Annexure 18.1

MEMORANDUM

TO :	VALERIE COETZEE/ REGISTRY		
COPIES:			
DATE:	24/07/2017	ENQUIRIES	E KORFF
SUBJECT:	LOAN AGREEMENT ABSA R24 998 191		

Herewith confirmation that abovementioned original copy of the Absa Loan Agreement has been received and reference provided.

V Coetzee

Registry

BITOU MUNICIPALITY MUNISIPALITEIT

2017 -07- 2 4

REGISTRY
ONTVANG • RECEIVED
Private Bag X1002
PLETTENBERG BAY 6600

Execution Version

LOAN AGREEMENT

entered into between

ABSA BANK LIMITED

(Registration Number: 1986/004794/06)

("the Bank/Absa")

and

BITOU MUNICIPALITY

("Borrower")

Term Loan Agreement

Commercial Terms

Absa Bank Limited, registration number 1986/004794/06 (the **Bank/ Absa**) is pleased to offer the Borrower (defined below) a term loan facility (the **Facility**). The terms of the Facility are contained in this document (the **Commercial Terms**) and in the Standard Terms delivered with these Commercial Terms.

References to clauses in these Commercial Terms shall be a reference to a clause as it appears in the Standard Terms.

Bank's Address for Notices (domicilium)	Barclays Towers West, 15 Troye Street, Johannesburg, 2001
Borrower:	Bitou Municipality
Borrower's Address for Notices:	Bitou Municipality, 01 Sewell Street, PLETTENBERG BAY, 6600
Loan Amount:	R 24 998 191 (Twenty Four Million Nine Hundred and Ninety Eight Thousand One Hundred and Ninety One Rand) to be advanced by the Bank to the Borrower in a single drawdown. Request for drawdown will be provided to the Bank in accordance with Schedule 3.
Loan Term:	The Bank hereby lends to the Borrower, which hereby borrows the Loan Amount for a maximum period of 10 (ten) years. The Loan Term may not exceed the useful life of the assets being financed.
Fees:	The Commitment Fee will be NIL. Breakage costs will be NIL.
Final Date for Drawing:	23 June 2017
Final Repayment Date:	In accordance with the Repayment Schedule attached hereto as Schedule 1
Financial Covenants:	**The following financial covenants apply to the Borrower:** **The Financial covenants are:** 1. Capital and interest to be repaid semi-annually. 2. Funds to be used for capital expenditure only in accordance with the municipality's capital budget for the 2016/17 financial year. 3. Tenor of the term loan is not to exceed the useful lifespan of the assets being financed, with a maximum tenor of 10 years. 4. Absa to rank pari passu to all other funders. 5. Municipal Council resolution signed by the Mayor in line with Section 46 of the MFMA No 56 of 2003 to be obtained before signing of loan agreements. 6. Written confirmation by the Municipal Manager that comments or representation from the National Treasury and Western Cape Provincial Treasury in accordance with Section 46(3) (a) (ii) of the MFMA No 56 of 2003

<table>
<tr><td></td><td>have been obtained before funds can be availed to the municipality.
Testing:
The financial covenants shall be tested annually or as advised by the Bank from time to time.</td></tr>
<tr><td>Financial Information</td><td>The Borrower will provide the Bank with any financial information which the Bank may request from time to time.</td></tr>
<tr><td>Interest Rate:</td><td>
<table>
<tr><td>Loan Amount: R24 998 191.00</td><td>Interest Rate Profile and Cost</td><td>Interest rate breakdown</td></tr>
<tr><td></td><td>Absa Base Rate (Including Liquidity and Statutory Costs)</td><td>9.04%</td></tr>
<tr><td>Term: 10 years</td><td>All-in Credit Margin</td><td>1.00%</td></tr>
<tr><td></td><td>All-in-Inclusive Interest Rate</td><td>10.04%</td></tr>
</table>
</td></tr>
<tr><td>Purpose:</td><td>Funding of Capital Projects approved by Council for the 2016/17 financial year.</td></tr>
<tr><td>Repayment Instalments:</td><td>The Loan shall be repaid in accordance with the Repayment Schedule attached hereto as Schedule 1.</td></tr>
<tr><td>Conditions Precedent:</td><td>In accordance with Schedule 2.</td></tr>
</table>

Signed at Plettenberg Bay on this the 23 day of June 2017

For: Absa Bank Limited

Duly Authorised
Name: ELGIN LAWRENCE
Capacity: TRANSACTIONAL BANKER

Duly Authorised
Name: ....
Capacity: ....

The Term Loan detailed above is accepted for and on behalf of the Borrower on the terms contained in the Commercial Terms and the Standard Terms delivered.

Signed at Plettenberg Bay on this the 23 day of June 2017

For: Bitou Municipality

Duly Authorised
Name: VUYOKAZI MBELANI
Capacity: ACTING MM

Duly Authorised
Name: Alan Groutz
Capacity: Mngr: Legal Services

SCHEDULE 1

Repayment Schedule

Bitou Municipality		
	Base Rate	7.64%
	Liquidity Premium	1.20%
	Liquid Asset Cost	0.20%
	Margin	1.00%
	All-in Rate	10.04%

Months	Date	Days	Advance	Repayments	10.04% Interest Capitalised	Outstanding Balance
	23-Jun-17		24 998 191.00			24 998 191.00
6	31-Dec-17	191		2 013 882.58	1 313 357.01	24 297 665.44
12	30-Jun-18	181		2 013 882.58	1 209 717.52	23 493 500.38
18	31-Dec-18	184		2 013 882.58	1 189 067.20	22 668 685.00
24	30-Jun-19	181		2 013 882.58	1 128 614.83	21 783 417.25
30	31-Dec-19	184		2 013 882.58	1 102 515.44	20 872 050.11
36	30-Jun-20	182		2 013 882.58	1 044 906.29	19 903 073.83
42	31-Dec-20	184		2 013 882.58	1 007 346.37	18 896 537.62
48	30-Jun-21	181		2 013 882.58	940 809.43	17 823 464.47
54	31-Dec-21	184		2 013 882.58	902 091.93	16 711 673.82
60	30-Jun-22	181		2 013 882.58	832 030.74	15 529 821.98
66	31-Dec-22	184		2 013 882.58	786 004.71	14 301 944.11
72	30-Jun-23	181		2 013 882.58	712 056.57	13 000 118.11
78	31-Dec-23	184		2 013 882.58	657 969.81	11 644 205.34
84	30-Jun-24	182		2 013 882.58	582 937.63	10 213 260.39
90	31-Dec-24	184		2 013 882.58	516 919.69	8 716 297.51
96	30-Jun-25	181		2 013 882.58	433 961.77	7 136 376.70
102	31-Dec-25	184		2 013 882.58	361 190.60	5 483 684.72
108	30-Jun-26	181		2 013 882.58	273 018.39	3 742 820.53
114	31-Dec-26	184		2 013 882.58	189 433.89	1 918 371.84
120	30-Jun-27	181		2 013 882.58	95 510.74	0.00

SCHEDULE 2

Conditions Precedent

The Commercial Terms and the Standard Terms (the "Term Loan") is subject to fulfilment of the following conditions precedent prior to a drawdown of the Loan Amount:

1. The Commercial Terms and Standard Terms being signed by the Borrower and returned to Absa;

2. Receipt by Absa of a certified copy;

   2.1. of a council resolution of the Borrower, signed by its Mayor approving the terms of the Term Loan Agreement, which Term Loan Agreement must be signed by the Municipal Manager in accordance with the resolution with specific mention of the Loan Amount;

   2.2. confirming authority of any specified person or persons to sign and/or dispatch all documents and notices to be signed and/or dispatched by the Borrower in terms of this Term Loan, in the event such authorised persons are not the Municipal Manager.

3. Receipt by Absa of a written disclosure by the Borrower signed by the Municipal Manager, indicating the purpose of this Term Loan.

4. Receipt by Absa of certified copies of:

   - Written confirmation by the Borrower, signed by the Municipal Manager, that it has complied with the requirements of section 46 (3) of the Act relating to the publishing of an information statement;
   - Written confirmation from the Municipal Manager that comments or representation from National Treasury and Western Cape Provincial Treasury in accordance with section 46 (3)(a) (ii) of the Municipal Finance Management Act No.56 of 2003 has been obtained prior to pay out of the funds

5. Absa shall be entitled to waive any/all the suspensive condition/s by written notice to the Borrower.

VJTS

Bitou

to be the best together

Private Bag X1002 Plettenberg Bay 6600
Tel +27 (0)44 501 3000 Fax +27(0)44 533 3485

File Ref: SCM/2017/128/FIN

Enquiries: Mr. Warren Beauzick
Email: wbeauzick@plett.gov.za
Tel: 044 533 1400

Date: 19 June 2017

ABSA Bank Limited
Barclays Towers West
15 Troye Street
Johannesburg
2001

Dear Sir/Madam

NOTICE OF DRAWDOWN

As indicated within the specifications related to the External Loan Tender SCM/2017/128/FIN, we would request that the total loan amount be paid over to the borrower as follow:

Date of advance:	**23 June 2017**
Amount:	**R24, 998, 191.00**

The amount to be disbursed will be deposited into the borrower's account, details of which the borrower shall provide to the Bank.

Upon payment into the aforementioned designated account, we acknowledge being indebted to the Bank for such amounts.

This Drawdown Notice is irrevocable.

Yours faithfully

....

