

**Index to the  
Personal Correspondence Record Group  
of  
The Tan Chin Tuan Private Papers**

**Personal Correspondence** – This set of records is dated to the period between 1943 to 1988 and document social events and activities like invitation to weddings, social gatherings and entertaining prominent figures and political leaders. It also includes thank you letters, recommendation letters and request for financial assistance from individuals.

Significant folios include:

- TCT\_9 and TCT\_10 contain requests by individuals for financial aid, to track the whereabouts of family members and friends during the war and to facilitate wartime movement permits (1943-1945);
- TCT\_48 to TCT\_50 document Tan’s personal interests in horses and orchids which led to him taking up key positions in the Singapore Turf Club and Malaysian Orchid Association; and
- TCT\_102 offers a glimpse into the hospitality of Tan as he arranged for David Chow (Business Relations Officer, OCBC) to accompany guests visiting Hong Kong for the first time.

Folio No	Title	Content Description	Period
TCT.001	Local Personal Correspondence: A to K	General local correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to invitations to functions such as weddings and birthday parties, requests for and replies to financial assistance, requests for other forms of assistance, thank-you notes, and matters relating to OCBC's interests and shares	1958-1966
TCT.002	Local Personal Correspondence: L to Z	General local correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to invitations to functions such as weddings and birthday parties, requests for and replies to financial assistance, requests for other forms of assistance (such as referral letters), thank-you notes, and matters relating to OCBC's interests and shares	1957-1967

Folio No	Title	Content Description	Period
TCT.003	Overseas Correspondence	<p>General overseas correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, which also controlled the Raffles Hotel, pertaining to personal matters (relating to children's life in the UK, car, orchids, and canary purchases, etc.), introductions of personnel arriving in Singapore (mostly by other international banks), thank-you notes for social events and gifts of orchids, and matters relating to OCBC's interests.</p> <p>Of note are correspondences with personnel connected to the UN and UK (including George Rendel and Philippe Schereschewsky), pertaining to the future of trade and economic growth in the politically troubled Singapore and the Malayan Federation.</p>	1958-1966
TCT.004	Mr Yeo Cheow Wai (Pension), Correspondence with Bank Directors, Government Correspondence	<p>Correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, mostly to local and overseas banks, pertaining to matters relating to the function and growth of OCBC locally and overseas, the reorganisation of OCBC after Japanese occupation, specific affairs (court cases, prospect of certain sectors) affecting the interests of OCBC, OCBC's involvement in the geopolitics (Malay entry into business, Nanyang University (Nantah), Singaporean student politics and strikes, and OCBCs involvement in Chinese education) of Singapore and Malaya, personal and company purchases of property and stocks, and some personal correspondences. The bulk of correspondences are with Tan Cheng Lock and Lee Kong Chian.</p> <p>Includes one annotated article, 'Malaya', from the Atlantic (October 1952) forwarded by Lee Kong Chian.</p>	1946-1969

Folio No	Title	Content Description	Period
TCT.009	Personal Correspondences	<p>General correspondences by Tan Chin Tuan as Managing Director of OCBC and in his private capacity, from his wartime residence of Bombay (Mumbai). The correspondences pertain to requests for aid (cash, influence, and especially facilitating wartime movement permits), tracking the location and situation of family and friends, and relating to OCBC's wartime operations and relocation.</p> <p>The correspondences are mostly toward Chungking (Chongqing), Kweiyang (Guiyang), Bombay, Calcutta (Kolkata).</p>	1943-1945
TCT.010	Personal Correspondences	<p>General correspondences by Tan Chin Tuan as Managing Director of OCBC and in his private capacity, from his wartime residence of Bombay (Mumbai). The correspondences pertain to requests for aid (cash, influence, and especially facilitating wartime movement permits), tracking the location and situation of family and friends.</p> <p>Correspondences show preparations to return to Malaya, as well as discussions about the proposed Union of Domiciled Malaysians.</p> <p>The correspondences are mostly toward Kweiyang (Guiyang), Bombay, Calcutta (Kolkata), and Sydney.</p>	1944-1945
TCT.011	Personal Correspondences	<p>General correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal involvement in post-War politics of Malaya, letters of congratulations (received and sent) for election to the Legislative Council and Chinese Chamber of Commerce, bank operations and future in post-War Malaya, general sentiments about the new political realities, and donation to the ACS Building Fund.</p>	1947-1948

Folio No	Title	Content Description	Period
TCT.012	Personal Correspondences	General correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to invitations and responses of thanks to private functions, requests for financial assistance, thank-you notes (especially to gifts of Lipton Tea), and matters relating post-War Malaya, with an emphasis on the political developments in UK and Australia.	1949
TCT.013	Personal Correspondences	General correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to invitations and responses of thanks to private functions, donations, thank-you notes, letters of introduction, letters regarding the government's post-War economic policies, involvement in the Anglo-Chinese School's new premises, and a letter conferring the Commander of the British Empire to Tan Chin Tuan.	1950
TCT.014	Personal Correspondences	General correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC and Deputy President of the Legislative Council, pertaining to letters of congratulations for his awarded CBE, the 1951 Legislative Council elections and his appointment as Deputy President, commentary on Malayan politics, personal correspondences, and miscellaneous matters relating to visiting the UK for the Festival of Britain.	1951
TCT.015	Personal Correspondences with Sir Franklin Gimson & Yap Pheng Geck	General correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC and Deputy President of the Legislative Council, pertaining to commentary on Malayan and broader colonial politics (especially in relation to the Legislative Council to Sir Franklin Gimson, ex-Governor of Singapore), matters relating to the Anglo-Chinese School's memorial service and fountain for J. S. Nagle (especially in relation to Yap Pheng Gek (General Manager, Sze Hai Tong Banking and Insurance), some OCBC matters, and invitations and responses to social functions.	1950-1963

