



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

ASSET MANAGEMENT POLICY

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Karl-Heinz Waldemar
Kuhn
Certified
2013.11.07 16:25:18
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INTRODUCTION

1.(a) In line with good financial management in the public sector, National Treasury together with the KwaZulu-Natal Provincial Treasury has directed that best practices be designed and implemented to manage government assets.

(b) To give effect to the provisions contained in the Public Finance Management Act, (Act No. 1 of 1999), the KwaZulu-Natal Department of Co-operative Governance and Traditional Affairs has developed this policy for the management of movable assets, to guide the way movable assets are evaluated, acquired, maintained and disposed of in the Department.

(c) The creation and implementation of an Asset Management Policy is an essential part of asset management reform, and focuses on the four key activities of the asset life-cycle, namely:

- (i) planning;
- (ii) acquisition;
- (iii) operation and maintenance; and
- (iv) disposal.

(d) This methodology ensures that the total cost of the asset is considered before procuring, the budget can be aligned with the need for funds at the appropriate time and intervals, the entire asset management process can be aligned to supply chain management procedures, and the true total cost of an asset can be readily determined through the maintenance of complete and accurate asset records.

(e) The Department is accountable for the physical and financial performance of the assets it controls, operates and maintains, and information about the performance and condition of an asset provided by accurate recording, fair valuation and reporting procedures, is critical for decisions on whether to modify, refurbish, find an alternative use for, or dispose of an asset.

DEFINITIONS

2. In this Policy, unless the context indicates otherwise—

- (a) a word or expression, to which a meaning has been assigned in the Public Finance Management Act, 1999 and the National Treasury Regulations, has the same meaning;
- (b) clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and similar expressions bear corresponding meanings:

“**asset**” means a resource controlled by the Department as a result of past events and from which a future economic benefit or service potential is expected to accrue to the Department;

“asset acquisition” means the process by which a department assumes control of an asset;

“asset disposal” mean the process by which a department relinquishes control of an asset;

“asset life cycle” means the life of an asset, from the establishment of the need, through to its acquisition, operation and any maintenance or upgrading, to its disposal;

“asset management” means the process of guiding the acquisition, use, safeguarding and disposal of an asset to make the most of its service delivery potential, and to manage the related risks and costs over its entire life cycle;

“asset register” means a data source that records information on individual assets, in excess of a set value, and which includes the asset’s location, condition, utilisation and ownership details, as well as the value and depreciation of the asset and its major components;

“asset strategy” means the manner in which the Department proposes to manage its assets across all phases of their life cycle, in order to meet service delivery needs most cost-effectively;

“asset utilisation” means the measure of how effectively an asset is being used to meet the Department’s service delivery objectives;

“condition assessment” means an assessment of the current condition of an asset and its components, in relation to its service performance, as well as the maintenance or renovation required and associated costs;

“control of an asset” means the ability of the Department to benefit from the asset in pursuing its objectives, deny or regulate the access of others to that asset and its benefit and secure the service potential or the future economic benefit of the asset;

“cost of an asset” comprises its purchase price, including import duties and non-refundable purchase taxes, and any directly attributable costs of bringing the

asset to working condition for its intended use, less any trade discounts and rebates;

“Department” means the KwaZulu-Natal Department of Co-operative Governance and Traditional Affairs;

“depreciable assets” means assets that–

- (a) are expected to be used during more than one accounting period;
- (b) have a limited useful life; and
- (c) are held by the Department for use in the production or supply of goods and services, for rental, or for administrative purposes;

“PFMA” means the Public Finance Management Act, 1999 (Act No. 1 of 1999), and includes all Regulations promulgated in terms of the Act;

“refurbishment” means modification works carried out on an asset to restore it to an acceptable condition;

“revaluation” means the recording of an increase in the carrying value of an asset, to be reflected in the Department's financial statements;

“revenue” means the gross proceeds from the disposal or sale of goods and services;

“strategic plan” means a document or statement setting out the strategies that the Department intends to follow in the medium term in order to achieve the government's policy objectives;

“Treasury Regulations” means the Regulations promulgated in terms of the PFMA on 15 March 2005;

“useful life” means the period over which a depreciable asset is expected to be used by the Department;

“valuation” means the process of assigning and recording a monetary value to an asset, which initially means the cost of acquisition; and

(2)(a) The management and control of all purchases of movable assets must be centralised at the Departmental offices at Pietermaritzburg or at Mayville, with the exception of the procurement of the following asset types which will be centrally controlled at Pietermaritzburg:

- (i) computer equipment, including Desktop computers, laptops, servers and printers;
- (ii) intangible assets, including software and business systems; and
- (iii) motor vehicles.

