

SCHOOL REGISTRATION NUMBER.....  
.....BASIC SCHOOL  
.....  
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The Minister of education  
Ministry of Education,  
PO. Box 410175,  
KASAMA.

**Re: APPLICATION FOR FORMATION AND RECOGNITION OF THE  
PARENT- TEACHERS' ASSOCIATION AND THEIR COMMITTEES:  
STATUTORY INSTRUMENT NO.156 OF 1967**

This is to inform you that at the first or annual general meeting of the Parent- Teacher Association which was held on .....and attended by .....people, it was decided that I should write and ask you to recognize and approve the parent teacher Association and the Executive Committee formed in respect of.....Basic School.

The following were elected Committee Members of the .....  
Basic School Parent Teacher Association.

1. ....Chair Person.
2. ....Vice Chair person.
3. ....Member.
4. ....Member.
5. ....Member.
6. ....Member.
7. ....Ex- Official.
8. ....Ex- Official.
9. ....Head teacher.
10. ....Deputy Head

Your approval is being awaited before the association and its committee begin to operate.

Yours sincerely,

.....  
HEAD TEACHER

*Delete first or annual general if not applicable.*