No
3. **Name of the Person Attending**:
4. **Designation**:
5. **Suggested Points for Including in the Agenda**:
(Please provide any points you would like to be included)

Thank you for your cooperation.

Note

If more than one person is attending the meeting, please mention the no of attendees as a foot note