(b) Each Responsibility Manager must ensure that–

- (i) all movable assets are procured according to supply chain policies and procedures;
- (ii) expenditure on movable assets is in accordance with the approved budget;
- (iii) effective and appropriate steps are taken to prevent overspending of the budget, through expenditure monitoring in line with the financial management procedures; and
- (iv) effective and appropriate steps are taken to collect all revenue due to the Department from the disposal of movable assets, through revenue monitoring in line with the financial management procedures.

(c) All movable assets must be recorded in the Asset Register by Asset Controllers at the Departmental Head Office in Pietermaritzburg, at the cost of the asset to the Department, provided that such asset does not appear on the exclusion list, attached hereto as Annexure A.

(d) The Asset Register must comply with the standards set by the National and Provincial Treasury in terms of location, condition, utilisation, serial number, bar code, purchase date, purchase price, value, custodian and custodian details.

(e) All assets costing less than R 5,000.00 will be recorded as Minor Assets and all assets costing R 5,000.00 and more will be recorded as Capital Assets on Hardcat.

(f) All movable assets must be specifically allocated by the Asset Controller to custodians of the assets by completing and signing an asset transfer or asset addition form.

(g) Any movable asset received or given by way of donation by the Department, must, in accordance with Treasury Regulation 21.1.1, and Practice note FM 19 of 2006, comply with the following criteria:

- (i) the Head of the Department approve the acceptance of any gift, donation or sponsorship of movable assets to the State;
- (ii) all gifts, donations or sponsorships received during the course of the financial year must be disclosed as a note to the annual financial statements of the Department; and
- (iii) any gift, donation or sponsorship must be reported to the Asset Manager and recorded in the Asset Register by the Asset Controller within thirty days of receipt.

(3)(a) The initial recording of an asset must be at cost, which includes any necessary additional expenditure, such as initial delivery and handling costs, and installation costs.

(b) When there is a transfer between departments during a restructure of functions, all assets must initially be recorded at the value at which they were carried in the books of the transferring department.

(c) Where the costs involved in obtaining a value for the asset purchased in any financial year prior to the 2004/2005 financial year, are not feasible, the asset must be recorded at the value of R 1.00.

(d) Where the purchase date of the asset is unknown and where it can be established that the useful life expectancy has already been exceeded, the asset must be loaded onto the Asset Register with the purchase date of 31 March 2004 as per Provincial Treasury Practice Note: KZN FM-30 of 2008.

OPERATION AND MAINTENANCE OF ASSETS

11.(1)(a) The Department is accountable for the physical and financial performance of assets under its control, which includes operation and maintenance.

(b) The Department must maintain a central record of moveable assets, which is known as the Asset Register, utilising the Hardcat electronic asset system.

(c) The Hardcat Asset Register and system must be operated in accordance with the requirements of the Hardcat system and processes determined by the Supply Chain Management Unit.

(2) The responsibility for safeguarding movable assets rests with all employees in the Department, all contract staff, consultants and stake-holders who have use of and benefit from movable assets.

(3) Movable assets must be safeguarded against the following possible threats:

- (a) theft;
- (b) vandalism; and
- (c) illegal or fraudulent use.

(4) Movable assets must be secured from all possible forms of risk they may be exposed to, provided that—

- (a) the levels of physical security that can be designed over movable assets vary and are dependent on the nature of the asset and the threat that the asset is exposed to;
- and

(b) physical security measures that are to be implemented for the different categories of movable assets must be performed by the respective responsibility or district managers.

(5) Where the location of movable asset changes, a movable asset transfer form must be completed by the Asset Controller and the custodian responsible for the asset.

(6) Custodians of assets are responsible for the care of the movable asset and must ensure that the assets are not lost; damaged, vandalised or used illegally or fraudulently.

(7) The Assistant Manager: Asset Logistics is responsible for the planning and co-ordination of the annual physical verification of all assets to ensure the accuracy of the Asset Register.

(8) The Asset Manager or Practitioner must, on a monthly basis, reconcile the Asset Register with the Financial Reports obtained from the BAS Financial System for the Interim and Annual Financial Statements, and the expenditure reflected in the financial system report "*Payments for Capital Assets over R 5,000.00*" and "*Equipment under R 5,000.00*", must balance to the values attached to assets purchased during the reporting period on the Asset Register.