Folio No	Title	Content Description	Period
TCT.016	Personal Correspondences	<p>General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal introductions, personal functions and appointments, personal correspondences, thanks for gifts, bank and business affairs (valuation of various banks' assets, rubber estates, and big properties), and congratulations sent for Tan Chin Tuan's 50th year of service at OCBC. A significant number of correspondences are with Chang Kia-Eng (Hoover Institute).</p> <p>Of note are a series of correspondences with Chang Kia-Eng regarding I.M. Pei's involvement in the 'Raffles Centre' (now Raffles City) and OCBC Centre projects.</p>	1958-1988
TCT.017	Correspondences (M)	<p>General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal introductions, personal functions and appointments, personal correspondences, purchases of goods (especially books) and services, bank and business affairs, requests for personal and business assistance, and a set of biographical sketches and CVs for recommended personnel.</p>	1967-1979
TCT.018	Correspondences (C)	<p>General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal introductions, personal functions and appointments, personal correspondences, bank and business affairs, requests for personal and business assistance, and sales letters offering goods and services.</p> <p>Bank-related correspondences were especially concerned with the planning, opening, and publicity for the new OCBC Centre.</p>	1976-1983

Folio No	Title	Content Description	Period
TCT.021	Personal Correspondences (A)	General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal functions and appointments (especially at the Turf Club), personal correspondences, bank and business affairs, requests for personal and business assistance, and requests for patronage (Society for the Prevention of Cruelty to Animals, Singapore Malay Badminton Association) and donations.	1967-1980
TCT.022	Personal Correspondences (F)	General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal functions and appointments, personal correspondences, bank and business affairs, requests for personal and business assistance, and invitations to conferences and conventions. Includes invitation to officially open the British Industrial Exhibition, 1971.	1967-1979
TCT.023	Personal Correspondences (H)	General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC and Chairman of Sime Darby, pertaining to personal functions and appointments (including documents relating to a visit to Singapore by the British Chief of Defence Staff Richard Hull), personal correspondences and introductions, bank and business affairs (especially regarding Fraser & Neave, Sime Darby, and general news regarding shares and business developments), appeals for donations and grants, advertisement for services (including property sales), and related newspaper cuttings.	1966-1975

Folio No	Title	Content Description	Period
TCT.024	Personal Correspondences (P)	<p>General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal functions and appointments, personal correspondences (mostly notes of thanks for gifts and hosting), bank and business affairs (especially regarding the buying of shares), requests for personal assistance, company brochures and introductions, and congratulations on being conferred the Panglima Setia MaHong Kongota.</p> <p>Includes correspondences with I. M. Pei regarding constructions projects in and visits to Singapore.</p>	1967-1979
TCT.025	Personal Correspondences (P)	<p>General correspondences and attached documents by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC, pertaining to personal functions and appointments, personal correspondences and introductions (mostly notes of thanks for gifts and hosting), bank and business affairs (especially about bond markets, shares, and the Malaysian mining industry), requests for personal and financial assistance (including appeals for cash, loans, and sponsorships), requests for donations and to be guest of honour, and miscellaneous press cuttings, official and unofficial documents, and a photo.</p> <p>Contains a considerable amount between Tan Chin Tuan and Peter Tapsell MP, Partner in James Capel and Co, London, regarding personal matters, arranging unofficial appointments to meet, introductions, and some discussion about banking and the economy of Singapore.</p>	1969-1988
TCT.026	Personal Correspondences; R.J Tolley; Peter Tripp; C. Y. Tung	<p>Correspondences by Tan Chin Tuan in the capacity of Chairman and Managing Director of OCBC pertaining to personal appointments, requests for donations by the Royal Society for Asian Affairs, and letter of condolence with newspaper cuttings regarding the death of Tung Chao-yung (C.Y. Tung)</p>	1967-1982

Folio No	Title	Content Description	Period
TCT.027	Personal Correspondences (S)	Correspondences by Tan Chin Tuan in the capacity of Chairman of OCBC pertaining to personal appointments, personal correspondences and introductions, banks and business matters (shares, business profiles, operation issues), requests for donations and patronage, requests for personal assistance, reports regarding organisations and projects Tan Chin Tuan was involved in (particularly the Singapore Association for the Blind), publications sent to Tan Chin Tuan, and some offers of goods and services.	1976-1983
TCT.028	Personal Correspondences (S)	Correspondences by Tan Chin Tuan in the capacity of Honorary Life President of OCBC pertaining to personal appointments, personal correspondences and introductions, information regarding banks and business developments, requests for donations and patronage, reports regarding organisations and projects Tan Chin Tuan was involved in, some offers of goods and services, and related newspaper cuttings	1983-1987
TCT.029	Personal Correspondences (T)	Correspondences by Tan Chin Tuan in the capacity of Honorary Life President of OCBC pertaining to personal appointments, personal correspondences and introductions, information regarding banks and business developments, requests for donations (includes a letter from Othman Wok requesting donations to PAP for the 1968 GE), regarding organisations and projects Tan Chin Tuan was involved in (Automobile Association of Singapore, Singapore Sports Council, National Safety First Council of Singapore), some offers of goods (including sales of land) services, invitations to celebrations and to join clubs, and related newspaper cuttings and documents.	1967-1982
TCT.030	Personal Correspondences (T)	Correspondences, minutes, notes, and other miscellaneous documents regarding Tan Chin Tuan's association with various clubs (the Peranakan Association, American Club, Orchid Society of Southeast Asia, Ee Ho Hean, British Association, Outward Bound Trust of Malaya, Singapore Olympic and Sports Council) and requests for Tan Chin Tuan's donation or patronage.	1969-1971



