

HCO BULLETIN November 9, 1956.

**Activities of Legal Department:**

- 1) Care and correction of all corporation status and minute books.
- 2) Filing of proper and timely tax returns or representations.
- 3) Handling of correspondence relating to suits, as may appear.
- 4) Proper wording and legality of legal papers of the organizations, such as waivers and notes.
- 5) Collection of overdue payments or notes from individuals as indicated by the Accounting Department.
- 6) General advices to Board of Directors.
- 7) Other legal matters as may appear. All legal communications falling under the above should be forwarded to the Legal Department.

**L. RON HUBBARD.**