

# Office of the Municipal Manager



TO/AAN:	Mr W Weilbach Accountant
CC:	Ms J Isaks Assistant Accountant: Income
FROM/VAN:	Mrs HT Scheepers Municipal Manager
DATE/DATUM:	03 May 2016
ENQUIRIES/NAVRAE:	Ms V Koopman Internal Audit Clerk

Dear Sir,

This memo serve as a request for the following documentation for the financial year 2015/2016:

1. Property rates register
2. Valuation roll
3. Clearance certificate file

Please provide us with a progress report on the documents mention above if not completed.

We hope you find this in order

With thanks.

H/T Scheepers (Mrs)  
MUNICIPAL MANAGER

Acknowledge of receipt	
------------------------	--