Folio No	Title	Content Description	Period
TCT.031	Personal Correspondences (U & V)	Correspondences by Tan Chin Tuan in the capacity of Honorary Life President of OCBC pertaining to personal appointments, personal correspondences and introductions, information regarding banks and business developments, requests for donations and patronage (YMCA), requests for personal assistance (interviews, facilitating bank loans), thanks for gifts sent and received, correspondences and documents related to horse racing and bird keeping, and related newspaper cuttings and documents.	1967-1986
TCT.032	Personal Correspondences (W)	Correspondences by Tan Chin Tuan in the capacity of Honorary Life President of OCBC pertaining to personal appointments (celebrations, dinners, and openings; usually rejected unless initiated by Tan Chin Tuan), personal correspondences and introductions, requests for personal assistance (especially in relation to immigration issues and employment), requests for donation (from Othman Wok for the Pap in the 1968 General Election, from Catholic Junior College), and miscellaneous documents sent to Tan Chin Tuan regarding business publications, car purchase, property valuation in Singapore and London, CVs of those recommended for employment, minutes of directors' meeting of Lion Breweries (Wellington), and other miscellaneous articles.	1967-1979
		Includes substantial correspondence with Wee Kim Wee in a personal and official capacity (as Editorial Manager, Straits Times, then High Commissioner in Malaysia), mostly on routine and personal matters; arrangements with W. J. Watts of the British High commission regarding arrangements for Malcolm MacDonald's 1974 visit; and 'Winning Way of I. M. Pei' from The New York Times Magazine, 20 May 1979, sent and annotated by Philippe Schereschewsky, which features the OCBC Centre.	

Folio No	Title	Content Description	Period
TCT.033	Personal Correspondences (W)	<p>Correspondences by Tan Chin Tuan after retiring from the position of Honorary Life President of OCBC, pertaining to personal appointments, personal correspondences (thank you notes), correspondences to and about other banks (AMRO Bank and Westpac), invitations to openings, personal introductions, requests to meet Tan Chin Tuan (mostly rejected), and sales letters.</p> <p>Includes newspaper cuttings relating to Elders IXL's bid to win total control of Carlton and United Breweries from OCBC and substantial correspondence with Wee Kim Wee in a personal and official capacity (as High Commissioner in Japan, then Chairman of Singapore Broadcasting Company), mostly on routine and personal matters as well as personnel recommendations.</p>	1980-1987
TCT.034	Personal Correspondences (Y)	<p>Correspondences by Tan Chin Tuan in the capacity of Honorary Life President of OCBC pertaining to personal appointments, personal correspondences, information regarding banks and business developments, requests for donations and patronage, requests for personal assistance (ACS admission, scholarships), thanks for gifts sent and received, and related documents.</p>	1981-1988
TCT.035	Personal Correspondences (Z)	<p>Correspondences by Tan Chin Tuan in the capacity of Honorary Life President of OCBC pertaining to personal appointments, personal correspondences and introductions, information regarding banks and business developments, and a sales letter.</p>	1967-1986

Folio No	Title	Content Description	Period
TCT.040	Correspondences - Singapore Chinese Chamber of Commerce	<p>Documents relating to Tan Chin Tuan's involvement in the Singapore Chinese Chamber of Commerce, where he served as a committee member.</p> <p>Includes documents about chamber functions (hosting, reports, notices, drafts, financial information, minutes of meetings), notes confirming Tan Chin Tuan's election to the committee, a document relating to the organisation of the Singapore International Exposition 1959, and brochure printed with Lim Yew Hock's speech 'Socialism in Singapore'.</p> <p>A significant amount of documents contain English translations.</p>	1958
TCT.045	Personal Correspondences - Wee Theam Seng	Correspondences by Tan Chin Tuan (as sole executor of Wee Theam Seng's estate) with or in relation to Wee Theam Seng (General Manager, OCBC), pertaining to the sale of Wee's property on 63 Bournemouth Road, the execution of Wee's will after his death, and other miscellaneous documents.	1946-1954
TCT.046	Personal Correspondences - Aw Boon Haw	Correspondences by Tan Chin Tuan (as Legislative Councillor and Aw's friend) with or in relation to Aw Boon Haw and newspaper cuttings, forwarded correspondences, interview transcripts, and documents pertaining to Aw's ban from entering the Malaya Federation during the Emergency period. Includes correspondences with E.C.S. Atkins (Secretary for Chinese Affairs) and Tan Cheng Lock.	1948-1949
TCT.048	Personal Correspondence Overseas	General overseas correspondences by Tan Chin Tuan, mostly in a personal capacity, pertaining to personal correspondences (condolences, congratulations, introductions), personal appointments, thanks for gifts received and sent (mostly orchids and books), horseracing and breeding matters, shares and financial information, business opportunities (film production), and related newspaper cuttings	1958-1972