TC.Ndlovu
Municipal Manager

6

1. Definitions

Terms defined in the Commercial Terms and in these Standard Terms have the same meaning when used in any other part of the Facility Agreement, unless the context otherwise requires:

Absa Group	means Absa Bank Limited and any of its Subsidiaries;
Business Day	means a day (other than a Saturday or a Sunday or an official public holiday in the Republic of South Africa);
Breakage Costs	means the amount (if any) by which: (i) the interest which the Bank should have received for the period from the date of receipt of a Loan or unpaid sum to the last day of the current Interest Period in respect of that Loan or unpaid sum, had the principal amount or unpaid sum received been paid on the last day of the Interest Period; exceeds: (ii) the amount which the Bank would be able to obtain by placing an amount equal to the principal amount or unpaid sum received by it on deposit with a leading bank in the Johannesburg interbank market for a period starting on the Business Day following receipt or recovery and ending on the last day of the current Interest Period;
Event of Default	means any one of the events mentioned in Clause 16 (*Events of Default*);
Facility / Facility Agreement	means collectively the Commercial Terms and these Standard Terms ;
Finance Document	means the Facility Agreement, any guarantee provided by a Guarantor, any Security Document and any other document designated as such by the Bank and the Borrower;
Interest Rate	means the Interest Rate charged as set out in the Commercial Terms;
Loan	means the aggregate principal amount for the time being outstanding under the Facility;
Material Adverse Effect	means in the reasonable opinion of the Bank, a material adverse effect on: a) the business, operations, property, condition (financial or otherwise) or prospects of any Relevant Party; b) the ability of any Obligor to perform any of its obligations under the Finance Documents; or c) the validity or enforceability of any of the Finance Documents or the rights or remedies of any Relevant Party under any of the Finance Documents;
Obligor	means the Borrower, the Guarantor (if named in the Commercial Terms) and any other person who has given a guarantee or security relating to the Facility;
OFAC	means the Office of Foreign Assets Control, an agency of the United States Department of Treasury;
Party	means a party to the Facility Agreement;

Potential Event of Default	means an event which, with the giving of notice, the lapse of time or the making of any determination, would constitute an Event of Default;
Prime Rate	means the Bank's publicly quoted prime rate of interest and calculated on a 365 day year factor, irrespective of whether it is a leap year, as certified by any authorised signatory of the Bank, whose appointment and authority it shall not be necessary to prove, and the Bank shall not be required to notify the Borrower of any changes to the Bank's prime rate of interest;
Rand, R and ZAR	mean the lawful currency of the Republic of South Africa;
Reputation Risk Event	means any act, matter, event or circumstance which results in, or could, in the reasonable opinion of the Bank, be expected to result in damage to the reputation of any part of the Bank;
Sanctioned Country	means a country or territory which is subject to: (i) general trade, economic or financial sanctions embargoes imposed, administered or enforced by (a) the US government and administered by OFAC, (b) the United Nations Security Council, (c) the European Union; or (d) Her Majesty's Treasury of the United Kingdom; or (ii) general economic or financial sanctions embargoes imposed by the US government and administered by the US State Department, the US Department of Commerce or the US Department of the Treasury;
Sanctions	means (i) economic or financial sanctions or trade embargoes imposed, administered or enforced from time to time by (a) the US government and administered by OFAC, (b) the United Nations Security Council, (c) the European Union; or (d) Her Majesty's Treasury of the United Kingdom; and (ii) economic or financial sanctions imposed, administered or enforced from time to time by the US State Department, the US Department of Commerce or the US Department of the Treasury;
Sanctions List	means any of the lists of specifically designated nationals or designated persons or entities (or equivalent) held by (i) the US Government and administered by OFAC, the US State Department, the US Department of Commerce or the US Department of the Treasury; (ii) the United Nations Security Council; (iii) the European Union; or (iv) Her Majesty's Treasury of the United Kingdom, each as amended, supplemented, or substituted from time to time;
Security Interest	means a mortgage bond, notarial bond, cession in security, charge, hypothec, pledge, lien or other security interest securing any obligation of any person or any other agreement or arrangement having a similar effect;
Signature Date	means the date of the signature of the Party last signing the Commercial Terms;
Subsidiary	means a subsidiary as defined in the Companies Act, 2008 (Act No. 71 of 2008); and
VAT	means any value added tax as provided for in the Value Added Tax Act, 1991 (Act No. 89 of 1991).

2. Interpretation

2.1 References to the statutory provisions are provisions of the Republic of South Africa statutes and include references to amended, extended or re-enacted versions.

2.2 The rule of construction that in the event of ambiguity, a contract shall be interpreted against the party responsible for the drafting thereof, shall not apply in the interpretation of the Facility Agreement.

2.3 References to the Borrower, the Guarantor (if named in the Commercial Terms), the Parent (if named in the Commercial Terms) a Relevant Party (as defined in the Commercial Terms), an Obligor (as defined herein) or the Bank shall include references to their respective successors and assigns.

2.4 References to indebtedness or amounts outstanding shall include any obligation for the payment or repayment of money (whether present of future, actual or contingent).

2.5 Person means any person, firm, company, corporation, government, state, agency of a state, association, trust or partnership.

2.6 company includes any company or corporation irrespective of its jurisdiction of incorporation.

2.7 assets includes present and future properties, revenues and rights of every description.

2.8 a Finance Document or any other agreement or instrument is a reference to that Finance Document or other agreement or instrument as amended, novated, substituted, supplemented, extended or restated.

2.9 The Facility Agreement shall to the extent permitted by law be binding on and enforceable by the administrators, trustees, permitted cessionaries, business rescue practitioners or liquidators of the Parties as fully and effectually as if they had signed the Facility Agreement in the first instance and reference to any party shall be deemed to include such party's administrators, trustees, permitted cessionaries, business rescue practitioners or liquidators, as the case may be.

2.10 The date of acceptance of the Facility Agreement and the date of Facility Agreement means the Signature Date.

3. Amount

The maximum aggregate amount that the Borrower may borrow under the Facility is the Loan Amount as set out in the Commercial Terms.

4. Purpose

4.1 The Facility shall only be used for the Purpose as set out in the Commercial Terms. For the avoidance of doubt, the Borrower will not use the Facility in contravention of any requirements of any law and not for any other purpose except as set out in this Facility Agreement. The Borrower will be in breach of this Facility Agreement if it uses any part of the Facility in a manner that will result in breach of this Facility Agreement.

4.2 The Bank shall be entitled to, but is not obliged to, monitor or verify the application of any amount borrowed by the Borrower pursuant to this Facility Agreement.

5. Conditions precedent

The Facility may be drawn down by the Borrower provided that, before the first drawing, the Bank has received in form and substance satisfactory to it:

5.1 all of the documents and other evidence listed in Schedule 2 to the Commercial Terms (Conditions Precedent); and

5.2 copies of any document, opinion or assurance which the Bank considers necessary or desirable (if it has notified the Borrower accordingly) in connection with the Facility or for the validity and enforceability of this Facility Agreement.

6. Drawdown

6.1 In respect of where there is only one drawdown, the Borrower may request a drawdown under the Facility by giving notice to the Bank in the form of a drawdown request as set out in Schedule 3 of the Commercial Terms, it being agreed that the disbursement of the Facility will be made by way of electronic transfer into the Borrower's Current Account. The Borrower shall submit the drawdown request within three months of the date that the Condition Precedents referred to in 5, are fulfilled.

6.2 The Borrower may request a drawdown under the Facility by giving notice to the Bank (which shall be irrevocable and in a form and substance satisfactory to the Bank), specifying the drawdown date (being a Business Day on or before the Final Date for Drawing).

6.3 If the Interest Rate is at a fixed rate the Borrower may only request drawings if a fixed rate has been agreed and only on the date(s) and in the amount(s) agreed between the Bank and the Borrower.

6.4 No drawing may be made if an Event of Default or a Potential Event of Default exists or would occur if such drawing were made.

6.5 The Bank is not bound to monitor or verify the application of any amount borrowed pursuant to this Facility Agreement.

7. Repayment

7.1 The Borrower shall pay the Repayment Instalments (if applicable) as specified in the Commercial Terms. No amount which is repaid may be redrawn. If the Facility is not fully drawn by the Final Date for Drawing, any undrawn portion of the Facility shall be automatically cancelled and the Repayment Instalments shall be reduced pro rata.

7.2 Notwithstanding any other provisions of the Facility Agreement, the Borrower must repay the Loan, all accrued interest and all other amounts due in connection with the Facility in full on the Final Repayment Date.

8. **Prepayment**

8.1 **Voluntary Prepayment**

8.1.1 The Borrower shall give the Bank 90 (ninety) calendar days' notice in writing if the Borrower intends to pay the outstanding balance of the Facility and finance charges and costs in one lump sum before the due date thereof, provided that such notice may not be given at least 90 (ninety) calendar days after commencement of this Facility Agreement and the notice shall state the date on which the Borrower intends to pay such amount, which shall be irrevocable.

8.1.2 If the Borrower settles the outstanding amounts under this Facility Agreement early, the Bank may levy a penalty or Breakage Costs and any other amounts due under this Facility Agreement if the Borrower refinances this Facility with another financial institution without the Bank's prior written approval (including any amounts under the Indemnities in Clause 19.1.4 (Indemnities)) to compensate the Bank from losses or future loss of income.

8.2 **Mandatory Prepayment**

8.2.1 If it becomes unlawful for the Bank to perform any of its obligations as contemplated by this Facility Agreement or to fund or maintain any Loan:

8.2.1.1 the Bank shall promptly notify the Borrower upon becoming aware of the event;

8.2.1.2 upon the Bank notifying the Borrower, the Facility will be immediately cancelled; and

8.2.1.3 the Borrower shall repay the Loan on the day specified by the Bank in the notice delivered to the Borrower (being not earlier than the last day of any applicable grace period).