(9) The monthly and annual reconciliations between the BAS Financial and Hardcat Systems must be performed by the Asset Manager or Practitioner and checked by the Senior Manager: Supply Chain Management as a supporting document to the relevant disclosure notes on Movable Assets in the Interim and Annual Financial Statements.

(10) Any discrepancies that are identified during the reconciliation process must be investigated and rectified, either by updating the asset register or accounting for the discrepancy on the reconciliation.

(11) All discrepancies identified during the reconciliation must be cleared before the next reconciliation is due, provided that in the event that the discrepancy is out of the control of the Asset Manager or Practitioner, the discrepancy will remain present on reconciliation until it is resolved, which must occur prior to the end of the financial year.

(12) At the end of each financial year, the expenditure reports for purchases of assets over R 5,000.00 and equipment under R 5,000.00 must be drawn for the entire financial year from

the Asset Register, and the Asset Manager or Practitioner must reconcile the two reports for the entire financial year for the purpose of disclosure in the Annual Financial Statement.

DISPOSAL

12.(1) A Disposal Committee must be established in accordance with the departmental Supply Chain Management delegations, to process disposals, which Committee must–

- (a) must be appointed by the Senior Manager: Supply Chain Management;
- (b) address and discuss all disposals identified within the Department; and
- (c) must make recommendations for the disposal of assets to the Accounting Officer.

(2) The disposal of any equipment owned by the Department may only be authorised by the Accounting Officer and disposed of by authorised personnel who have ensured that the relevant security risks have been mitigated and data removed or storage devices physically destroyed.

(3) The process of disposal must consider and adhere to the following requirements:

- (a) as legacy data from old systems may still remain accessible and compromise the confidentiality of information, certification must be obtained ensuring that all data has been removed or the media has been destroyed, preventing restoration by any means whatsoever;
- (b) the State Information Technology Agency must perform data removal from systems identified for disposal within the Department, and the disposal of all movable information technology assets must be centrally controlled at the Departmental Head Office, to ensure the safe removal of Departmental data from the devices;
- (c) authorisation and the correct change control procedures must be followed in accordance with archiving requirements; and
- (d) the disposal of hazardous materials must comply with the relevant specialised requirements for the disposal of such equipment, which includes batteries, gas and other hazardous materials;
- (e) all data and applications must be archived prior to disposal of any equipment, to ensure that such data and associated files can be restored if necessary; and
- (f) the requirements of clause 15(1)(j).

(4) The disposal of all departmental motor vehicles must be centrally controlled at the Departmental Head Office via the Disposal Committee, provided that–

- (a) each vehicle disposal requires a technical report detailing all faults identified on the vehicle;
- (b) the report must be authorised by the Head of the business unit or delegated official motivating for the vehicle to be disposed;
- (c) a spreadsheet of all vehicles identified for disposal including the individual technical reports must be reviewed by the Disposal Committee before the decision is made to approve or reject the disposal of the vehicles via Public Auction; and
- (d) in the event that the Accounting Officer grants approval for the disposal of the vehicle, normal Supply Chain Management procedures must be followed to appoint a service provider to conduct the public auction.

(5) Records of disposals, including disposal forms, disposal committee meeting minutes and submissions, to the Accounting Officer, must be submitted by the Asset Controllers from Asset Logistics to the Assistant Manager: Asset Management in order to update Hardcat Asset Management System.

(6) When assets are transferred from the Department to another Department, the Accounting Officer must comply with the provisions of the PFMA, and the Asset Controllers from Asset Logistics must inform the Asset Manager of the transfer within 30 days.

(7) Any movable asset may be disposed of or scrapped, once the relevant Responsibility Manager has identified the specific asset for disposal, provided that the relevant asset must—

- (a) be transferred and housed at a central storage facility at the Departmental Head Office in Pietermaritzburg or at the Mayville Office, until authority to dispose of the asset, on recommendation by the Disposal Committee, is obtained;
- (b) no longer be serviceable, either by virtue of physical verification, or based on ad hoc reports received by the Asset Controller on the condition of the asset;
- (c) have reached the end of its useful life, by thorough examination of the service delivery needs, strategic plans, objectives and economic appraisals of the market place, and the Responsibility Manager has assessed whether the asset will remain in service for the full estimated useful life or whether the current condition has rendered the asset obsolete sooner than estimated;
- (d) be approved for disposal by the Accounting Officer on recommendation of the Disposal Committee; and
- (e) be disposed of in a way that realises the most value for the Department on its disposal.