Folio No	Title	Content Description	Period
TCT.049	Personal Correspondences (B)	General correspondences by Tan Chin Tuan, mostly in a personal capacity, pertaining to personal correspondences (condolences, congratulations, introductions), personal appointments, thanks for gifts received and sent (orchids, money, books, tea), personal assistance (loans of money, work permits, referral for jobs), business information (banks, grain prices, annual reports), business opportunities (tourism, whiskey industry, development projects [including 'Raffles Institution site', now Raffles City]), and related newspaper cuttings	1967-1975
TCT.050	Personal Correspondences (L)	General correspondences by Tan Chin Tuan, mostly in a personal capacity, pertaining to personal correspondences (condolences, congratulations, introductions), personal appointments, thanks for gifts received and sent, personal assistance (loans of money, work permits, referral for jobs), OCBC matters (interbank-loans, donation by OCBC to Singapore National Defence Fund), donations (Economic Society of Singapore, Malaysian 'Feeder College' project) and patronage (Singapore National Pugilistic Federation), club matters (Singapore Golf Association, Singapore Turf Club, Malaysian Orchid Association, Singapore Chess Federation) and related newspaper cuttings.	1967-1975
TCT.051	Personal Correspondences (T)	General correspondences by Tan Chin Tuan, mostly in a personal capacity, pertaining to personal correspondences (condolences, congratulations, introductions), personal appointments, thanks for gifts received and sent, personal assistance (writing foreword, referral for jobs), business matters (stock market review, news of companies), donations (Kampong Glam C.C.C. Scholarship Fund) and invitations to join committees (Singapore Science Centre), club matters (Peranakan Association, The Pony Club) and documents (includes Tunku Suleiman Abu Bakar's CV and speech by Ed de Jong on currency crisis).	1967-1975

Folio No	Title	Content Description	Period
TCT.054	Agents, Correspondence & Clients (Bank of New South Wales)	<p>General correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC with personnel from foreign banks. This includes banks from Australia (mostly Bank of New South Wales), USA (mostly Irving Trust Company, Chemical Bank &amp; Trust Company, Chase National Bank), Belgium, UK (mostly Midland Bank), Hong Kong, Italy, and Indonesia.</p> <p>Correspondences pertain to personal correspondences and introductions, personal assistance (university and course admissions, aid with local matters), thanks for gifts sent and received (tea, local produce), bank matters (irregular operations, inter-bank relations), and forwarded newspaper cuttings.</p>	1952-1954
TCT.055	Personal Correspondence	<p>General correspondences by Tan Chin Tuan, mostly in a personal capacity, pertaining to personal correspondences (condolences, congratulations, introductions), personal appointments, thanks for gifts received and sent (Christmas gifts, shares, canned pineapples), personal assistance (loans of money), donations (Family Planning Association, Haig Girls' School, Singapore Amateur Athletic Association, Chartered Bank Sports Club, Red Cross, YMCA, Singapore Tiger Standard Christmas Toy Fund, Singapore Leprosy Relief Association), club matters (Singapore Badminton Association), receipts of purchases (ring, subscriptions, wristwatch, camera, gifts), length correspondences over the purchase of a car and related documents.</p> <p>Includes documents and correspondences relating to a family trip to USA, correspondences related to leasing 8 Amber Mansions to Khoo Teck Puat, and correspondences related to daughter Tan Kheng Choo arriving in University of Cambridge to study.</p> <p>Includes an index for correspondences from 17 Dec 1954 to 28 Dec 1955.</p>	1955

Folio No	Title	Content Description	Period
TCT.056	Personal Correspondence - Dato S Q Wong - Sir Daniel Davies - Tunku Ya'acob - WHC Bailey - Dato Dr Ismail	<p>General correspondences by Tan Chin Tuan, mostly in a personal capacity, with associates Dato Wong Siew Qui (Chairman, Overseas Assurance Corporation Ltd; Director Great Eastern Life Assurance Company; Director, OCBC), Sir Daniel Davies, Tunku Ya'acob (High Commissioner for the Federation of Malaya in UK), W.H.C. Bailey (Harper, Gilgillan &amp; Co), and Dr Ismail bin Dato Abdul Rahman (Minister for Commerce and Industry, Malaya).</p> <p>Correspondences pertain to personal correspondences (thanks for hosting, thanks for gifts sent and received) and introductions, personal appointments (private and working dinner parties), requests for personal assistance (verifying news, expediting firearms license, OCBC matters (with Great Eastern, regarding land leasing issues), and donations of foodstuff.</p>	1956-1967
TCT.057	Personal Correspondence - R P Newell - Loke Wan Tho - Lee Kong Chian - Kan Tong Po - Sir Henry H S Lee	<p>General correspondences by Tan Chin Tuan, mostly in a personal capacity, with banking associates Dato Loke Wan Tho (Founder, Cathay Organisation; Chairman, Malayan Banking); R.P. Newell (Manager, First National City Bank), Lee Kong Chian (Chairman, OCBC); Kan Tong Po (Bank of East Asia); Tun Sir Henry Hau-Shik Lee (Minister of Finance; Financial Chairman, Board of Commissioners of Currency Malaya).</p> <p>Correspondences pertain to personal correspondences (condolences, congratulations) and introductions, personal appointments (private and working dinner parties; includes detail of split cost for a dinner co-hosted by Tan Chin Tuan and Lee Kong Chian), thanks for gifts sent and received (mostly with Loke Wan Tho; includes Cathay cinema passes, diary, batik, champagne, fabric, orchids, antiques), introduction of telephone line installation services, and bank information (shares, reports, OCBC operations).</p>	1958-1964