8.2.2 If there is a change of control of the Borrower, the Guarantor (if named in the Commercial Terms) or the Parent (if named in the Commercial Terms):

8.2.2.1 the Borrower shall promptly notify the Bank; and

8.2.2.2 the Bank may by notice to the Borrower cancel the Facility and declare all outstanding amounts due and payable, whereupon the Facility will be cancelled.

8.2.3 For the purpose of Clause 8.2.2 above, control means the power (by way of ownership of shares, proxy, contract, agency or otherwise) to (i) appoint or remove all, or the majority of the directors or other equivalent officers of the Borrower; or (ii) direct or cause the direction of the management and policies of such entity; or (iii) cast or control the casting of more than 50% of the maximum number of votes that might be cast at a general meeting of the Borrower.

8.2.4 Where the Borrower or the Guarantor (if named in the Commercial Terms):

8.2.4.1 is using or will use the proceeds of the Facility for the purpose of financing or making funds available directly or indirectly to any person or entity which is currently listed on a Sanctions List or currently located in a Sanctioned Country, to the extent such financing or provision of funds would currently be prohibited by Sanctions or would otherwise cause any person to be in breach of Sanctions; or

8.2.4.2 is contributing or will contribute or otherwise make available the proceeds of the Facility to any other person or entity for the purpose of financing the activities of any person or entity which is currently listed on a Sanctions List or currently located (or ordinarily resident) in a Sanctioned Country, to the extent contribution or provision of proceeds would currently be prohibited by Sanctions or would otherwise cause any person to be in breach of Sanctions;

8.2.4.2.1 the Bank shall promptly notify the Borrower upon becoming aware of the event;

8.2.4.2.2 upon the Bank notifying the Borrower, the Facility will be immediately cancelled; and

8.2.4.2.3 the Borrower shall repay the Loan on the day specified by the Bank in the notice delivered to the Borrower (being not earlier than the last day of any applicable grace period).

8.3 Any amount prepaid shall be applied towards the Repayment Instalments in inverse order of maturity. No amount prepaid may be redrawn.

8.4 Any prepayment under this Facility Agreement shall be made together with accrued interest on the amount prepaid and Breakage Costs.

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9. **Cancellation**

The Borrower may cancel the whole or any part (of the undrawn Facility by giving not less than 7 (seven) days' notice in writing to the Bank (which shall be irrevocable) specifying the amount to be cancelled and the cancellation date. The Borrower shall, on the cancellation date, pay any accrued Commitment Fee and any Breakage Costs on the amount cancelled.

10. **Interest**

10.1 The outstanding balance of the Facility from time to time shall bear interest with effect from the date that the Facility is disbursed by the Bank in accordance with clause 6.1 and 6.2 at the Interest Rate, annually compounded monthly in arrears.

10.2 If the Borrower fails to pay any amount due under this Facility Agreement on the due date or if the Parties agree to defer the payment of such amount, the Bank shall be entitled to recover from the Borrower an additional amount in respect of finance charges which shall be calculated by reference to:

10.2.1 the total amount which is payable but is unpaid;

10.2.2 the term during which the default continues or the term for which payment is deferred as aforesaid, as the case may be; and/or

10.2.3 annual finance charges at the maximum rate from time to time determined by the Bank.

10.3 If the periods between the instalments by means of which all amounts outstanding under this Facility Agreement are repayable, are longer than one month, and the Borrower fails to pay any amount due under the Facility Agreement on due date or if the Parties agree to defer the payment of any such amount, the Bank shall thereafter be entitled to recover additional interest thereon, calculated in accordance with clause 11.2, on a monthly basis and particulars thereof shall be advised by the Bank in writing to the Borrower from time to time.

10.4 If the period between the instalments by means of which all amounts outstanding under this Facility Agreement are repayable, are longer than one month, the Bank shall be entitled to calculate and recover interest on a monthly basis on the outstanding balance of the Facility Agreement from time to time, provided that should the Borrower fail to pay such finance charges timeously, the Bank shall be entitled to capitalise the amount of such finance charges against the outstanding balance of the Facility Agreement and provided further that the failure by the Borrower to pay any such finance charges timeously, shall not constitute a breach in terms of this Facility Agreement.

11. **Fees**

11.1 The Borrower shall pay the Fees (plus any VAT payable on such fees) to the Bank, as specified in the Commercial Terms.

11.2 Any Commitment Fee will be calculated on a daily basis from the date of acceptance of the Facility Agreement on the undrawn and un-cancelled portion of the Facility and will be payable quarterly in arrear, on the date the Facility (or any part of the Facility) is cancelled on the Final Drawdown Date (or, on the date the Facility becomes fully drawn).

12. **Payments**

12.1 All payments by the Borrower under the Facility Agreement shall be made in full to the Bank for value on the due date by such times and in such funds as the Bank may specify without set off or counterclaim and free and clear of any deduction or withholding on account of tax or otherwise. If the Borrower is required by law to make any deduction or withholding from any payment under the Facility Agreement, the sum due from the Borrower in respect of such payment shall be increased to the extent necessary to ensure that, after the making of such deduction or withholding, the Bank receives a net sum equal to the sum which it would have received had no such deduction or withholding been required.

12.2 Notwithstanding Clause 11 (Fees), the Bank may, at its discretion, debit any sums due from the Borrower under the Facility Agreement to any account of the Borrower with the Bank.

13. **Representations and warranties**

13.1 Each Obligor represents and warrants at all times that:

13.1.1 it is a legal entity duly incorporated or organised and validly existing under the law of its jurisdiction of incorporation;

13.1.2 it is legally empowered to borrow the Facility on the terms set out in the Facility Agreement;

13.1.3 it has taken all necessary action to authorise the acceptance of and the exercise of its rights under the Facility Agreement and the performance of its obligations under the Facility Agreement and all other documents to be entered into by it in connection with the Facility; and

13.1.4 there is no legal or other restriction on its ability to perform its obligations in respect of the Facility.

14. **General undertakings**

14.1 Each Obligor undertakes to procure that:

14.1.1 the obligations of the Borrower (and, if applicable, the Guarantor) in respect of the Facility shall at all times rank at least pari passu with all other present and future unsecured obligations;

14.1.2 no Relevant Party shall create or agree to create or permit to subsist (other than in favour of the Bank) any Security Interest over its assets;

14.1.3 no Relevant Party will sell, transfer or otherwise dispose of the whole or any substantial part of its undertaking, property, assets or revenues, whether by a single transaction or a number of transactions (other than in the ordinary course of trading);

14.1.4 no Relevant Party will make any material change in the scope or nature of its business;

14.1.5 each Relevant Party shall maintain adequate insurance in relation to its business and assets with reputable underwriters or insurance companies against risks usually insured by persons carrying on a business such as that carried on by such Relevant Party and such other risks as the Bank may from time to time reasonably require;

14.1.6 it will immediately upon becoming aware of it, inform the Bank of any material litigation being threatened against a Relevant Party or the occurrence of any Event of Default or Potential Event of Default (and the steps, if any, being taken to remedy it);

14.1.7 each Relevant Party shall comply in all respects with all laws to which it may be subject, if failure so to comply would materially impair its ability to perform its obligations under the Finance Documents.

15. **Information**

15.1 Each Obligor will provide the Bank with the Financial Information as specified in the Commercial Terms.

15.2 Each Obligor will provide the Bank with such further information regarding the financial condition, business and operations of it or any other Relevant Party as the Bank may reasonably request.

16. Events of default

16.1 Each of the events or circumstances set out in this Clause 16 is an Event of Default:

16.1.1 The Borrower fails to pay any amount due in terms of this facility agreement on the due date thereof; The Borrower breaches any undertaking and or covenant given in terms of this facility agreement or renders any representation or warranty made in terms of this facility agreement untrue and/or incorrect;

16.1.2 The Borrower is unable, or ceases for any reason whatsoever, to conduct its ordinary line of business in the ordinary or regular manner;

16.1.3 Any event or series of events occurs which, in the reasonable opinion of the Bank, may have a material adverse effect;

16.1.4 Any judgment of any court or arbitration order is granted against the Borrower in respect of any debt, and the Borrower fails within 14 (fourteen) days after the date of such judgment or order either to satisfy same or to take steps, and thereafter actively pursue such steps, to appeal or set aside such judgment and in the event of such steps being unsuccessful, the Borrower fails to make immediate payment thereof;

16.1.5 Any property of the Borrower being attached in execution for any debt;

16.1.6 The Borrower having made any materially incorrect or untrue statement or representation in connection with this Facility Agreement or its financial affairs or any particulars thereof and such statement or representation has not been remedied within 14 (fourteen) days after delivery to the Borrower of a written notice requiring such remedy;

16.1.7 The Borrower committing any act or allowing any omission which might prejudice the Bank's rights under this Facility Agreement

16.1.8 The Borrower defaulting on any of its obligations with other financial institutions or creditors;

16.1.9 The Borrower defaulting on any other clause of this Facility Agreement;

16.1.10 If the Borrower fails to remedy such an event of default (where capable of remedy) within thirty (30) days of having been given notice by the Bank calling upon the Borrower to do so, or if the event is not capable of remedy and the Bank gives notice, then, and in any such event, the Bank shall be entitled, without prejudice to any other rights which it may have in law, to claim immediate repayment of the loan, together with the accrued interest thereon then owing by the Borrower to the Bank, including costs and calculated in accordance with the relevant clauses of this facility agreement, notwithstanding that the due date for payment of such amount has not yet arrived.

17. Cost and expenses

The Borrower shall pay to the Bank any costs incurred by the Bank in enforcing this Facility Agreement and, in particular, legal costs calculated on the scale between attorney and own client.