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(8) Any loss, damage, vandalism or theft reported, must be investigated by the Responsibility Manager in accordance with the procedures contained in the Departmental Loss Control Procedure Manual and Practice Note Number FM-15 of 2006.

(9) The Asset Manager must annually report on the disposal of assets with a value greater than R 5,000.00, which report forms part of the Annexures to the Annual Financial Statements, and must contain details of-

- (a) how the asset was disposed of; and
- (b) the proceeds received as a result of the disposal, if any.

(10) All documentation supporting the disposal must be maintained by the Chairperson of the Disposal Committee and a copy must be forwarded to the Asset Manager for audit purposes and to dispose of the assets on the Hardcat System.

RECONCILIATIONS

13. A monthly reconciliation of the BAS Financial System must be undertaken to ensure that all assets purchased under either capital or current expenditure are reconciled to the asset register purchases for that month.

LOSSES

14.(1) In the event that an asset is lost, stolen or damaged, the appointed custodian must immediately report the loss to the relevant Responsibility Manager and to the South African Police Service, and ensure that the relevant Loss Control forms are completed and submitted to the Supply Chain Management Loss Control Unit within 48 hours after the loss, theft or damage has been identified.

(2) Custodians of assets must immediately report the loss, damage, vandalism or fraudulent or illegal use of an asset in writing by way of a Loss Control Form to his or her supervisor, who must verify and confirm whether there has been any negligence on the part of the custodian of the asset.

(3) The Supply Chain Management Unit must be informed of the loss and actions taken to report the loss, whereafter the Loss Control Component must investigate the loss with due regard to the Loss Control Policy and prescripts and reference to an Internal Audit, Risk Management, or Labour Relations Unit where necessary.

(4) Where theft, loss, or willful or accidental damage to any asset occurs, the facts must be reported by the relevant custodian to the nearest station of the South African Police Service, immediately after the incident became known, and a case number must be obtained, before the Loss Control documents are completed and submitted to the Loss Control Unit.

(5) Should there be any loss or damage as a result of negligence on the part of the custodian, such losses must be recovered from the official concerned, by way of a debt being created in accordance with the departmental Debt Management Procedure Manual and practice notes: Number FM 2 of 2006, provided that normal Loss Control processes and procedures apply to determine if the official is negligent or not prior to the debt account being set up.

(6) Where the Department suffers a loss through no fault of any official, the loss must be written off in accordance with the Departmental Loss Control Procedure Manual and Practice Notes: FM 15 of 2006, and the LOCO and Hardcat Systems must be updated by the Loss Controller.

CONDITIONS TO BE OBSERVED IN RESPECT OF DEPARTMENTAL ASSETS

15.(1) All assets of the Department must be—

- (a) acquired according to the needs and in accordance with planned budget and normal supply chain management prescripts and procedures;
- (b) recorded in the asset register of the Department in accordance with generally recognised accounting practices;
- (c) classified as per the Classification of assets attached hereto as Annexure B;
- (d) valued in the asset register at the cost of the asset to the Department;
- (e) depreciated according to the prescripts determined by both the National and Provincial Treasury;
- (f) allocated to a custodian who must ensure that the Supply Chain Management Unit is informed immediately of any relocation of such assets;
- (g) maintained by the custodian who must report any loss or damage to the Chief Financial Officer or his or her delegate, and any theft to the nearest South African Police Service station, to obtain a case number;
- (h) checked from the asset register to the individual asset and vice versa on a regular basis but not less than once per annum;
- (i) evaluated at least once per annum, to establish its condition as reflected on the asset register; and

- (j) disposed of or scrapped, in the event that the asset–
- (i) is no longer serviceable;
 - (ii) has reached the end of its useful life; or
 - (iii) has been wilfully damaged, in which case the asset may be disposed of once the person responsible for the damage is identified and once the said person makes good the damage to the Department in accordance with loss control policies and prescripts.

PRICING THE USE OF ASSETS

16.(a) Pricing must be based on the true cost of creating, operating, maintaining and eventually disposing of the asset, and must reflect the department's service objectives and market conditions.

(b) The true cost includes a rate of return, i.e. the opportunity cost of capital investment, the operating and maintenance expenditure and a depreciation allowance.