Folio No	Title	Content Description	Period
TCT.058	Personal Correspondence - A G Marcus - Run Run Shaw - R Camrass - Dato Abdul Rahman - Dato Haji Abdul Malek - W H Wilcock	<p>General correspondences by Tan Chin Tuan, mostly in a personal capacity, with associates Aaron G. Marcus (Dairymen's Association, Beatrice Foods; Senior US Commissioner of the South Pacific Commission), Run Run Shaw (Shaw Brothers; Director, OCBC in Hong Kong), Dato Haji Abdul Rahman bin Mohamed Yasin (President of the Senate, Malaya), Tun Haji Abdul Malek bin Yusof (Governor of Malacca), and W.G. Wilcock (Governor, Bank Negara Tanah Melayu).</p> <p>Correspondences pertain to personal correspondences (condolences, congratulations, seasonal greetings, health issues) and introductions, personal appointments (private and working dinner parties), thanks for gifts sent and received (jade lion, orchids, cinema passes, foodstuff), personal assistance (job referrals, bookings at Raffles Hotel), personal advice (currencies, information about persons, OCBC annual report), and regarding the purchase of a car.</p> <p>Includes a series of correspondences with W.J. Gilstrap (Vice-President, Wells Fargo Bank), Acousticon Wylie Company (USA) and R. Camrass (UK) regarding Tan Chin Tuan's hearing aid.</p>	1958-1977

Folio No	Title	Content Description	Period
TCT.059	Personal Correspondence - Max Lewis - Tan Cheng Lock Scholarship Fund - Mentri Besar Johore - Ms Chong Toong Fong - H R Brown	<p>General correspondences by Tan Chin Tuan, mostly in a personal capacity, with associates Max Lewis (Director, Fraser and Neave), Nahum Boral, Dato Wan idris bin Ibrahim (Mentri Besar, Johor), Chong Toong Fong, Tan Poh Soon, H.R. Brown (Bank of New South Wales), and S.K. Chan.</p> <p>Correspondences pertain to personal correspondences (condolences [especially in relation to Max Lewis' death], congratulations, seasonal greetings) and introductions, personal appointments (private and working dinner parties), thanks for gifts sent and received (cash, seasonal gifts, puppies), personal assistance (referrals, permit to attend the funeral of Sultan Ibrahim of Johor, personal financial aid, university entrance information), personal advice (stocks, sales of property), the establishment of the Tun Tan Cheng Lock Scholarship Fund, and regarding orchids (with Max Lewis, about orchid nurseries in UK and USA, import and gifts of orchids, applications to Malaysian Orchid Society.</p>	1958-1970
TCT.060	Personal Correspondence	<p>General correspondences and related newspaper cuttings by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal correspondences (congratulations, seasonal greetings, condolences) and introductions (including for friends to join the Island Club), personal appointments (invitations to weddings, private and work meals), personal advice (bonds, Penang property prices), thanks for gifts sent and received (painting by Zhang Daqian, diaries, orchids, tea, passes to Great World and Cabaret, 'special' armchair, curry powder, shirts), donations (Methodist Girls' School, St Andrew's Mission and Orthopaedic Hospital) and patronage (Kota Tinggi International Club), car purchase, orchid cultivation, invoices, and decision not to stand for re-election in City Council in 1952 with the Progressive Party.</p>	1951-1952



Folio No	Title	Content Description	Period
TCT.061	Personal Correspondence	<p>General correspondences and related newspaper cuttings and documents by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal correspondences (congratulations, seasonal greetings, condolences, topic of naturalisation as British Subject) and introductions, personal appointments (visit by the Duchess of Kent, private and work meals), thanks for gifts sent and received (money sent via Tan Keng Choo and Tan Keng Lian, vase, fruits, cigars and cigar punch, tinned curry, flowers, chopsticks, publications, diaries, Dramamine tablets, whiskey, keropok, glass tumblers), donations (Red Cross, Anglo-Chinese School (Barker Road), YMCA, YWCA, St. Andrew's Mission and Orthopaedic Hospitals, British Empire Cancer Campaign, Sir Franklin Gimson's Portrait Fund, Singapore Association for the Blind) and patronage (Honorary Chairman of Red Cross Charity Shows Committee, Netaji Memorial Library concert, University of Malaya Ball, opening of 4th Open Exhibition of Photography of Singapore Art Society), car purchase, orchid cultivation, sales letters (Cartier, shirtmakers), miscellaneous club matters (Garden Club, Turf Club), and subscriptions (Life magazine, Reader's Digest)</p>	1952-1953