18. Change in circumstance

18.1 Any change in applicable law or regulation or the existing requirements of, or new requirements being imposed by, the South African Reserve Bank, the Financial Services Board or other regulatory authority (whether or not having the force of law) which results in an increase in the Bank in the cost of funding, maintaining or making available the Facility or reduces the effective return to the Bank from the Facility, then the Borrower shall pay on demand such sum as may be certified by the Bank as being necessary to compensate for such increased cost or such reduction.

18.2 If, at any time, the Bank determines that it is or will become unlawful for it to carry out any of its obligations towards the Borrower in respect of the Facility then, upon notifying the Borrower or such event arising or existing in connection with the Borrower or any person related to the Borrower or any security and/or guarantee(s), the Borrower shall immediately prepay the Loan, together with all other amounts payable by the Borrower in respect of the Facility.

19. Indemnities

19.1 The Borrower shall indemnify the Bank on demand for any cost, expense, loss or liability suffered or incurred by the Bank in consequence of:

19.1.1 failure by the Borrower to borrow in accordance with a notice of drawing given by it to the Bank;

19.1.2 any default or delay by the Borrower in the payment of any amount when due in respect of the Facility;

19.1.3 the occurrence or continuance of any Event of Default or Potential Event of Default;

19.1.4 all or part of the Loan being prepaid or becoming repayable before its due date, including, without limitation, any loss (including loss of margin), expense or liability sustained or incurred by the Bank in any such event in liquidating or re-deploying funds acquired or committed to fund, make available or maintain the Loan (or any part of it) or in liquidating or varying transactions entered into in order to match, hedge or fund the Loan or any part of it and shall also extend to interest, fees and expenses paid or payable by the Bank on account of any funds borrowed in order to fund any unpaid amount arising as a result of non-payment by the Borrower of any amount due from it under the Facility Agreement.

19.2 In calculating the amounts payable pursuant to Clause 19.1 (Indemnity), the Bank may:

19.2.1 make or attempt to make arrangements from time to time such as hedging or swap arrangements to ensure the payment to it of all or part of the sums contemplated by the Facility Agreement or the financial equivalent;

19.2.2 refer from time to time to any agreement or agreements to which it is a party providing for transactions which are substantially the reverse of or which hedge or fund in whole or in part the transactions contemplated in the Facility Agreement; and

19.2.3 take all reasonable steps to make arrangements to avoid, mitigate or reduce the losses or the risk of losses which, in the opinion of the Bank, might otherwise arise from termination of any such arrangements; and losses arising from them shall be treated as losses incurred as a result of the matters referred to in Clause 19.1 (Indemnities) after taking into account, as far as appropriate, the discharge or reduction of the obligations of the Bank and other such factors as the Bank shall reasonably determine to be relevant.

20. Environmental matters

20.1 Each Obligor shall:

20.1.1 comply with all Environmental Law;

20.1.2 obtain, maintain and ensure compliance with all requisite Environmental Permits; and

20.1.3 implement procedures to monitor compliance with and to prevent liability under any Environmental Law, where failure to do so has or might reasonably be expected to have a Material Adverse Effect or is reasonably likely to result in any liability for the Absa Group.

20.2 Each Obligor shall promptly upon becoming aware, inform the Bank in writing of:

20.2.1 any Environmental Claim against it which is current, pending or threatened; and

20.2.2 any facts or circumstances which are reasonably likely to result in any Environmental Claim being commenced or threatened against it, where the claim, if determined against it has or might reasonably be expected to have a Material Adverse Effect or is reasonably likely to result in any liability for the Absa Group.

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21. **Disputes**

21.1 Should any dispute arise between any Party, in connection with:-

21.1.1 the formation or existence of;

21.1.2 the implementation of;

21.1.3 the interpretation or application of the provisions of;

21.1.4 the Parties' respective rights and obligations in terms of or arising out of, or the breach or termination of;

21.1.5 the validity, enforceability, rectification, termination or cancellation, whether in whole or in part of;

21.1.6 any documents furnished by the parties pursuant to the provisions of, this Agreement or which relates in any way to any matter affecting the interests of the Parties in terms of this Agreement, that dispute shall, unless resolved amongst the Parties to the dispute, be referred to a court of law with competent jurisdiction, or if the Parties agree in writing, be determined by arbitration in accordance with the rules of the Arbitration Foundation of Southern Africa.

21.2 Any Party to this Agreement may demand that a dispute be determined in terms of this clause by written notice given to the other Party.

21.3 This clause shall not preclude any Party from obtaining interim relief on an urgent basis from a Court of competent jurisdiction pending the decision of the arbitrator.

21.4 The arbitrator shall be, if the matter in dispute is principally: -

21.4.1 A legal matter, a practising advocate or attorney of George or Cape Town of at least 10 (ten) years' standing;

21.4.2 An accounting matter, a practising chartered accountant of George or Cape Town of at least 10 (ten) years' standing;

21.4.3 Any other matter, any suitably qualified and experienced independent person, agreed upon between the Parties to the dispute.

21.5 Should the Parties to the dispute fail to agree whether the dispute is principally a legal, accounting or other matter within 7 (seven) days after the arbitration was demanded, the matter shall be deemed to be a legal matter.

21.6 Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the giving of notice in terms of clause 21.2 above, the arbitrator shall be appointed at the request of either Party to the dispute by the President for the time being of the Cape Law Society according to the provisions of clause 21.4 above.

21.7 The decision of the arbitrator shall be final and binding on the Parties to the dispute and may be made an order of the Court referred to in clause 21.8 below at the instance of any of the Parties to the dispute.

21.8 The Parties hereby consent to the jurisdiction of the Western Cape Division of the High Court of South Africa in respect of the proceedings referred to in clause 21.3 above.

21.9 The Parties agree to keep the arbitration, including the subject-matter of the arbitration and the evidence heard during the arbitration, confidential and not to disclose it to anyone except for purposes of an order to be made in terms of clause 21.7 above.

21.10 The provisions of this clause: -

21.10.1 Constitute an irrevocable consent by the Parties to any proceedings in terms hereof and no Party shall be entitled to withdraw therefrom or claim at any such proceedings that it is not bound by such provisions.

22. Notifications binding

All notifications or determinations given or made by the Bank shall be conclusive and binding on the Borrower, except in the case of manifest error.

23. Certificates and determinations

Any certification or determination by the Bank of a rate or amount under any Finance Document is, in the absence of manifest error, prima facie evidence of the matters to which it relates.

24. Remedies and waivers

No failure to exercise, nor any delay in exercising, on the part of the Bank, any right or remedy under the Finance Documents shall operate as a waiver, nor shall any single or partial exercise of any right or remedy prevent any further or other exercise or the exercise of any other right or remedy. The rights and remedies provided in this Facility Agreement are cumulative and not exclusive of any rights or remedies provided by law.

25. **Cession**

The Borrower may not cede or transfer any of its rights in respect of the Facility. The Bank may cede or transfer any of its rights in respect of the Facility, in whole or in part, to any person or persons and may disclose to any actual or prospective cessionary or transferee (or to any other person (i) in connection with a securitisation of all or any part of the Bank's loan assets from time to time or (ii) who may otherwise enter into contractual relations with the Bank in relation to the Facility) any information relevant to the Facility in the Bank's possession relating to the Borrower, the Guarantor (if named in the Commercial Terms) and their respective Subsidiaries on terms that such recipient is to treat in confidence any confidential information disclosed to it.

26. **Renunciation of benefits**

The Borrower renounces, to the extent permitted under applicable law, the benefits of each of the legal exceptions of excussion, division, revision of accounts, no value received, *errore calculi (i.e. that there has been a wrong calculation of the debt by the Relevant Party), non causa debiti (i.e. no just cause for the debt of the Relevant Party), non numerate pecunia (i.e. that the money has not been paid by the Bank to the Relevant Party)* and cession of actions, and declares that it understands the meaning of each such legal exception and the effect of such renunciation.

27. **Sole agreement and amendments**

The Finance Documents constitute the sole record of the agreement between the Parties in regards to the subject matter thereof. No amendment of any Finance Document shall be of any force or effect unless in writing and signed by or on behalf of the parties thereto.

28. **Set-off**

The Bank may at any time after an Event of Default has occurred, without prior written notice to the Borrower (and irrespective of any instructions to the contrary) apply any credit balance of the Borrower on any account or otherwise (or any amount paid to it by or on behalf of the Borrower) in or towards the payment or discharge of any indebtedness due, owing or incurred to the Bank by the Borrower. The Bank may use that credit balance (or amount) to buy any currency needed for that purpose. This right is without prejudice to any other rights the Bank may have at law.

29. **Invalidity and forbearance**

29.1 If any provision of any document relating to the Facility is or becomes invalid or unenforceable to any extent, the remainder of that document shall not be affected and each such provision shall be valid and enforceable to the fullest extent permitted by law.

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29.2 All rights, powers and privileges under the documents relating to the Facility shall continue in full force and effect, regardless of the Bank's exercising, delaying in exercising or omitting to exercise any of them. The rights and remedies of the Bank in respect of the Facility are cumulative and not exclusive of any right or remedy provided by law.

30. Liability

Where the Borrower consists of more than one party, each such party shall be individually as well as jointly liable for all amounts payable under the Facility Agreement. In the event of death, bankruptcy, liquidation, business rescue (including the passing of resolutions for liquidation or business rescue) or dissolution of one or more of such parties or any analogous proceedings in any other jurisdiction, the obligations of the other parties shall continue in full force and effect.

