



PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS	
<p style="text-align: center;"><b>↓</b></p> <p><b>PURPOSE OF THIS FORM</b></p> <p>This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.</p> <p>This form contains the format for employment equity reporting by designated employers to the Department of Labour.</p> <p><b>WHO COMPLETES THIS FORM?</b></p> <p>All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.</p> <p><b>WHEN SHOULD EMPLOYERS REPORT?</b></p> <p>Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.</p> <p>Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.</p> <p><b>SEND TO:</b></p> <p>Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001</p> <p><b>Online reporting:</b> <a href="http://www.labour.gov.za">www.labour.gov.za</a> <b>Helpline: 0860101018</b></p> <p><b>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</b></p>	Trade name	Department of Cooperative Governance and Traditional Affairs
	DTI registration name	N/A
	DTI registration number	N/A
	PAYE/SARS number	7740726460
	UIF reference number	N/A
	EE reference number	1132
	Seta classification	PUBLIC SECTOR
	Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
	Telephone number	040 6095656
	Postal address	Private Bag X0035 TYAMZASHE BUILDING
	Postal code	5605
	City/Town	BHISHO
	Province	Eastern Cape
	Physical address	TYAMZASHE BUILDING Phalo Avenue
	Postal code	5605
	City/Town	BHISHO
	Province	EASTERN CAPE
	<b>Details of CEO/Accounting Officer at the time of submitting this report</b>	
	Name and surname	Monwabisi Baza
	Telephone number	040 609 5656
Fax number	040 639 2163	
Email address	<a href="mailto:monwabisi.baza@eccogta.gov.za">monwabisi.baza@eccogta.gov.za</a>	
<b>Details of Employment Equity Senior Manager at the time of submitting this report</b>		
Name and Surname	Malibongwe Ngcai	
Telephone number	040 609 4837	
Fax number	040 635 0523	
Email address	<a href="mailto:malibongwe.ngcai@eccogta.gov.za">malibongwe.ngcai@eccogta.gov.za</a>	
<b>Business type</b>		
<input type="checkbox"/> Private Sector <input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Non-profit Organisation		
<b>Information about the organisation at the time of submitting this report</b>		
Number of employees in the organisation	<input type="checkbox"/> Parastatal <input checked="" type="checkbox"/> Provincial Government <input type="checkbox"/> Educational Institution	
Is your organisation an organ of State?	<b>Information about the organization at the time of submitting this report</b>	
Is your organisation part of a group / holding company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, please provide the name	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Year for which this report is submitted	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	2016/17	

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01 / 10 / 2016 to (date): 30 / 09 / 2017  
 DD / MM / YYYY DD / MM / YYYY

Please indicate below the duration of your current Employment Equity Plan:

From (date): 01 / 01 / 2016 to (date): 31 / 12 / 2018  
 DD / MM / YYYY DD / MM / YYYY

### PLEASE READ THIS FIRST

- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalisation (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. **Numerical goals** must include the entire workforce profile, and **NOT** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its Employment Equity Plan (EE Plan).
- i. **Numerical targets** must include the entire workforce profile, and **NOT** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must **not** leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".





## 4. Termination

4.1. Please report the total number of terminations in each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	1	0	0	0	0	0	1
Senior management	2	0	0	0	1	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	5	0	0	1	13	0	0	1	1	0	21
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	18	0	0	0	17	0	0	0	0	0	35
Semi-skilled and discretionary decision making	0	1	0	0	2	0	0	0	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>63</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>63</b>

## SECTION D: SKILLS DEVELOPMENT

### 5. Skills Development

5.1. Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	1	0	0	0	0	0	0	0	1
Senior management	22	2	0	1	12	0	0	0	37
Professionally qualified and experienced specialists and mid-management	4	0	0	0	1	0	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	0	0	1	0	0	0	3
Semi-skilled and discretionary decision making	18	1	0	0	22	0	0	0	41
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	<b>47</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87</b>
Temporary employees	3	0	0	0	9	0	0	0	12
<b>GRAND TOTAL</b>	<b>50</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99</b>

