

Steps	Work Process
1.	Receive letter on a particular issue / problem that requires advice / opinion from the Legal Advisor's Office.
2.	Record in the register.
3.	Peruse / check the letter submitted.
4.	If the information submitted is inadequate / incomplete, the office involved is contacted to give the documents required.
5.	The Legal Advisor Unit studies the issues / problems submitted and gives reply / explanation to the parties involved. (Refer to the Attorney General's Chambers for particularly problematic cases).
6.	Send reply to KKR/agency involved.
7.	Record in the register/file.