31. Notices

31.1 Every notice, request or other communication shall be:

31.1.1 in writing, delivered personally, electronically or by facsimile transmission;

31.1.2 deemed to have been received by the Borrower, in the case of a letter when delivered personally or in the case of facsimile transmission, at the time of the transmission (provided that the date of transmission is not a Business Day it shall be deemed to have been received at the opening of business on the next Business Day); and

31.1.3 sent: (i) to the Borrower at the address set out in the Commercial Terms; (ii) to each Guarantor at the address set out in the Commercial Terms; and (iii) to the Bank at the address set out in the Commercial Terms or such other address in South Africa as may be notified in writing by the Relevant Party to the other.

31.2 All communications to the Bank shall be effective only on actual receipt by the Bank.

32. Domicilia

32.1 Each of the Parties chooses its physical address provided in the Commercial Terms as its *domicilium citandi et executandi* at which documents in legal proceedings in connection with this Agreement or any other Finance Documents may be served.

32.2 Any Party may by written notice to the other Parties change its *domicilium* from time to time to another address, not being a post office box or a poste restante, in South Africa provided that any such change shall only be effective on the fourteenth day after actual receipt of the notice in accordance with clause 31 (Notices).

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33. Governing law

33.1 The Facility Agreement, and all non-contractual obligations arising out of or in connection with it are governed by South African law and the parties submit to the exclusive jurisdiction of the South African courts.

Bitou
municipality · umasipala · munisipaliteit
to be the best together
Private Bag X1002 Plettenberg Bay 6600
Tel +27 (0)44 501 3000 Fax +27(0)44 533 3485

File Ref: SCM/2017/128/FIN

Enquiries: Mr. Warren Beauzick
Email: wbeauzick@plett.gov.za
Tel: 044 533 1400

Date: 19 June 2017

ABSA Bank Limited
Barclays Towers West
15 Troye Street
Johannesburg
2001

Dear Sir/Madam

CONFIRMATION OF SECTION 46(3) OF THE MFMA

We hereby confirm that all legislative processes to obtain the external loan funding under tender number SCM/2017/128/FIN, including Section 46(3) of the Municipal Finance Management Act, No. 56 of 2003, have been complied with.

Yours faithfully

....

TC Ndlovu
Municipal Manager

Annexure 18.2

EXTRACT FROM THE CONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, PLETTENBERG BAY, ON WEDNESDAY, 29 MAY 2013 AT 11h05

Resolution C/3/62/05/13

ACTING IN THE POSITION OF THE MUNICIPAL MANAGER

Department: **Corporate Services** **Demarcation: All Wards**

File Ref: **4/2**

Resolved

1. That resolution M/1/70/02/09 be reviewed and rescinded.

2. That the following schedule, as amended, for the incumbent of the positions, as listed, be approved, to act in the position of the Municipal Manager in his absence.

PERIOD	HEADS OF DEPARTMENTS				
January - March	Head Corp Services	Head Community Services	Chief Financial Officer	Head Municipal Services & Infrastructure Development	Head Strategic Services
April - June	Head Community Services	Chief Financial Officer	Head Municipal Services & Infrastructure Development	Head Strategic Services	Head Corp Services
July - Sept	Head Strategic Services	Head Municipal Services & Infrastructure Development	Head Corp Services	Head Community Services	Chief Financial Officer
October - November	Head Municipal Services & Infrastructure Development	Chief Financial Officer	Head Community Services	Head Corp Services	Head Strategic Services
December	Chief Financial Officer	Head Corp Services	Head Community Services	Head Strategic Services	Head Municipal Services & Infrastructure Development

3. That the incumbent that is acting in the position assume full responsibility as contemplated in Section 55 of the Municipal Systems Act 32 of 2000 and Section 79 of the Municipal Finance Management Act, 56 of 2003.

4. That the acting allowance be paid based on the difference between the total cost of employment, to the company of position of the Municipal Manager and that of the acting Head of Department.

5. That acting allowance be paid for a consecutive period of five (5) working days acting in the position.

Proposed: **Councillor M Booysen**
Seconded: **Councillor N M de Waal**

To be Actioned by Head Corporate Services

Annexure 18.3

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 31 AUGUST 2017 AT 09H13

Resolution C/3/50/08/17

ACTING IN THE POSITION OF THE MUNICIPAL MANAGER WHEN THE MUNICIPAL MANAGER IS ABSENT OR NOT AVAILABLE

Department: **Corporate Services** **Demarcation: All Wards**

File Ref: **4/2**

Resolved

1. That Council resolution C/3/62/05/13 be rescinded.

2. That, in the case of the Municipal Manager being absent or not available for a period less than 10 days, the Municipal Manager be delegated to appoint a suitably qualified Section 56 Manager from the below list to act in the position of Municipal Manager during his absence.

HEADS OF DEPARTMENTS				
Chief Financial Officer	Head Corp Services	Head Community Services	Head Engineering Services	Head Strategic Services

3. That, in the case of the Municipal Manager being absent or not available for a period of 10 days or longer, the Municipal Manager be delegated to appoint, in consultation with the Executive Mayor, an acting Municipal Manager in terms of Section 59 (1) (b) of the Local Government: Systems Act no. 32 of 2000 and Regulations, which appointment may not exceed one month or be extended and /or renewed for any further period without the consent and approval of Council;

4. That, in the case of the position of Municipal Manager becoming vacant, Council appoints an Acting Municipal Manager in terms of Section 54A(1)(b) of the Local Government: Municipal systems Act No 32 of 2000.

5. That the incumbent which is acting in the position assumes full responsibility as contemplated in Section 55 of the Municipal Systems Act 32 of 2000 and Section 79 of the Municipal Finance Management Act, 56 of 2003.

6. That the acting allowance be paid based on the difference between the total cost of employment, to the company of position of the Municipal Manager and that of the Head of Department.

7. That the acting allowance be paid for the consecutive ten (10) working days, including public holidays and compulsory closing of office during the festive season.

Proposed: Councillor D J Swart
Seconded: Councillor N Ndayi

To be Actioned by: Head Corporate Services

Annexure 18.4

BITOU MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
INTERNAL MEMORANDUM

TO: MRS V MBELANI

FROM: MUNICIPAL MANAGER

DATE: 22 JUNE 2017

SUBJECT: APPOINTMENT – ACTING MUNICIPAL MANAGER

This serves to inform you will act as Municipal Manager from Friday, 23 June 2017 to Tuesday, 27 June 2017.

You are expected to execute the powers and perform all functions associated with this post.

Yours faithfully

T C NDLOVU
MUNICIPAL MANAGER

DATE:

ACCEPTANCE OF APPOINTMENT

I Vuyokazi Mbelani acknowledge and I understand the requirements of this appointment.

Signed at Plettenberg Bay on 22nd day of June 2017.

SIGNATURE

Annexure 18.5

EMPLOYEE LEAVE HISTORY

5000048	Bongani Vincent Mkhefa								
Reference Number	Leave Date From	Leave Date To	Total Days/ Hours	Leave Measure	Leave Use Preference	Leave Application Approval	Approval Date	Cancel Application	Applicant Comments
Compulsory Business Leave									
424648	2017-12-04	2017-12-05	2.00	Days	Take Leave	Approved	2017-12-11	No	Attending CFO Forum
Family Responsibility Leave									
418056	2017-11-10	2017-11-10	1.00	Days	Take Leave	Approved	2017-11-16	No	Death in the close relatives
428955	2018-01-11	2018-01-11	1.00	Days	Take Leave	Approved	2018-01-19	Yes	Death in the family
441768	2018-01-11	2018-01-11	1.00	Days	Take Leave	Approved	2018-03-15	No	FRL RECAPTURED
Vacation Leave									
417714	2017-11-06	2017-11-06	1.00	Days	Take Leave	Approved	2017-11-16	No	As discussed
421430	2017-12-27	2018-01-05	7.00	Days	Take Leave	Approved	2017-12-21	No	Annual Leave for the festive season
428852	2018-01-12	2018-01-12	1.00	Days	Take Leave	Approved	2018-01-08	No	I have to attend my fathers Funeral on Friday in Potchefstroom. Leave was requested from the Acting MM last week.
431032	2018-01-22	2018-01-26	5.00	Days	Take Leave			No	Leave as discussed with MM
459817	2018-05-10	2018-05-10	1.00	Days	Take Leave	Approved	2018-05-17	No	I have an urgent engagement in Joburg
460162	2018-06-07	2018-06-12	4.00	Days	Take Leave	Approved	2018-05-14	No	Prepare for Race
476497	2018-08-10	2018-08-10	1.00	Days	Take Leave	Approved	2018-08-10	No	Going home Wednesday
498084	2018-12-18	2019-01-04	11.00	Days	Take Leave	Approved	2018-11-29	No	Vacation Leave