## SECTION E: NUMERICAL GOALS & TARGETS

### 6. Numerical goals

6.1. Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	3	0	0	0	0	0	4
Senior management	28	4	0	0	26	0	0	1	0	0	59
Professionally qualified and experienced specialists and mid-management	137	21	0	3	134	19	0	13	0	0	327
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	372	22	0	0	702	22	0	8	0	0	1126
Semi-skilled and discretionary decision making	39	6	0	0	50	2	0	0	0	0	97
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	<b>577</b>	<b>53</b>	<b>0</b>	<b>3</b>	<b>915</b>	<b>43</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>1613</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>577</b>	<b>53</b>	<b>0</b>	<b>3</b>	<b>915</b>	<b>43</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>1613</b>

### 7. Numerical targets

7.1. Please indicate the numerical targets as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	3	0	0	0	0	0	4
Senior management	28	4	0	0	26	0	0	1	0	0	59
Professionally qualified and experienced specialists and mid-management	137	21	0	3	134	19	0	13	0	0	327
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	372	22	0	0	702	22	0	8	0	0	1126
Semi-skilled and discretionary decision making	39	6	0	0	50	2	0	0	0	0	97
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	<b>577</b>	<b>53</b>	<b>0</b>	<b>3</b>	<b>915</b>	<b>43</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>1613</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>577</b>	<b>53</b>	<b>0</b>	<b>3</b>	<b>915</b>	<b>43</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>1613</b>

## SECTION F: MONITORING & EVALUATION

### 8. Consultation

8.1. Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

Consultation	Yes	No
Consultative body or employment equity forum	x	
Registered trade union(s)	x	
Employees	x	

## 9. Barriers and affirmative action measures

9.1. Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	BARRIERS		AFFIRMATIVE ACTION MEASURES		TIME-FRAME FOR IMPLEMENTATION OF AA MEASURES	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment procedures	x		x		01 April 2018	31 March 2019
Advertising positions	x		x		01 April 2018	31 March 2019
Selection criteria	x		x		01 April 2018	31 March 2019
Appointments	x		x		01 April 2018	31 March 2019
Job classification and grading		x		x		
Remuneration and benefits		x		x		
Terms & conditions of employment		x		x		
Job assignments		x		x		
Work environment and facilities	x		x		01 April 2018	31 March 2019
Training and development	x		x		01 April 2018	31 March 2019
Performance and evaluation	x		x		01 April 2018	31 March 2019
Promotions	x		x		01 April 2018	31 March 2019
Transfers		x		x		
Succession & experience planning	x		x		01 April 2018	31 March 2019
Disciplinary measures		x		x		
Dismissals		x		x		
Retention of designated groups	x		x		01 April 2018	31 March 2019
Corporate culture	x		x		01 April 2018	31 March 2019
Reasonable accommodation	x		x		01 April 2018	31 March 2019
HIV&AIDS prevention and wellness programmes		x		x		
Assigned senior manager(s) to manage EE implementation		x		x		
Budget allocation in support of employment equity goals	x		x		01 April 2018	31 March 2019
Time off for employment equity consultative committee to meet		x		x	01 April 2018	31 March 2019



**10. Monitoring and evaluation of implementation**

10.1. How regularly do you monitor progress on the implementation of the Employment Equity Plan?  
Please choose one.

Monthly	Quarterly
	x

10.2. Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
	x	The 50% representation of women has not been achieved.

**SECTION G: Signature of the Chief Executive Officer/Accounting Officer**


**Chief Executive Officer/Accounting Officer**

I Monwabisi BABA (full Name) CEO/Accounting Officer  
of DEPT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

hereby declare that I have read, approved and authorized this report.

