



Mmogo re šomela diphetofo!

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MAKHUDUTHAMAGA LOCAL MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER

RAMPEDI Mmadire Nancy

AND

RONALD MAISANE MOGANEDI

CHIEF FINANCIAL OFFICER (EMPLOYEE)

FOR THE

FINANCIAL YEAR: 1 JULY 2020 - 30 JUNE 2021

1 |

www.makhuduthamaga.gov.za
013 265 8600(t) | (f) 013 265 1975

MM

R.M



PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Makhuduthamaga Local Municipality herein represented by Rampedi MN in her/his capacity as Municipal Manager

and

Mogamedi RM Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;

www.makhuduthamaga.gov.za
013 265 8600(t) | (f) 013 265 1975

SND
R.M.



- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1st July 2020 and will remain in force until 30th June 2021 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 the performance objectives and targets that must be met by the Employee; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

JAN
E.M.



- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
 - 5.5.4 The total score must determine using the rating calculator.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

mm
R.M.



Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	
Municipal Institutional Development and Transformation	
Local Economic Development (LED)	
Municipal Financial Viability and Management	
Good Governance and Public Participation	
Total	100%

5.7

In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.

5.8

The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	✓	WEIGHT
Strategic Direction and Leadership	✓	10
People Management	✓	5
Program and Project Management		
Financial Management	✓	60
Change Leadership		
Governance Leadership		
CORE COMPETENCIES	✓	5
Moral Competence	✓	10

5 |

201
M2



COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	✓	WEIGHT
Planning and Organising	✓	5
Analysis and Innovation		
Knowledge and Information Management		
Communication	✓	5
Results and Quality Focus	✓	5
Total percentage	-	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
- 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review agreed to and implemented in a Personal Development Plan as well as the actions strategies set out in the Employer's IDP.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and
- 6.5 The annual performance appraisal will involve:

- 6.5.1 Assessment of the achievement of results as outlined in the performance plan:

RM
MN



- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

- (b) An indicative rating on the five-point scale should be provided for each KPA.

- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR should be assessed according to the extent to which the specified standards have been met.

- (b) An indicative rating on the five-point scale should be provided for each CR.

- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.

- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

MD

R.W



Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

6.7

For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

mm
R.M



- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 Municipal manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of each Employee in relation to his / her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September 2020
Second quarter	:	October – December 2020
Third quarter	:	January – March 2021
Fourth quarter	:	April – June 2021

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

mm
R.M



9.1 The Employer shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 10.1.1 a direct effect on the performance of any of the Employee's functions;
 - 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 a substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

- 11.2 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

- 10 | 11.3 In the case of unacceptable performance, the Employer shall –

SM
R.M



- 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

- 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 12.1.2 Any other person appointed by the MEC.
- 12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

mm
R.M



Thus done and signed at Pani Fuse on this the 24 day of July 2020

AS WITNESSES:

1. [Signature]
2. [Signature]

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
EMPLOYEE

[Signature]
MUNICIPAL MANAGER



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

FINANCIAL DISCLOSURE SHEET FOR BOTH EMPLOYEES AND COUNCILORS
NB: This information need to be submitted to the relevant division (Human Resource division of the Municipality) on or before the last day of July every municipal financial year.

Section 1 : SHARES AND OTHER FINANCIAL INTERESTS

Provide information on shares and financial interests held in any private or public company or any corporate entity recognized by the law.

No.	Name of Institution/Entity	Number of Share and Value	Date of Acquisition
	N/A		

Section 2: DIRECTOR AND PARTNERSHIP

Provide any information on appointments as a board member, director or partner in any private, public company or any corporate entity recognized by law.

Directorship includes any occupied position of director or alternate director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

No.	Name of Entity	Nature of the Business Activity	Remuneration received.
	N/A		

TEL
013 265 8600

EMAIL / WEBSITE
info@makhuduthamaga.gov.za
CUSTOMER CARE: 013 265 8616

FAX
013 265 1975



R.M.



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

Mmogo re somela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Section 3: Remuneration work outside Municipal service

Provide any information on any work performed outside the contract with the Municipality for which remuneration or compensation was received

No.	Type of Work	Name and Type of Activity of employer	Remuneration received for that work
	N/A		
	N/A		

Section 4: Consultancies and Retainer ship

Provide any information on work done as a consultant and/or in a retainer ship position with any company or entity

No.	Name of Business	Activity of the business of the client	Nature of the consultancy and the Amount received
	N/A		

Section 5: Sponsorships or assistance

Provide information on any sponsor or financial assistance received

No.	Source of Sponsorship	Description of direct sponsorship	Value of the sponsorship
	N/A		

Section 6: Gifts and hospitality from a person other than a family member

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

TEL
013 265 8600

EMAIL / WEBSITE
info@makhuduthamaga.gov.za
CUSTOMER CARE: 013 265 8616

FAX
013 265 1975



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

No.	Description of Gift	Source Of Gift	Value of Gift
	N/A		

Section 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land an property (residential or otherwise both inside and outside the Republic):

No.	Description	Extent of the land or property	The area where is situated	The value of the land or property
1.	Residential Stand.	900 m ²	LEBOWAKGONO	R300 000.

