

~~Management~~

Board member

Finance/Treasure

1. PERSONAL DETAILS

FULL NAMES: CHULUMANCO BOTWANA
AGE: 23 YEARS OLD
GENDER: MALE
MARITAL STATUS: SINGLE
PLACE AND DATE OF BIRTH: MDANTSANE/ 24 AUGUST 1991
NATIONALITY: SOUTH AFRICAN
HOME LANGUAGE: IsiXhosa
OTHER LANGUAGE: ENGLISH
HEALTH: GOOD
PRESENT OCCUPATION: STUDENT
ADDRESE: NO 16 NU 17 MDANTSANE
TELEPHONE: 0746253778

2. ACADEMIC DETAILS

2.1 MATRICULATION: SANDISIWE S.S.S/ 2011/ DEPLomer

SUBJECTS & SYMBOLS %

ENG-55
XHO-57
ML-41
LO-42
GEO-30
T&T-54

2.2 SENIOR SCHOOL ACHIEVEMENTS

-SPORTS AWORD

2.3 DEVELOPED ABILITIES – HIGH SCHOOL

-WORKING AS A TEAM
-HELPING OTHERS
-RESPECT

2.4 TERTIORY EDUCATION

UNIVERSITY: WALTER SISULU UNIVERSITY
YEARS: ONE YEAR

Board member finance
Treasurer

DEGREE/DEPLOM/CERT: NATIONAL CERTIFICATE IN VERSATILE BROADCASTING

SUBJECTS:

- ENGLISH FOR BROADCASTERS
- PHILOSOPHY OF LIFE & LIFE SKILLS
- RADIO THEORY
- VERSATILE BROADCASTING

2.5 UNIVERSITY ACHIEVEMENTS

-NON

2.6 DEVELOPED ABILITIES AT UNIVERSITY

- COMMUNICATION SKILLS
- TECHNICAL PRODUCER
- MARKETING & ADVERTISING

3. EMPLOYMENT EXPERIENCE

- DRIVER
- MAINTAINANCE
- GROUNDS MAN
- PRIMARY ANIMAL HEALTH CARE

3.2 DEVELOPED ABILITIES AT WORK

- TILING
- PAINTING
- PLUMBING
- DRIVERS LICENCE code8 with PDP

4. CAREER PLAN

- WORKING HARD SO THAT I CAN REACH MY GOALS AND FOLLOW MY DREAMS.

5. OTHER ACTIVITIES AND INTERESTS

- FARMING
- SPORT
- POETRY
- MUSIC

6. REFEREES

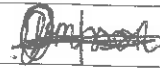

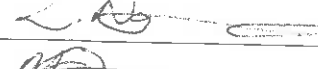







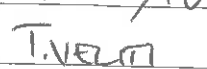

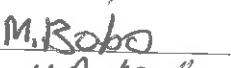
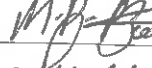

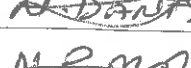
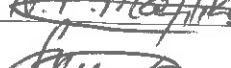




MR PHILLIPE PSCHIEDER: 0822006122 (LECTURE)

MR XOLA SILI: 0783133818 (MENTOR)

MR JOHN AMOAH: 0836908347 (PASTOR)

Appendix 7

This petition means that you agree in establishment of the station or community radio station which will be the mouth, ears and the eyes of the community therefore by putting your name contact and your signature that means you support the request.

| INITIAL& SURNAME | CONTACT | SIGNATURE |
|------------------|--------------|---|
| TTN Nkosi | 079 868 5435 |  |
| S Gitywa | 0638910515 |  |
| L NGUBANE | 063 516 3040 |  |
| M. MFAZWE | 063 359 8855 |  |
| Z. Mngxoso | 083 858 0478 |  |
| B. DQAWO | 076 856 9198 |  |
| S. Pulwani | 083 929 5988 |  |
| T. Qwashumbe | 078 1596282 |  |
| P. Dili | 013 8302235 |  |
| S. Bkani | 073 4463184 |  |
| S. Ndawule | 018 2313368 |  |
| T. VELTI | 078 3328352 |  |
| L. Semele | 064 042 7036 |  |
| M. Bobo | 0733703263 |  |
| M.P. Bottoman | 078 6656 778 |  |
| M. Mtyelwa | 073 6119181 |  |
| N. Dantiso | 072 8169 588 |  |
| N.P. Maflika | 079 3280 162 |  |
| F. Nungu | 073 8386 193 |  |
| V. Simanga | 063 94 79002 |  |
| Z. MSADU | 063 579 9430 |  |