Signed on this 11<sup>th</sup> day of JANUARY (month) year 2015

At (place): BISHO

  
\_\_\_\_\_  
Chief Executive Officer/Accounting Officer



PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS		
<p style="text-align: center;"><b>↓</b></p> <p><b>PURPOSE OF THIS FORM</b></p> <p>This form enables employers to comply with Section 27 (1) of the Employment Equity Act 55 of 1998 as amended.</p> <p>This form contains the format for Income Differential Statement to be completed by designated employers to the Employment Conditions Commission.</p> <p><b>WHO COMPLETES THIS FORM?</b></p> <p>All designated employers who are required to submit a report in terms of Section 27(1) of the Employment Equity Act, 55 of 1998 as amended. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.</p> <p><b>WHEN SHOULD EMPLOYERS REPORT?</b></p> <p>Designated employers must submit the Income Differential Statement annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.</p> <p>Employers who become designated on or after the first working day of April but before the first working day of October must submit their Income Differential Statement on the first working day of October of the following year.</p> <p><b>SEND TO:</b></p> <p>Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001</p> <p>Online reporting: <a href="http://www.labour.gov.za">www.labour.gov.za</a> Helpline: 0860101018</p> <p><b>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</b></p>	Trade name	Department of Cooperative Governance and Traditional Affairs	
	DTI registration name	N/A	
	DTI registration number	N/A	
	PAYE/SARS number	7740726460	
	UIF reference number	N/A	
	EE reference number	1132	
	Seta classification	PUBLIC SECTOR	
	Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES	
	Telephone number	040 6095656	
	Postal address	Private Bag X0035	
	Postal code	5605	
	City/Town	BHISHO	
	Province	Eastern Cape	
	Physical address	TYAMZASHE BUILDING	
	Postal code	5605	
	City/Town	BHISHO	
	Province	EASTERN CAPE	
	Details of CEO/Accounting Officer at the time of submitting this report		
	Name and surname	Monwabisi Baza	
	Telephone number	040 609 5656	
	Fax number	040 639 2163	
	Email address	<a href="mailto:monwabisi.baza@eccogta.gov.za">monwabisi.baza@eccogta.gov.za</a>	
	Details of Employment Equity Senior Manager at the time of submitting this report		
	Name and Surname	Malibongwe Ngcai	
	Telephone number	040 609 4837	
Fax number	040 635 0523		
Email address	<a href="mailto:malibongwe.ngcai@eccogta.gov.za">malibongwe.ngcai@eccogta.gov.za</a>		
<b>Business type</b>			
<input type="checkbox"/> Private Sector <input type="checkbox"/> National Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Non-profit Organisation			
Information about the organization at the time of submitting this report			
Number of employees in the organisation	<input type="checkbox"/> Parastatal <input checked="" type="checkbox"/> Provincial Government <input type="checkbox"/> Educational Institution		
Is your organisation an organ of State?	<b>Information about the organization at the time of submitting this report</b>		
Is your organisation part of a group / holding company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please provide the name.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Year for which this report is submitted	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	2016/17 _____		

## SECTION B: THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS

1. All employees (including Foreign Nationals) must be included when completing the EEA4 form in the appropriate space provided in the table below. Temporary employees are employees employed to work for less than three months.
2. Calculation of remuneration must include twelve months, which must be in line with the period covered by the EEA2 reporting form. In the case of employees who have not worked a full twelve month period an amount equivalent to the annual salary should be furnished, e.g. if a person worked for three months and earned R30 000, the annual equivalent will be  $(R30\ 000 / 3) * 12$ , which means the annual equivalent for this person will be R120 000. All payment amounts to be reflected in the table below must be rounded to the nearest Rand (R) and included as total remuneration for each group in terms of race and gender.
3. No blank spaces, commas (,), full stops or decimal points (.) or any other separator should be included when capturing the payment amounts in each of the cells in the table below – for example R7 345 567.22 must be captured as 7345567 with no separators.
4. The payments below indicate what must be included and what must be excluded in an employee's remuneration for the purposes of calculating pay in order to complete the EEA4 form.
  - 4.1. **Included**
    - (a) Housing or accommodation allowance or subsidy or housing or accommodation received as a benefit in kind;
    - (b) Car allowance or provision of a car, except to the extent that the car is provided to enable the employee to work;
    - (c) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
    - (d) Any other payment in kind received by an employee, except those listed as exclusions in terms of this schedule;
    - (e) Employer's contributions to medical aid, pension, provident fund or similar schemes; and
    - (f) Employer's contributions to funeral or death benefit schemes.
  - 4.2. **Excluded**
    - (a) Any cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowance or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
    - (b) A relocation allowance;
    - (c) Gratuities (for example, tips received from customers) and gifts from the employer;
    - (d) Share incentive schemes;
    - (e) Discretionary payments not related to an employee's hours of work or performance (for example, a discretionary profit-sharing scheme);
    - (f) An entertainment allowance; and
    - (g) An education or schooling allowance.
5. The value of payments in kind must be determined as follows –
  - (a) a value agreed to in either a contract of employment or collective agreement, provided that the agreed value may not be less than the cost to the employer of providing the payment in kind; or
  - (b) the cost to the employer of providing the payment in kind.
6. An employee is not entitled to a payment or the cash value of a payment in kind as part of remuneration if-
  - (a) the employee received the payment or enjoyed, or was entitled to enjoy, the payment in kind during the relevant period; or
  - (b) in the case of a contribution to a fund or scheme that forms part of remuneration, the employer paid the contribution in respect of the relevant period.
7. If an employee's remuneration or wage fluctuates significantly from period to period, any payment to that employee in terms of the BCEA must be calculated by reference to the employee's remuneration or wage during-
  - (a) the preceding 13 weeks; or
  - (b) if the employee has been in employment for a shorter period, that period.