Mogameds R.M
here declare under oath that the information given here above is the true reflection of what I have and acquired.

Deponent signature

Commissioner of Oath

the undersigned

This document is signed before me on the 30 day of July 2020
At JANE FURSE and the deponent has satisfied me in relation to his/her identity.

Commissioner of Oath Signature Jane



31

TEL
013 265 8600

EMAIL / WEBSITE
info@makhuduthamaga.gov.za
CUSTOMER CARE: 013 265 8616

FAX
013 265 1975



PERFORMANCE PLAN FOR CHIEF FINANCIAL OFFICER

2020/2021



MAKHUDUTHAMAGA
LOCAL
MUNICIPALITY

Mmogo re somela diphetogo! | Together working for change!

No. 01 Groblersdal Road, Jane Furse

R.M.

PERFORMANCE PLAN FOR CFO: MOGANEDI RM

KPA 4: FINANCIAL VIABILITY

2020/2021

Strategic objective: To provide sound and sustainable management of the financial affairs of Makhuduhama Local Municipality.

Total Number of Indicators	19
Total Number of Annual Targets	19
Total Number of Adjusted Annual Targets	0

No.	Director	Project	Measurable Objective	Key Performance Indicator	Baseline	Annual targets 2020/2021	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Means of verification	Annual Budget
BT 01	BTO	Implementation mSCOA	To enhance reporting.	No. of mSCOA financial system modules running live monthly.	9	9 models running live monthly	9 models running live monthly	9 models running live monthly	9 models running live monthly	9 models running live monthly	Approved Trial Balance	R 1 250
BT 02	BTO	Revenue management	To increased own revenue and reduced dependency on grants.	To implement Revenue Enhancement Strategy Monthly until 30 June 2021	36 Approved Revenue Enhancement Strategy Monthly until 30 June 2021	36 Approved Revenue Enhancement Strategy Monthly until 30 June 2021	36 Approved Revenue Enhancement Strategy Monthly until 30 June 2021	36 Approved Revenue Enhancement Strategy Monthly until 30 June 2021	36 Approved Revenue Enhancement Strategy Monthly until 30 June 2021	36 Approved Revenue Enhancement Strategy Monthly until 30 June 2021	Revenue report	R0 00
BT 03	BTO	Own Revenue collection.	To increased own revenue and reduced dependency	% of billed revenue collected (	50%	95% of billed revenue collected	95% of billed revenue collected	95% of billed revenue collected	95% of billed revenue collected	95% of billed revenue collected	Supplementary valuation roll	R600
											Supplementary valuation roll	R0.00

m-1 R.M.

)

2. R_m

PERFORMANCE PLAN FOR CFO: MOGANEDI RM

No.	Director	Project	Measurable Objective	Key Performance Indicator	Annual targets 2020/2021	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Means of verification	Annual Budget
BT 07	BTO	Expenditure Monitoring activities.	To ensure authorized expenditure and timely payment of obligations.	No. of AFS submitted to AGSA by 31 August 2021 No. of section 71 reports submitted within first 10 working days of every month	1 AFS submitted to AGSA by 31 August 2021 12 section 71 reports submitted within first 10 working days of every month	3 section 71 reports submitted within first 10 working days 1 AFS submitted to AGSA	3 section 71 reports submitted within first 10 working days 0	3 section 71 reports submitted within first 10 working days 0	3 section 71 reports submitted within first 10 working days 0	Acknowledgement of receipt	R0.00
BT 08	BTO	Asset management	To adequately manage all municipal assets.	No. of creditors report prepared and signed within first 10 working days of every month. No. of creditors report prepared and signed within first 10 working days of every month.	12 creditors report prepared and signed within first 10 working days of every month. 8 assets verification conducted and reporting done	3 creditors report prepared and signed within first 10 working days 2 assets verification conducted and reporting done	3 creditors report prepared and signed within first 10 working days 2 assets verification conducted and reporting done	3 creditors report prepared and signed within first 10 working days 2 assets verification conducted and reporting done	3 creditors report prepared and signed within first 10 working days 2 assets verification conducted and reporting done	Payables aging analysis	R0.00

R.M
M.M

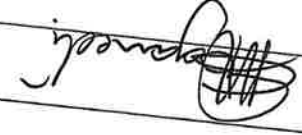
PERFORMANCE PLAN FOR CFO, MOGANEDI RM

2020/2021												
No.	Director	Project	Measurable Objective	Key Performance Indicator	Baseline	Annual targets 2020/2021	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Means of verification	Annual Budget
BT 09	BTO	Unqualified AGSA audit opinion.	To improve AGSA audit opinion.	No. of municipal assets repaired or maintained by 30 June 2021.	300	56 municipal assets repaired or maintained by 30 June 2021.	30	26	0	0	Signed Completion certificates	R2 560
							0	100	0	0	Invoices	R1 200
							0	0	0	0	Insurance register	R800
							0	0	0	0	Audit Report	R3 800
Total												
R11 310												

Signature



Date 24/07/2020

Signature 

Date 24/07/2020

R.M.

MN