Folio No	Title	Content Description	Period
TCT.062	Personal Correspondence	<p>General correspondences and related newspaper cuttings and documents by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal correspondences (congratulations, seasonal greetings, condolences, health issues) and introductions, personal appointments (private and work meals), thanks for gifts sent and received (foodstuff, race tickets, Balinese statues, flowers, scenic prints, coronation bell, publications, cigarette case, vitamins, Poppy Day Organising Committee, tortoise shell shoe horn, passes to Happy World and New World Amusement, photographs), donations (Singapore Gardening Society Flower Show, Children's Social Centres, St Andrew's Mission and Orthopaedic Hospitals, Queen Elizabeth Portrait Fund, Singapore Association for the Blind, RSPCA) and patronage (opening Health Exhibition, Malayan Association), personal assistance (securely store a pistol, daughter's admission to University of Malaya, Chang Ka Ngau's travel visa, bookings at Raffles Hotel), horseracing, orchid cultivation, miscellaneous club matters (Garden Club, Turf Club, Island Club), and purchasing antique porcelain from Hong Kong</p>	1953

Folio No	Title	Content Description	Period
TCT.063	Personal Correspondence	<p>General correspondences and related newspaper cuttings and documents by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal correspondences (congratulations, seasonal greetings, condolences, thanks for hosting, invitation to events) and introductions, personal appointments (private and work meals), thanks for gifts sent and received (foodstuff, publications, photos, porcelain, crockery set, money, diary, Cathay cinema passes, clock), donations (YWCA, Singapore After-Care Association, Singapore Association for the Blind, St John's Ambulance Association and Brigade, Singapore Amateur Athletic Association, Singapore Youth Assembly Fund, Singapore Flood Relief Fund, Singapore Standard Christmas Toy Fund) and patronage (Po Chiak Keng Tan Si Chong Su, Civil Defence Corp Annual Ball, opening the Singapore Anti-Tuberculosis Association Fun Fair), personal assistance (hotel booking (especially Raffles Hotel), financial assistance, use of land by Singapore (Trafalgar) Sea Scouts), horseracing, miscellaneous club and associations matters (The Association of British Malaya, SPCA, Penang Turf Club), financial activities (mostly personal), maintenance of 42 Cairnhill Road, purchases and subscriptions (mostly with Robinsons, Life magazine), and speech scripts (Ceylonese Prime Minister, Great World Park, wedding, Singapore Anti-Tuberculosis Association Fun Fair).</p> <p>Includes references to Tan Chin Tuan's involvement in the (Rendel) Constitutional Commission.</p>	1954

Folio No	Title	Content Description	Period
TCT.064	Personal Correspondence	<p>General correspondences and related newspaper cuttings and documents by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal correspondences (congratulations, seasonal greetings, condolences) and introductions, personal appointments (private and work meals), thanks for gifts sent and received (tea, foodstuff, music box, Cathay cinema pass, publications, cigars, necktie, photographs, wedding presents), donations (Changi Public School, Missions to Seamen Trafalgar Home Buddhist Temple Building Fund, Singapore Youth Sports Centre, St. John's Ambulance Association and Brigade, Anglo-Chinese School Building Fund, Red Cross, YMCA, Shaw Organisation Christmas Charity), horseracing, car purchase and motoring issues, miscellaneous club matters (Singapore Chinese Swimming Club, Turf Club), subscriptions (The Economist, Life, Straits Times), speech for Anglo-Chinese School's anniversary, and regarding the purchase of hearing aids.</p> <p>Includes a photo and brief biography of Tan Chin Tuan (in Chinese and translated to English).</p>	1955-1956

Folio No	Title	Content Description	Period
TCT.065	Personal Correspondence	<p>General correspondences and related newspaper cuttings and documents by Tan Chin Tuan in the capacity of Managing Director of OCBC, pertaining to personal correspondences (congratulations, seasonal greetings, condolences) and introductions, personal appointments (private and work meals, weddings), thanks for gifts sent and received (diary, foodstuff, cigars, publications, cash, orchids), donations (YWCA, Singapore Anti-Tuberculosis Association, Salvation Army, Singapore Association for the Blind, St. Andrew's Mission Hospital, Singapore Amateur Athletic Association, Singapore Chinese Girls' School Building Fund, Singapore Youth Council, Shaw Brothers Christmas Fund, Kumpolan Peranakan Singapura, request from Liberal Socialist Party), horseracing, orchid cultivation, miscellaneous club matters (British Association of Malaya, Singapore Amateur Boxing Association, Badminton Association of Malaya, Garden Club, Turf Club) and purchases (hearing aid, car, emerald ring, diamond earrings).</p> <p>Singapore's role in the Federation is touched upon in many correspondences.</p>	1957
TCT.066	<p>Assorted Subjects</p> <ul style="list-style-type: none"> <li>- NUS Endowment Fund</li> <li>- Loh Man Chee - Food Processing</li> <li>- Simbl/Schrodgers (Mr George W Mallinckrodt)</li> <li>- Kwek Hong Png</li> <li>- NUS - Chancellors &amp; Hon. Graduates</li> <li>- Mr N D Davidson</li> <li>- Eastern Hotel (Cameron Highlands) Bhd - Liquidation</li> <li>- The Tan Chin Tuan Auditorium</li> <li>- Scholarship for Teachers &amp; Pelangi Home</li> <li>- Personal correspondence</li> <li>- Allan Ng - Insider Trading</li> </ul>	<p>General correspondences, memos and draft documents by Tan Chin Tuan as the Managing Director of OCBC, Chairman of Tan Chin Tuan Foundation and in his private capacity, pertaining to business associates seeking his interest to invest in their ventures and projects; his alma mater Anglo Chinese School, universities and nursing homes seeking sponsorship for scholarships and building funds; and matters involving OCBC's interests.</p>	1961-1994