## SECTION C: INCOME DIFFERENTIALS STATEMENT

Please use the table below to indicate the number of employees, including people with disabilities, and their remuneration in each occupational level in terms of race and gender.

Occupational levels	MALE						FEMALE						FOREIGN NATIONALS		Total	
	A	C	I	W	A	C	I	W	M	F						
Top Management	Number of workers	2	0	0	0	2	0	0	0	2	0	0	0	0	0	4
	Remuneration	2690954	0.00	0.00	0.00	2128999	0.00	0.00	0.00	2128999	0.00	0.00	0.00	0.00	0.00	4819953
Senior Management	Number of workers	32	2	0	2	18	0	0	0	18	0	0	0	1	0	55
	Remuneration	26785361	2080715	0.00	2016355	17584061	0.00	0.00	0.00	17584061	0.00	0.00	0.00	1016335	0.00	49482827
Professionally qualified and experienced specialists and mid-management	Number of workers	122	1	0	3	115	1	0	3	115	1	0	3	1	0	246
	Remuneration	83350593	880065	0.00	2106550	76136487	954065	0.00	1711514	76136487	954065	0.00	419284	419284	0.00	165558503
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	Number of workers	346	6	0	5	703	9	0	2	703	9	0	2	0	0	1071
	Remuneration	96067590	1776709	0.00	19846117	205495273	2703675	0.00	701626	205495273	2703675	0.00	0.00	0.00	0.00	308729489
Semi-skilled and discretionary decision making	Number of workers	30	2	0	0	38	0	0	0	38	0	0	0	0	0	70
	Remuneration	5614621	337307	0.00	0.00	6668908	0.00	0.00	0.00	6668908	0.00	0.00	0.00	0.00	0.00	12620835
Unskilled and defined decision making	Number of workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Remuneration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERMANENT	Number of workers	532	11	0	10	876	10	0	5	876	10	0	5	2	0	1446
	Remuneration	214509064	5074795	0.00	6107522	308013727	3657739	0.00	2413140	308013727	3657739	0.00	1435619	1435619	0.00	541211606
Temporary employees	Number of workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Remuneration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	Number of workers	532	11	0	10	876	10	0	5	876	10	0	5	2	0	1446
	Remuneration	214509064	5074795	0.00	6107522	308013727	3657739	0.00	2413140	308013727	3657739	0.00	1435619	1435619	0.00	541211606

**SECTION D:** Please indicate the key reason(s) for differentiation in income in each occupational level that apply to your organisation. Please use (X) to mark the applicable key reason(s).

OCCUPATIONAL LEVELS	REASONS FOR INCOME DIFFERENTIALS							
	Seniority or length of service	Qualifications, ability, competence or potential	Performance, quantity or quality of work	Demotion	Experiential training	Shortage of relevant skills	Other relevant factor	
Top Management	X							
Senior Management	X		X					
Professionally qualified and experienced specialists and mid-management	X	X	X					
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	X		X					
Semi-skilled and discretionary decision making		X						
Unskilled and defined decision making								
Temporary employees								

**SECTION E: Signature of the Chief Executive Officer/Accounting Officer**


**Chief Executive Officer /Accounting Officer**

I Monwabisi. Prasa (full Name) CEO/Accounting Officer of  
DEPT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

hereby declare that I have read, approved and authorized this information.

Signed on this 11<sup>th</sup> day of January (month) year 2018

At (place): BISHOP

  
\_\_\_\_\_  
Chief Executive Officer/Accounting Officer