Annexure 18.6

EMPLOYEE LEAVE HISTORY

3000024	P NGQUMSHE								
Reference Number	Leave Date From	Leave Date To	Total Days/ Hours	Leave Measure	Leave Use Preference	Leave Application Approval	Approval Date	Cancel Application	Applicant Comments
Compulsory Business Leave									
142757	2013-10-07	2013-10-09	3.00	Days	Take Leave	Approved	2013-10-14	No	APPROVAL BY MM
148358	2013-10-23	2013-10-25	3.00	Days	Take Leave	Approved	2013-10-28	No	FOR APPROVAL BY THE MUNICIPAL MANAGER
154452	2013-12-27	2013-12-31	3.00	Days	Take Leave	Approved	2014-01-30	No	To take compulsory business leave due to municipal offices being closed between christmas and new year. Will take 3 days of the five days 27, 30 and 31
158301	2014-01-02	2014-01-02	1.00	Days	Take Leave	Approved	2014-01-30	No	Take leave as per attached extract on closure of municipal offices during christmas and New year
162671	2014-01-28	2014-01-28	1.00	Days	Take Leave	Approved	2014-01-30	No	See attached Council decision on christmas leave
167932	2014-02-25	2014-02-25	1.00	Days	Take Leave	Approved	2014-03-04	No	MIG Meeting in pretoria
169804	2014-03-11	2014-03-12	2.00	Days	Take Leave	Approved	2014-03-20	No	ATTENDED WORKSHOP IN SWELLENDAM ON POLICY FOR DEVELOPMENT CONTRIBUTIONS
178973	2014-05-26	2014-05-29	4.00	Days	Take Leave	Approved	2014-06-02	No	ATTENDING AGM NELSPRUIT
179665	2014-05-30	2014-05-30	1.00	Days	Take Leave	Not Approved	2014-05-29	No	N/A
193033	2014-08-25	2014-08-27	3.00	Days	Take Leave	Approved	2014-09-01	No	MM to Approve
197040	2014-10-06	2014-10-08	3.00	Days	Take Leave	Not Approved	2014-10-09	No	MM Aproval
197047	2014-10-10	2014-10-10	1.00	Days	Take Leave	Not Approved	2014-10-09	No	MM Approval
197050	2014-10-28	2014-10-31	4.00	Days	Take Leave	Not Approved	2014-10-09	No	MM Approval
198511	2014-10-07	2014-10-08	2.00	Days	Take Leave	Approved	2014-10-09	No	MM Approval
198529	2014-10-06	2014-10-06	1.00	Days	Take Leave	Approved	2014-10-09	No	MM Approval
200537	2014-10-28	2014-10-31	4.00	Days	Take Leave	Approved	2014-10-29	No	MM Approval
204324	2014-11-24	2014-11-25	2.00	Days	Take Leave	Approved	2014-11-24	No	MM Approval
209811	2014-11-18	2014-11-18	1.00	Days	Take Leave	Approved	2015-01-20	No	MM APPROVAL
218254	2015-02-09	2015-02-10	2.00	Days	Take Leave	Approved	2015-02-18	No	MM Approval
220230	2015-03-26	2015-03-26	1.00	Days	Take Leave	Approved	2015-03-12	No	MM APPROVAL
223306	2015-03-27	2015-03-27	1.00	Days	Take Leave	Approved	2015-04-07	Yes	MM APPROVAL
227495	2015-05-07	2015-05-07	1.00	Days	Take Leave	Approved	2015-05-08	No	MM APPROVAL
227496	2015-05-08	2015-05-08	1.00	Days	Take Leave	Approved	2015-05-08	No	MM APPROVAL
230808	2015-05-18	2015-05-19	2.00	Days	Take Leave	Approved	2015-05-26	No	As attached
237773	2015-07-03	2015-07-03	1.00	Days	Take Leave	Approved	2015-07-13	No	Attended ILGM Meeting in Riversdale
242530	2015-08-13	2015-08-14	2.00	Days	Take Leave	Approved	2015-08-13	No	Attending Training at National Treasury for Municipalities on Public Private Partnerships
249741	2015-09-09	2015-09-09	1.00	Days	Take Leave	Approved	2015-09-09	No	MM to Approve
254478	2015-10-05	2015-10-07	3.00	Days	Take Leave	Not Approved	2015-10-05	No	Attending AMEU Convention
254540	2015-10-05	2015-10-07	3.00	Days	Take Leave	Approved	2015-10-13	No	MM APPROVAL
254542	2015-09-28	2015-09-28	1.00	Days	Take Leave	Approved	2015-10-05	No	MM APPROVAL
258246	2015-11-16	2015-11-17	2.00	Days	Take Leave	Approved	2015-11-04	No	MM TO APPROVE
258250	2015-11-18	2015-11-19	2.00	Days	Take Leave	Approved	2015-11-04	No	MM APPROVAL
258600	2015-11-05	2015-11-05	1.00	Days	Take Leave	Approved	2015-11-06	No	MM APPROVAL
258604	2015-11-04	2015-11-04	1.00	Days	Take Leave	Approved	2015-11-06	No	MM APPROVAL
261566	2015-11-20	2015-11-20	1.00	Days	Take Leave	Approved	2015-11-22	No	HOD APPROVAL
267076	2016-01-13	2016-01-13	1.00	Days	Take Leave	Approved	2016-01-08	No	MM TO APPROVE
267090	2016-01-15	2016-01-29	11.00	Days	Take Leave	Approved	2016-01-08	No	MM TO APPROVE
284250	2016-02-01	2016-02-04	4.00	Days	Take Leave	Approved	2016-05-05	No	Cancelled normal leave to utilize CBL granted in December during municipal closure of offices
289092	2016-05-05	2016-05-05	1.00	Days	Take Leave	Approved	2016-05-06	No	Grant Thornton meeting Cape town Acting MM to approve
304611	2016-07-04	2016-07-06	3.00	Days	Take Leave	Approved	2016-07-04	No	HOD ATTENDING MEETING IN CPT WITH MANAGER WATER QUALITY
325920	2016-08-25	2016-08-25	1.00	Days	Take Leave	Approved		No	Meeting in Oudtshoorn
328012	2016-09-09	2016-09-09	1.00	Days	Take Leave	Approved		No	HOD ATTENDING NATMAP 2016IN CAPE TOWN
333447	2016-10-03	2016-10-05	3.00	Days	Take Leave	Approved		No	HOD Attending convention
338553	2016-10-27	2016-10-27	1.00	Days	Take Leave	Approved		No	HOD ATTENDING WORKSHOPON GREEN PROCUREMENT GUIDLINES FOR STATE SUBSIDISED HOUSING IN THE WESTERN CAPE
339430	2016-11-18	2016-11-18	1.00	Days	Take Leave	Approved		No	HOD ATTENDING IMESA 4TH QUARTERLY MEETING
345183	2016-11-28	2016-11-28	1.00	Days	Take Leave	Approved		No	ATTENDING EDEN MEETING
358210	2017-01-19	2017-01-20	2.00	Days	Take Leave	Approved		No	Attending meeting in Cape Town on New Office Development Project and MIG Meeting in Worcester
380950	2017-01-23	2017-01-24	2.00	Days	Take Leave	Approved		No	ATTENDING MEETING IN CAPE TOWN ON NEW OFFICE DEVELOPMENT
381101	2017-01-26	2017-01-26	1.00	Days	Take Leave	Approved		No	ATTENDING EDEN MEETING IN GEORGE
381112	2017-02-02	2017-02-03	2.00	Days	Take Leave	Approved		No	ATTENDING SAICE COURSE IN PRETORIA
381653	2017-01-31	2017-01-31	1.00	Days	Take Leave	Approved		No	HOD ATTENDING MIG MEETING IN PRETORIA
383583	2017-02-20	2017-02-21	2.00	Days	Take Leave	Approved		No	HOD ATTENDING SSIS IN WORCESTER
371891	2017-03-13	2017-03-14	2.00	Days	Take Leave	Approved		No	GCC COURSE IN PORT ELIZABETH
373649	2017-04-10	2017-04-11	2.00	Days	Take Leave	Approved		No	CBL
379844	2017-05-15	2017-05-19	5.00	Days	Take Leave	Approved	2017-05-18	No	CBL
385042	2017-06-08	2017-06-08	1.00	Days	Take Leave	Not Approved	2017-06-13	No	HOD ATTENDING EDEN DISTRICT INFRASTRUCTURE FORUM MEETING
395540	2017-07-25	2017-07-26	2.00	Days	Take Leave	Approved	2017-07-28	No	CBL
395541	2017-07-27	2017-07-28	2.00	Days	Take Leave	Approved	2017-07-28	No	CBL
402890	2017-08-24	2017-08-25	2.00	Days	Take Leave	Approved	2017-09-01	No	ATTENDING SARPA CONVENTION
404865	2017-09-14	2017-09-15	2.00	Days	Take Leave	Approved	2017-09-13	No	CBL
405496	2017-09-22	2017-09-22	1.00	Days	Take Leave	Approved	2017-09-22	No	cbl
411023	2017-10-25	2017-10-27	3.00	Days	Take Leave	Approved	2017-10-25	No	ATTENDING 2017 IMESA CONVENTION
419117	2017-11-15	2017-11-17	3.00	Days	Take Leave	Approved	2017-11-16	No	CBL
Family Responsibility Leave									
187335	2014-07-24	2014-07-25	2.00	Days	Take Leave	Approved	2014-07-24	No	For MM approval
188000	2014-07-28	2014-07-28	1.00	Days	Take Leave	Approved	2014-08-05	No	For MM approval
306770	2016-07-11	2016-07-15	5.00	Days	Take Leave	Approved		No	Father Passed away
Sick Leave									
142827	2013-09-25	2013-09-25	1.00	Days	Take Leave	Approved	2013-10-07	No	APPROVAL BY THE MM
152458	2013-12-10	2013-12-10	1.00	Days	Take Leave	Approved	2014-02-13	No	No attachments

