

RESTRICTED

ENCLOSURE 5 TO
JOINING INSTRUCTIONS

ESSENTIAL STATIONARY REQUIREMENT

SR	ITEM	REMARKS
1.	A4 paper (white)	One packet
2.	A4 paper (combined colours)	One packet
3.	A4 transparent sheets	Approx. 10 sheets
4.	Plastic file fasteners	One packet
5.	Paper files	15 files
6.	Gel pens (blue)	As required
7.	Gel pen (black)	As required
8.	Pencils HB	As required
9.	Correction pens	As required
10.	Stapler machine	One
11.	Stapler pin	One
12.	Field note book	Two
13.	White board marker (erasable)	Two
14.	White board marker (permanent)	Two
15.	Highlighter pen (different colours)	One each
16.	Binder clips 51mm (steel)	Five pieces
17.	Binder clips 32 mm (steel)	Five pieces
18.	Binder clips 19 mm (steel)	Five pieces
19.	Printer (personal)	Optional
20.	Texta marker (blue, black, red)	One each
21.	Paper pin	One packet
22.	Push pin	One packet
23.	Letter stencils (large, medium, small)	One each
24.	OHP marker pen (black, red, blue)	One each
25.	Binding tape (black)	Can be purchased collectively
26.	Tracing paper	Can be purchased collectively