Folio No	Title	Content Description	Period
TCT.067	Visit to New Zealand & Australia	General overseas correspondences by Tan Chin Tuan in the capacity of Managing Director of OCBC, to the business associates prior to and after his visit to Australia and New Zealand in 1979. The correspondences detail the people, places and activities Tan Chin Tuan met, visited and did including the High Commissioners for Australia and New Zealand.	1979
TCT.068	Verifications, Introduction & Recommendations	Correspondences to Tan Chin Tuan on recommendation for Unofficial Members of the Federal Legislative Council (1947), thank you letters, land usage of Anglo-Chinese School (ACS) Playground at Armenian Street, introduction of friends of Tan Chin Tuan to various organisations such as overseas banks and statutory boards (like Singapore Harbour Board), application for permission to carry weapons (revolver) among staff who carries huge sum of money and application to install telephone at the Tan Clan Ancestral Association (1948). This folio also includes a number of letters written to Tan Chin Tuan to seek help on an array of matters such as shortage of science teachers at ACS (as Tan was their alumni member), removal of lepers in Singapore/Malaya, loss of identity card and recommendation for site work (similar to internship) for son of Yap Twee in London.	1946-1949
TCT.069	Personal Correspondences - Chinn Ho	Personal correspondences by Tan Chin Tuan with or in relation to Chinn Ho, sent from their residences of Singapore and Honolulu respectively until Chinn Ho's death in 1987. Correspondences pertain to their joint business ventures. Correspondences also detailed their friendship beyond corporate partnerships, including Christmas, Chinese New Year and birthday greetings, congratulatory messages on TCT's appointment as Tan Sri, private visits and courtesy extensions to their family and friends.	1958-1987

Folio No	Title	Content Description	Period
TCT.070	Personal Correspondences - Harper Gilfillan	<p>Correspondences and documents relating to Tan Chin Tuan's involvement in Sharikat Harper Gilfillan Berhad, where OCBC, Great Eastern and himself were minority stakeholders</p> <p>Includes documents, correspondences, converted profits and loss accounts which detail Harper Gilfillan's rights issue of convertible secured loan stock, OCBC's purchase of Harper Gilfillan's ordinary shares and convertible loan stock from North Borneo Timbers, restructure of the organisation to comply with the New Economic Policy (NEP)</p>	1975-1980
TCT.071	Correspondence	<p>General correspondences by Tan Chin Tuan, mostly in a personal capacity, pertaining to personal correspondences (farewells, appeals, condolences, congratulations, introductions), personal appointments, thanks for gifts received and sent, personal assistance (loans of money, work permits, referral for jobs), business and development projects [including the establishment of a tax research centre in Singapore), and related newspaper cuttings</p>	1968-1985

Folio No	Title	Content Description	Period
TCT.072	Correspondences: - Dr Goh Keng Swee - First National City Bank's personnel - William Mundy (artist who painted OCBC President's portrait) - International Monetary Fun/World Bank - Bank Colleagues	<p>General correspondences by Tan Chin Tuan with politicians (such as Goh Keng Swee) on implications of Guinness Breweries setting up new branch in Singapore (1968), thank you letters for Tan's support on banking-related matters (such as Teruyuki Ohuchi, Vice President, Co-Financing, World Bank and Toshikatsu Harada, General manager of Nippon Kogyo Ginko), invitation to attend the World Bank and International Monetary Fund Annual Meeting (1977), meeting with personnel of the First National City Bank on joint venture (1960s-1970s), as well as between Yong Pung How and Tan Chin Tuan, on engaging artist William Mundy to paint Tan's self-portrait, to be used as decoration in the board room of OCBC Centre (1984).</p> <p>This folio also includes correspondences between Tan Chin Tuan and bank staff on progress of reopening bank branches in Singapore and Hong Kong after the end of Second World War (1945-1953), arrangement of accommodation, manpower deployment, job scope for officers, salary, detailed overview of bank's assets in Shanghai (1947), investigation on complaints by clients on poor service attitude of staff (at Ipoh branch), political climate in China (December 1948), hosting of guests (such as E.J. Davies, Attorney General of Singapore and Richard Nixon, Vice President of United States), approval for overdraft facility, clearing of misunderstanding (between Lim JO Yan and Tan), acquisition of office premises and other properties in Malaysia (in the 1950s), responses to the Debtor and Creditor Ordinance (1948) and letter of condolences.</p>	1945-1987