DEPRECIATION

17. Assets must be recorded at their original purchase price, and depreciation recognises that the value of the asset decreases in time, which must be applied according to the Provincial Treasury guidelines.

DOCUMENTATION

18. All documentation pertaining to the asset register and Hardcat System must be safeguarded and retained for audit purposes and disposed of in accordance with the following requirements:

- (a) all documents for movements within the asset register must be safeguarded for Audit Purposes;
- (b) all documents must be accessed regularly by the Asset Manager to check information on the Asset Register and during the monthly reconciliation of the Asset System with the Financial System;
- (c) each financial year's asset forms must be archived for five financial years after the close of that financial year;
- (d) the monthly Financial and Asset Systems reconciliation must be filed in monthly order and kept for Audit Purposes and may be disposed of after five financial years; and




(e) the annual Financial and Asset Systems reconciliation must be filed in year order and kept for Audit purposes and may be disposed of after 5 financial years.

MONITORING AND EVALUATION


19. The Chief Financial Officer through the Senior Manager: Supply Chain Management must monitor the implementation of the policy on a regular basis, provided that this Policy may be reviewed and amended from time to time as and when the need arises.

EFFECTIVE DATE

20. This Policy comes into effect on date of signature hereof by the Accounting Officer.



CHIEF FINANCIAL OFFICER
DATE: 08/11/2013



ACCOUNTING OFFICER
DATE: 12/11/13

ANNEXURE A

EXCLUSION LIST

Description	Description
1. All Buildings	44. Water tanks
2. Fixtures attached to the buildings	45. Jojo tanks
3. Office blinds	46. Tents, Flags & accessories
4. Security Gates	47. Computer locking devices
5. Intercom equipment	48. Survey beacons
6. Whiteboards	49. Blankets
7. Noticeboards	50. Plastic Sheeting
8. Projector Screens	51. Flag poles
9. Air Conditioners fixed to buildings	52. Trolleys
10. Hydroboil Geysers	53. Laptop bags that are obtained with a laptop when purchased)
11. Cupboards and furniture fixed to walls	54. Ladders
12. USB Bluetooth Dongle	55. Vacuum cleaners
13. All Stationery and other consumables	56. All stationery equipment (big and small staplers, punch, etc.)
14. Batteries	57. White projector screen
15. Battery measuring devices	58. Desktop keyboards
16. Battery chargers	59. Desktop mouse
17. Battery holders	60. Foot rest
18. Crockery and Utensils	61. Allen key set
19. Curtains	62. Fire Extinguisher
20. Calculators	63. Drill bit set
21. Desktop speakers	64. Gazebo
22. Fans	65. Partition
23. Library material	66. Mounted Security cameras
24. Kettles	
25. Urns	
26. Toasters	
27. Memory sticks	
28. Memory cards	
29. Office screens	
30. Pot Plant stands	
31. Shelving	
32. Telephones	
33. Cellular Phones	
34. Trophies	
35. Wall clocks	
36. Waste paper bins (plastic)	
37. Letter trays (plastic/metal)	
38. Garden Tools (fork, spade, hoe, garden hose)	
39. Tools less than R 5,000.00 (car jacks, screw drivers, pliers, etc.)	
40. Sports Equipment	
41. First Aid boxes	
42. AC Adaptors	
43. Penlight batter chargers	

ANNEXURE B

CLASSIFICATION OF ASSETS

Asset Type Parent Folder Name	Asset Type Folder Name	Asset Type Name	Useful Life in years
Computer Equipment	Hardware	Back up Devices	3
		Binders	3
		CD/DVD writers	3
		Controller Cards	3
		Data Cabinets	3
		Data Projectors	3
		Desktop PC's / CPU's	3
		Docking Stations	3
		Hubs	3
		Keyboards	3
		Mice	3
		Modems	3
		Monitors	3
		Multifunctional Output Equipment	3
		Network Devices	3
		Notebooks / Laptops	3
		P Touch	3
		Plotter	3
		Pocket PC's	3
		Port Replicators	3
		Printers	3
		Racks	3
		Routers	3
		Scanners	3
		Servers	5
		Speakers	3
		Switches	3
		Tablet PC	3
Tape Drive	3		
Thin Client	3		
UPS	3		
USB Converter	3		
Wireless Devices	3		
Office Furniture & Equipment	Audio Visual Equipment	Cameras	5
		CD/DVD/VCR's	5
		TV	5
		Decoders	5
		Dictaphone	5
		Electronic Print Board	5
		Hi Fi's	5
		Microfiche	5
		Projection Equipment	5
		Public Address Systems	5
Radio Cassettes	5		