169601	2014-03-13	2014-03-13	1.00	Days	Take Leave	Approved	2014-03-20	No	SICK LEAVE FOR ONE DAY
185372	2014-07-14	2014-07-14	1.00	Days	Take Leave	Approved	2014-07-15	No	for MM approval
194500	2014-09-03	2014-09-12	8.00	Days	Take Leave	Approved	2014-09-15	No	FOR MM APPROVAL
237560	2015-07-02	2015-07-02	1.00	Days	Take Leave	Approved	2015-07-13	No	1 x day sick leave
237990	2015-07-08	2015-07-09	2.00	Days	Take Leave	Approved	2015-07-13	No	sick leave
241855	2015-08-03	2015-08-03	1.00	Days	Take Leave	Approved	2015-08-06	No	Application for one day sick leave
261952	2015-11-25	2015-11-25	1.00	Days	Take Leave	Approved	2015-11-27	No	MM TO APPROVE
280469	2016-03-09	2016-03-09	1.00	Days	Take Leave	Approved	2016-03-10	No	FOR MM APPROVAL
289080	2016-05-03	2016-05-03	1.00	Days	Take Leave	Approved	2016-05-06	No	Sick leave Acting MM to approve Please
297085	2016-06-06	2016-06-08	1.00	Days	Take Leave	Approved	2016-06-08	No	Sick leave For Acting MM approval
307194	2016-07-18	2016-07-18	1.00	Days	Take Leave	Approved		No	n/a
327631	2016-09-06	2016-09-06	1.00	Days	Take Leave	Approved		No	N/A
333445	2016-09-29	2016-09-29	1.00	Days	Take Leave	Not Approved		No	HOD NOT FEELING WELL
335905	2016-10-18	2016-10-20	3.00	Days	Take Leave	Approved		No	HOD IS BOOKED OFF SICK
355269	2017-01-09	2017-01-11	3.00	Days	Take Leave	Approved		No	Sick leave and need to take treatment
384666	2017-06-06	2017-06-06	1.00	Days	Take Leave	Approved	2017-06-13	No	sick leave
399769	2017-08-17	2017-08-17	1.00	Days	Take Leave	Approved	2017-08-21	No	SICK LEAVE
405858	2017-09-19	2017-09-19	1.00	Days	Take Leave	Approved	2017-09-20	No	sick leave
Vacation Leave									
148090	2013-11-25	2013-11-28	4.00	Days	Take Leave	Approved	2013-11-12	No	For approval by the MM
151879	2013-11-22	2013-11-22	1.00	Days	Take Leave	Approved	2014-01-30	No	Leave was taken at time when projected leave balance was zero and incumbent was waiting for accumulation of leave days to complete leave
151880	2013-11-29	2013-11-29	1.00	Days	Take Leave	Approved	2014-01-30	No	Projected leave balance was 4 days when leave was taken and incumbent neededto take 5 days. So I had to wait for monthly accumulation of days in order to complete leave application
162677	2014-01-24	2014-01-24	1.00	Days	Take Leave	Approved	2014-01-30	No	Annual Leave application
163516	2014-02-07	2014-02-07	1.00	Days	Take Leave	Approved	2014-02-13	No	N/A
175919	2014-05-02	2014-05-02	1.00	Days	Take Leave	Approved	2014-05-13	Yes	Normal 1 day leave application
183264	2014-06-25	2014-07-09	11.00	Days	Take Leave	Approved	2014-06-24	No	for MM Aproval
197049	2014-10-23	2014-10-27	3.00	Days	Take Leave	Not Approved	2014-10-09	No	MM Approval
198653	2014-10-23	2014-10-27	3.00	Days	Take Leave	Approved	2014-10-10	No	MM Approval
203165	2014-12-31	2015-01-02	2.00	Days	Take Leave	Approved	2014-11-21	No	MM TO APPROVE
205833	2014-12-15	2014-12-15	1.00	Days	Take Leave	Approved	2014-12-12	No	MM APPROVAL
208599	2015-01-08	2015-01-08	1.00	Days	Take Leave	Approved	2015-01-14	No	MM Approval
210384	2015-02-02	2015-02-06	5.00	Days	Take Leave	Approved	2015-01-27	No	MM Approval
224250	2015-04-13	2015-04-23	9.00	Days	Take Leave	Approved	2015-04-13	No	MM TO APPROVE
226979	2015-04-24	2015-04-24	1.00	Days	Take Leave	Approved	2015-05-04	No	MM APPROVAL
233266	2015-06-15	2015-06-15	1.00	Days	Take Leave	Approved	2015-06-04	No	application for vacation leave
240875	2015-07-31	2015-07-31	1.00	Days	Take Leave	Approved	2015-08-03	No	One day Vacation leave
248044	2015-09-25	2015-09-25	1.00	Days	Take Leave	Approved	2015-08-26	No	Vacation leave
258540	2015-11-11	2015-11-13	3.00	Days	Take Leave	Approved	2015-11-06	No	Vacation Leave
267086	2016-01-14	2016-01-14	1.00	Days	Take Leave	Approved	2016-01-08	No	MM TO APPROVE
274054	2016-02-01	2016-02-05	5.00	Days	Take Leave	Approved	2016-01-27	Yes	MM TO APPROVE
284258	2016-02-05	2016-02-05	1.00	Days	Take Leave	Approved	2016-05-05	No	I had taken 5 days vacation leave in February 2016. Had to cancel vacation leave captured in January 2016 and convert to CBL (4days) due to closure of municipal offices In December 2015. One day had to be captured as normal vacation leave, hence this application.
287629	2016-04-28	2016-04-29	2.00	Days	Take Leave	Approved	2016-04-21	No	VACATION LEAVE MM TO APPROVE
289030	2016-05-12	2016-05-13	2.00	Days	Take Leave	Approved	2016-05-06	No	Vacation Leave Acting MM to please approve
297678	2016-06-17	2016-06-17	1.00	Days	Take Leave	Approved	2016-06-10	No	FOR ACTING MM APPROVAL
307197	2016-07-19	2016-07-22	4.00	Days	Take Leave	Approved		No	n/a
310411	2016-08-08	2016-08-08	1.00	Days	Take Leave	Approved		No	Normal leave application
328284	2016-09-12	2016-09-12	1.00	Days	Take Leave	Approved		No	n/a
331669	2016-09-19	2016-09-19	1.00	Days	Take Leave	Approved		No	Please approve
333787	2016-10-07	2016-10-07	1.00	Days	Take Leave	Approved		No	Please approve
334857	2016-10-06	2016-10-06	1.00	Days	Take Leave	Approved		No	HOD travelling back from the AMEU 2016 Convention
339789	2016-11-10	2016-11-11	2.00	Days	Take Leave	Approved		No	Have personal matters to sort out
340535	2016-11-14	2016-11-14	1.00	Days	Take Leave	Approved		No	VACATION LEAVE
340576	2016-12-28	2016-12-30	3.00	Days	Take Leave	Approved		No	Vacation Leave
372149	2017-03-29	2017-03-31	3.00	Days	Take Leave	Approved		No	Vacation
373043	2017-04-03	2017-04-05	3.00	Days	Take Leave	Approved		No	VACATION LEAVE
378093	2017-04-18	2017-04-21	4.00	Days	Take Leave	Approved	2017-05-16	No	Vacation Leave
378107	2017-05-03	2017-05-03	1.00	Days	Take Leave	Approved	2017-05-16	No	vacation leave
384636	2017-06-15	2017-06-15	1.00	Days	Take Leave	Approved	2017-06-19	No	VACATION LEAVE
392995	2017-08-10	2017-08-11	2.00	Days	Take Leave	Approved	2017-08-01	No	VACATION LEAVE
404642	2017-09-28	2017-10-03	6.00	Days	Take Leave	Approved	2017-09-13	No	vacation leave
410121	2017-10-04	2017-10-04	1.00	Days	Take Leave	Approved	2017-10-06	No	vacation leave
410917	2017-10-10	2017-10-10	1.00	Days	Take Leave	Approved	2017-10-09	No	VACATION LEAVE
410968	2017-10-23	2017-10-24	2.00	Days	Take Leave	Approved	2017-10-10	No	VACATION LEAVE
422905	2017-11-30	2017-11-30	1.00	Days	Take Leave	Approved	2018-03-12	No	Vacation Leave

