4 General Filing System

CON	Contractor (registration, etc)
SC	Specialist Consultants
BCA	Building and Construction Authority
ACES	Association of Consulting Engineers, Singapore
IES	Institute of Engineers, Singapore
PEB	Professional Engineers Board, Singapore
PUB(E)	PUB Regulation Department / SP PowerGrid Ltd / SP Services Ltd
PUB(WSN)	PUB Water Supply (Network) Department
PUB(WRN)	PUB Water Reclamation (Network) Department
PUB(G)	PowerGas Ltd
FSSD	Fire Safety & Shelter Department
ENV	Ministry of Environment
TAS	Telecom
LTA	Land Transport Authority
OLA	Other local authorities
LIB	Library (correspondence with suppliers, oversea institutions, etc)
CO	Company incorporation
INS	Insurance
STF	Staff
UT	Utilities tariffs
MM	Management Meeting
MEMO	Office Memorandum
COMP	Computer
GEN	General