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		Scribers	5
		Smart Board	5
		Other Sound & Lighting Equipment	5
		Sound Systems	5
		Speakers	5
		Video Vex Viewers	5
		Voice Recorders	5
	Office Furniture	Artwork	5
		Beds	5
		Benches	5
		Boards	5
		Book Cases	5
		Cabinets	5
		Chairs	5
		Couches	5
		Credenzas	5
		Cupboards	5
		Desks	5
		Filing Units	5
		Ladders	5
		Lockers	5
		Pedestals	5
		Podiums	5
		Racks	5
		Safes	5
		Steps	5
		Shelving	5
		Sideboards	5
		Stands	5
		Stools	5
		Tables	5
		Trolleys	5
		Turn-o-Files	5
	Office Equipment	Air Conditioners	5
		Automatic Punches	5
		Binders	5
		Boards	5
		Calculators	5
		Card Holders	5
		Cellular Telephones	5
		Cutting Machines	5
		Duplicating Machines	5
		Electrical Heaters	5
		Engraving Equipment	5
		Fans	5
		Fax Machines	5
		Franking Machines	5
		Heaters	5
		Labeling Equipment	5
		Laminators	5
		Letter Folding Machines	5
		Microfiche Equipment	5
	Money Counting Equipment	5	

NO

		Paper Shredders	5		
		Photocopier Machines	5		
		Plate Makers	5		
		Tagging Equipment	5		
		Telephonic Equipment	5		
		Typewriters	5		
		Water Coolers	5		
Other Equipment, Plant & Machinery	Other Equipment	Aviation Equipment	10		
		Cleaning Equipment	3		
		Fire Fighting Equipment	3		
		Firearm Equipment	3		
		Garden Equipment	2		
		Housekeeping Equipment	3		
		Kitchen Equipment	5		
		Laboratory Equipment minor	5		
		Laboratory Equipment major	7		
		Laundry Equipment	10		
		Medical HTU Equipment	10		
		Medical Instrument Packs	10		
		Medical Instrument Specific Packs	10		
		Medical Equipment minor	10		
		Medical Equipment major	15		
		Motor Transport Service Equipment	5		
		Musical Equipment	10		
		Sport & Recreation Equipment	5		
		Emergency / Rescue Equipment	5		
		Road Traffic Inspectorate Equipment	5		
		Safety / Security Equipment	3		
		Stores Equipment	5		
		Survey Equipment	5		
		Workshop Equipment Fixed	5		
		Workshop Equipment Movable	3		
			Plant & Machinery	Air Compressors	5
				Alcometers	5
				Breakers Mechanical & Hydraulic	5
		Brooms Mechanical & Hydraulic		5	
		Bull Dozers		10	
		Caravans		5	
		Compactors Mechanical & Hydraulic		5	
		Concrete Mixers		5	
		Cranes		10	
		Crushers Mechanical & Hydraulic		5	
		Excavators		10	
		Generators		5	
		Graders		10	
		Hammers Mechanical & Hydraulic		5	
		LDV Mechanics Vehicle		4	
		Loaders Mechanical & Hydraulic		10	
		Mowers Mechanical		5	
	Pumps	5			
	Rollers Mechanical	5			
	Saws Mechanical	5			
	Snow Ploughs	5			

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		Spray Units	5
		Sprayers Mechanical	5
		TLB	10
		Tractors	10
		Trailers	5
		Trucks	5
		Vibrators Mechanical	5

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NTOMBIZETHU MQADI - ASSET MANAGEMENT POLICY

From: Heinz KUHN
To: NTOMBIZETHU MQADI
Date: 2013/11/07 04:30 PM
Subject: ASSET MANAGEMENT POLICY
CC: Busani Ndlovu; KERRY TURNER
Attachments: 1-3-AD-17-13 - Policy - Asset Management - 7 Nov 13.pdf

Security: Confidential
Reply Requested: When Convenient

Dear Ms. Mqadi,

The above matter refers.

Attached hereto please find the certified Asset Management Policy, which has been amended in line with the instructions of the CFO.

Kind regards,

HEINZ KUHN
SENIOR MANAGER: LEGAL SERVICES

POSTAL ADDRESS:
Department of Co-operative Governance and Traditional Affairs
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Pietermaritzburg
3200

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