Annexure 18.7

EMPLOYEE LEAVE HISTORY

7000079	DAVID JOSEPH FRIEDMAN								
Reference Number	Leave Date From	Leave Date To	Total Days/ Hours	Leave Measure	Leave Use Preference	Leave Application Approval	Approval Date	Cancel Application	Applicant Comments
Compulsory Business Leave									
234059	2015-06-17	2015-06-18	2.00	Days	Take Leave	Approved	2015-06-17	No	SPLUMA, LUPA AND STANDARD DRAFT MUNICIPAL LAND USE PLANNING BYLAW TRAINING
254798	2015-10-07	2015-10-07	1.00	Days	Take Leave	Approved	2015-10-07	No	Meeting in George with Alan Croutz and Mr Andrew Swart
255838	2015-10-23	2015-10-23	1.00	Days	Take Leave	Approved	2015-10-22	No	meeting
257990	2015-11-01	2015-11-06	5.00	Days	Take Leave	Approved	2015-11-04	No	Training in Cape Town
258292	2015-11-15	2015-11-18	3.00	Days	Take Leave	Approved	2015-11-18	No	Salga senior managers programme
261765	2015-11-19	2015-11-19	1.00	Days	Take Leave	Approved	2015-12-21	No	Attending SALGA Meeting
267664	2016-01-12	2016-01-15	4.00	Days	Take Leave	Approved	2016-01-12	No	Business Leave
283717	2016-04-08	2016-04-08	1.00	Days	Take Leave	Approved	2016-04-04	No	Attending workshop in Cape Town
293306	2016-05-19	2016-05-20	2.00	Days	Take Leave	Approved	2016-06-02	No	Attending a Meeting.
332572	2016-09-25	2016-09-27	2.00	Days	Take Leave	Approved		Yes	attending the PDALFA Draft meeting in Paarl.
336686	2016-10-19	2016-10-19	1.00	Days	Take Leave	Approved		No	attending meeting at Albertina Town Hall
342450	2016-11-21	2016-11-21	1.00	Days	Take Leave	Approved		No	special leave
361859	2017-02-02	2017-02-02	1.00	Days	Take Leave	Approved		No	attending meeting in mosselbay
363030	2017-02-09	2017-02-10	2.00	Days	Take Leave	Approved		No	attending a meeting in Drakenstein in Cape Town
368079	2017-03-02	2017-03-02	1.00	Days	Take Leave	Approved		No	CBL
372212	2017-03-23	2017-03-24	2.00	Days	Take Leave	Approved		No	See attachment
372529	2017-04-10	2017-04-10	1.00	Days	Take Leave	Approved		No	SPECIAL LEAVE ATTENDING MFMP TRAINING
374499	2017-04-20	2017-04-20	1.00	Days	Take Leave	Approved		No	attending meeting
384805	2017-06-08	2017-06-08	1.00	Days	Take Leave	Approved	2017-06-07	No	Attending a meeting in George Western Cape liquor licensing tribunal members training.
385747	2017-06-20	2017-06-21	2.00	Days	Take Leave	Not Approved	2017-06-19	No	attending the Municipal briefing on the investor conference for the small Harbours and State Coastal Property Development in the Western Cape. Venue Wesgro offices in Cape Town
397245	2017-07-31	2017-07-31	1.00	Days	Take Leave	Approved	2017-07-28	No	attending meeting in George Municipality
414865	2017-11-02	2017-11-03	2.00	Days	Take Leave	Approved	2017-10-27	Yes	Business Leave for meeting
416968	2017-10-31	2017-10-31	1.00	Days	Take Leave	Approved	2017-11-06	No	meeting in George
417179	2017-11-02	2017-11-03	2.00	Days	Take Leave	Approved	2017-11-06	No	business leave
419389	2017-11-15	2017-11-17	3.00	Days	Take Leave	Approved	2017-11-16	No	HOD attending the ILGM Conference in Cape Town.
425367	2017-12-14	2017-12-15	2.00	Days	Take Leave	Approved	2018-01-15	No	meeting in Cape Town
448068	2018-03-05	2018-03-09	5.00	Days	Take Leave	Approved	2018-03-12	No	business leave
453981	2018-04-18	2018-04-20	3.00	Days	Take Leave	Approved	2018-04-09	No	meeting in Cape Town
459811	2018-05-17	2018-05-18	2.00	Days	Take Leave	Approved	2018-05-10	Yes	Special leave
463056	2018-05-22	2018-05-23	2.00	Days	Take Leave	Approved	2018-05-24	No	attending meeting in Eden Municipality at Mosselbay for 2 days.
477098	2018-08-24	2018-08-24	1.00	Days	Take Leave	Approved	2018-08-22	No	PPLC MEETING IN CAPE TOWN
480596	2018-09-05	2018-09-06	2.00	Days	Take Leave	Approved	2018-11-08	No	attending meeting in Cape Town
486305	2018-10-08	2018-10-08	1.00	Days	Take Leave	Approved	2018-11-14	No	special leave
486452	2018-11-07	2018-11-07	1.00	Days	Take Leave	Approved	2018-11-07	No	Covie Planning Meeting in George
493957	2018-11-23	2018-11-23	1.00	Days	Take Leave	Approved	2019-01-03	No	PPLC - MEO MEETING IN CAPE TOWN
Family Responsibility Leave									
472751	2018-06-28	2018-06-29	2.00	Days	Take Leave	Approved	2018-08-02	No	FRL
474513	2018-07-02	2018-07-04	3.00	Days	Take Leave	Approved	2018-08-02	No	Illness of Spouse
Sick Leave									
413262	2017-10-17	2017-10-18	2.00	Days	Take Leave	Approved	2017-10-25	No	sick leave
424583	2017-12-04	2017-12-05	2.00	Days	Take Leave	Approved	2017-12-11	No	Sick Leave
467075	2018-06-11	2018-06-12	2.00	Days	Take Leave	Approved	2018-06-20	No	sick leave
472162	2018-07-02	2018-07-13	10.00	Days	Take Leave	Approved	2018-07-12	Yes	sick leave
476449	2018-07-05	2018-07-13	7.00	Days	Take Leave	Approved	2018-08-10	No	sick leave
477149	2018-08-20	2018-08-21	2.00	Days	Take Leave	Approved	2018-08-22	No	sick leave
Vacation Leave									
249688	2015-09-14	2015-09-14	1.00	Days	Take Leave	Approved	2015-09-09	No	normal leave
249767	2015-09-23	2015-09-23	1.00	Days	Take Leave	Approved	2015-09-09	No	Normal leave
274918	2016-02-05	2016-02-05	1.00	Days	Take Leave	Approved	2016-02-04	No	leave
300875	2016-07-01	2016-07-01	1.00	Days	Take Leave	Approved		No	Vacation Leave
325412	2016-09-01	2016-09-01	1.00	Days	Take Leave	Approved		No	NORMAL LEAVE
327033	2016-09-05	2016-09-09	5.00	Days	Take Leave	Approved		No	Normal Leave
332487	2016-09-23	2016-09-23	1.00	Days	Take Leave	Approved		No	normal leave
333745	2016-10-03	2016-10-03	1.00	Days	Take Leave	Approved		No	normal leave
333913	2016-09-27	2016-09-28	2.00	Days	Take Leave	Approved		No	normal leave
334149	2016-10-12	2016-10-12	1.00	Days	Take Leave	Approved		No	normal leave
334548	2016-10-10	2016-10-11	2.00	Days	Take Leave	Approved		No	Family Bereavement (Uncle died)
334549	2016-10-13	2016-10-14	2.00	Days	Take Leave	Approved		No	Family Bereavement (Uncle Died)
368078	2017-03-01	2017-03-01	1.00	Days	Take Leave	Approved		No	LEAVE
368080	2017-03-03	2017-03-03	1.00	Days	Take Leave	Approved		No	Leave
368081	2017-03-06	2017-03-07	2.00	Days	Take Leave	Approved		No	leave
368716	2017-03-13	2017-03-13	1.00	Days	Take Leave	Approved		No	leave
372525	2017-04-11	2017-04-13	3.00	Days	Take Leave	Approved		No	normal leave
383159	2017-05-25	2017-05-25	1.00	Days	Take Leave	Approved	2017-05-30	No	normal leave
385697	2017-06-13	2017-06-13	1.00	Days	Take Leave	Approved	2017-06-21	No	normal leave
386539	2017-06-26	2017-06-26	1.00	Days	Take Leave	Approved	2017-06-21	No	NORMAL LEAVE
392997	2017-07-13	2017-07-14	2.00	Days	Take Leave	Approved	2017-07-18	Yes	normal leave
393035	2017-09-21	2017-09-22	2.00	Days	Take Leave	Approved	2017-07-18	No	normal leave
393621	2017-07-20	2017-07-20	1.00	Days	Take Leave	Approved	2017-07-28	No	NORMAL LEAVE
398531	2017-08-10	2017-08-11	2.00	Days	Take Leave	Approved	2017-08-07	No	leave
430590	2018-03-19	2018-03-20	2.00	Days	Take Leave			No	normal leave
438901	2018-02-06	2018-02-06	1.00	Days	Take Leave	Approved	2018-02-06	Yes	Leave

441264	2018-02-12	2018-02-12	1.00	Days	Take Leave	Approved	2018-02-20	No	Leave
446660	2018-03-22	2018-03-23	2.00	Days	Take Leave	Approved	2018-03-12	No	leave
456145	2018-04-30	2018-04-30	1.00	Days	Take Leave	Approved	2018-04-23	No	normal leave
458571	2018-05-02	2018-05-02	1.00	Days	Take Leave	Approved	2018-05-02	No	normal leave
459883	2018-05-14	2018-05-14	1.00	Days	Take Leave	Approved	2018-05-10	No	normal leave
459978	2018-05-15	2018-05-16	2.00	Days	Take Leave	Approved	2018-05-10	No	normal leave
460421	2018-05-17	2018-05-17	1.00	Days	Take Leave	Approved	2018-05-17	No	NORMAL LEAVE
463992	2018-05-30	2018-05-31	2.00	Days	Take Leave	Approved	2018-06-04	No	normal leave
464143	2018-06-01	2018-06-01	1.00	Days	Take Leave	Approved	2018-06-04	No	Normal leave
472877	2018-07-19	2018-07-20	2.00	Days	Take Leave	Approved	2018-08-02	No	normal leave
474531	2018-07-05	2018-07-13	7.00	Days	Take Leave	Approved	2018-08-02	Yes	he has Depleted the FRL days for this year
474535	2018-07-23	2018-07-27	5.00	Days	Take Leave	Approved	2018-08-02	Yes	he has Depleted his FRL days
474959	2018-07-30	2018-07-30	1.00	Days	Take Leave	Approved	2018-08-02	No	normal leave
477059	2018-08-22	2018-08-23	2.00	Days	Take Leave	Approved	2018-08-22	No	normal leave
480588	2018-09-07	2018-09-11	3.00	Days	Take Leave	Approved	2018-11-08	No	Normal leave
482597	2018-09-19	2018-09-19	1.00	Days	Take Leave	Approved	2018-11-08	No	Normal leave
492564	2018-11-06	2018-11-06	1.00	Days	Take Leave	Approved	2018-11-06	No	Normal leave
494317	2018-11-19	2018-11-19	1.00	Days	Take Leave	Approved	2019-01-15	No	normal leave
497182	2019-01-02	2019-01-04	3.00	Days	Take Leave	Approved	2018-11-23	No	normal leave
504218	2018-12-31	2018-12-31	1.00	Days	Take Leave	Approved	2019-01-15	No	leave
504219	2019-01-07	2019-01-11	5.00	Days	Take Leave	Approved	2019-01-15	No	LEAVE