Folio No	Title	Content Description	Period
TCT.102	OCBC Correspondence - OCBC Officers	Correspondences mostly addressed to David Chow, OCBC (Business Relations Officer, Hong Kong), pertaining to more personal matters such as purchase of chow dogs, hearing aids, Christmas cards, hosting of VIPs (like Dato Ismail Rahman, Foreign Minister, Anthony Abell, former Governor of Sarawak and F.J. Erroll, British Minister for State) in Hong Kong and naming of new residence (Chin Villa). Also include other requests such as purchase of flowers to Hokkien Association at Batu Gajah for their opening, Life Magazine, ivory mahjong sets, thank you letters for gifts (such as bird nest, dried cuttlefish, roast ducks, preserved lemons), sale of properties in Penang, visit to Taipei (in 1964 with Mr and Mrs Runme Shaw), arrangement of accommodations and condolences to Kan Tong Po,	1958-1965
TCT.103	OCBC Correspondence - Ong Thye Ghee	Correspondences between Tan Chin Tuan and Ong Thye Ghee, manager and secretary of the OCBC at Head Office, Kuala Lumpur. Ong was previously teaching at the Anglo-Chinese School in the 1920s which TCT attended. The folio includes thank you letters for gifts of books, enquiries on ratio of bank (one share) in all government dealings and appropriation of funds in Malaysia, booking of accommodation, auction of Loke Yung Hong's property, purchase of shares (by Ong) and gratuity for retirement, expansion of business of the Building Society of Malaya Ltd (1960) to Malaysia and appointment of its director at Kuala Lumpur's office as well as proposed ideas to promote the bank's services in face of competition from Chung Khiaw Bank in Singapore.	Undated
TCT 239	Straits Trading Co. Ltd - Datuk Haji Abu Bakar Pawanchee	This folio contains correspondences between Datuk Haji Abu Bakar Pawanchee and Lim Chong Yah, who conveyed the former's interest to acquire Petaling Tin Berhad shares and his intention to speak to Tan Chin Tuan on the proposal. As Tan had retired as Chairman of the Straits Trading Co. in 1992, he was not inclined to involve himself in the proposition.	1991-1993

Folio No	Title	Content Description	Period
TCT 389	Schroder International Merchant Bankers Ltd - Correspondence a: Mr Aw Boon Haw	This folio contains newspaper cuttings on the ban of Aw Boon Haw from entering Federation of Malaya in 1949, meeting minutes between Aw Boon Haw, E.C.S. Adkins (Secretary of Chinese Affairs) , Lee Cheng Shan, Tan Chin Tuan and Braddell Brothers, seeking clarification on immigration policies during the Emergency period and whether barring Aw from entry into Malaysia constituted a real case of security threat to the British government, correspondence from Aw detailing how he was refused admission by officer at the Immigration Department upon arrival at Seletar airfield, letter from the Singapore Chinese Chamber of Commerce to Malcolm MacDonald urging him to lift Aw's ban into Malaya, as well as letter from Tan Chin Tuan to Tan Cheng Lock on keeping the British government in check during the Emergency period.	1948-1949
TCT 556	Heineken : A Van der Werf	This folio contains a handwritten thank you letter from van der Werf to Tan Chin Tuan for his gift of a gold-plated miniature dragon to mark Werf's retirement from Heineken and the close collaboration with Malayan Breweries Limited.	1988
TCT 672	Correspondences between Malcolm MacDonald and TCT	This folio contains a series of correspondences between Malcolm MacDonald and Tan Chin Tuan on appointing Tan as a Member of the Legislative Council, arranging an informal discussion on International Situation and British Foreign Policy (1949), fund-raising for improvement of amenities in the Malaya Hall (1950), investigation on bank frauds and loss of foreign exchange to the Sterling Pool due to lapse in its Hong Kong branch (1951), as well as a number of thank you letters from Malcolm MacDonald to Tan Chin Tuan for his Christmas presents, hosting of dinners and welcome parties, birthday greetings & etc	1947-1976

Folio No	Title	Content Description	Period
TCT 673	Dr Yeoh Ghim Seng	This folio contains a series of correspondences between Tan Chin Tuan and Dr Yeoh Ghim Seng to seek the former's assistance on hospital matters. As the Clinical Surgical Specialist of the Singapore General Hospital, Dr Yeoh pointed out that he was unable to use a certain percentage of the hospital beds in the unit which he was attached due to "the selfish motives of most of the head of various departments in the General Hospital". He also lamented on the shortage of general surgeons and nursing staff in Singapore (1953).	1949-1953
TCT 674	Midland Bank Ltd - Letters of Introduction	This folio contains a number of letters of introduction of Tan Chin Tuan from the Midland Bank; these are addressed to General Manager of Incasso-Bank (Holland), Head of Foreign Department (Brussels), Banca Commerciale Italiana (Venezia), Union de Banques Suisses (Lucerne), Credit Commercial de France (Nice) and others as Tan took a short tour of Europe on vacation and business with his wife in 1950.	1950
TCT 675	Lee Seng Peng's Detention	This folio contains correspondences between H.S. Lee (李式孝) and Tan Chin Tuan on the detainment of Lee Seng Peng, investigation of Lee's secret payment to support bandits (subversive activities) during the Emergency period, a copy of allegations against Lee, as well as letters of appeal for the early release of Lee as "the evidence produced against him was absolutely flimsy".	1951
TCT 676	Correspondences between Sir Franklin Gimson and TCT - Precedence of members of Legislative Council	This folio contains correspondences between Sir Franklin Gimson and Tan Chin Tuan on dissatisfaction among members over the way the precedence of Legislative Council was arranged, dress code for Gimson's farewell dinner held at the Adelphi, preparation for the visit of Duchess of Kent, as well as painting of portrait of Gimson to be displayed at the Memorial Hall.	1952

<b>Folio No</b>	<b>Title</b>	<b>Content Description</b>	<b>Period</b>
TCT 684	Correspondences on \$30 million loan to Federation of Malaya	This folio contains two documents, one is a handwritten thank you letter to Tan Chin Tuan for his hospitality and the second is addressed to Franklin Gimson from Tan Chin Tuan, on displaying Gimson's portrait at the Memorial Hall as well as updates on loan of \$30 million (interest free for the first 10 years) to the Federation of Malaya in 1954.	1954