Appendix 7

[illegible]

Appendix 7

ZONE 7 LIST ZWILISHA WARD (41)

| 1 NAME & SURNAME | ID NO | CELL NO |
|--------------------------------|----------------|-------------------|
| 2 MZINKAZI NONDUMISO | 6310270915082 | 063 213 4866 ✓ |
| 3 MFAZWE ZIMKHITHA | 8403140882083 | 071 722 8316 ✓ |
| 4 NAFU POMEZA | 7104060997080 | 063 243 4879 ✓ |
| 5 ASANDA MANCIETE | 9706241081085 | 065 579 2051 ✓ |
| 6 NOMAWABO MATIPASE | 7405170812089 | 073 708 9770 ✓ |
| 7 KULEKA MASEKO | 6812170810081 | 063 522 5927 ✓ |
| 8 MOKOZILE LUPHUKWANE | 9608160223088 | 082 629 4533 ✓ |
| 9 NCUUBANE LAZOLA | 8811100660085 | 063 516 3040 |
| 10 MFANA VUTOLWETU | 9008110660085 | 063 092 3906 ✓ |
| 11 MAKANA RINA NTIWA XOLANI | 5609220938081 | 073 668 8382 ✓ |
| 12 KAFANA SIBUSISO | | |
| 13 NONDUMISO MHLABA | 73809031188087 | 060 478 4710 ✓ |
| 14 LOISWABO NAFU | 8801090420087 | 063 243 4879 ✓ |
| LABA LECHESA | 6507095131080 | 065 932 0661 ✓ |
| 16 CHWAYITHA MPONCOSHE | 8705170540088 | 082 854 6241 |
| 17 JONAS ZANELE | 8406080424089 | 078 990 7967 |
| 18 MOLEDLE NOLITHA | 8201160442089 | 078 358 3644 ✓ |
| 19 NOMBASA XUBUZANA | 8104140476088 | 078 695 8673 ✓ |
| 20 ANDISWA JAMELA | 8112261082080 | 083 521 0724 ✓ |
| 21 NKOSAZANA MHLABUNZIMA | 5910165862088 | 08 073 4789 892 ✓ |
| 22 MALUKWANE UNATHI | 8812230996084 | 073 668 8382 ✓ |
| 23 NKANKA ZOLEKA | 7703110134089 | 063 063 8825 |
| 24 GAYENI LINDO | 9109106010085 | 0733 994 035 |
| 25 MRUMBU SIPHE | 7810107160085 | 063 063 8825 ✓ |
| 26 ZATU NOMBEXO | 5706010344080 | 083 892 7243 |
| 27 MANDILAKHE MFAZWE | 8206166561089 | 072 888 085 ✓ |
| 28 MAJALI BUSISWA | 8605151125083 | 073 735 4692 |
| 29 AZOLA GRIMMIS | 9306015814082 | 061 310 3704 |
| 30 ZIPHOZILE MNEKOSHO | 8407195449084 | 083 858 0478 |
| MATIPASE SIVENATHI | 9403125891081 | 081 705 3477 ✓ |

Appendix 7

Zone 7 List ZWELISHA WARD (41)

| NAME + SURNAME | ID No | Cell No |
|------------------------------|--------------------------------|--------------------------------------|
| 32 Rom Nomnqophiso | 8002120438088 | 0833158511 |
| 33 Makoto SINDISWA | 6606011164082 | 0833158511 |
| 34 Nomvuzo NACA | 8111240644085 | 07389795 |
| 35 STEMELE NOSTANE | 7803140933086 | 063137562 |
| 36 MWA BUHELWA | 6510046030081 | 083619130 |
| 37. MBIE THABISA | 8411040585086 | 0718277197 |
| 38. MONDABULA BENGIWE | 8509190579088 | 0604798663 |
| 39. ESTER NOXOLO | 9402091231083 | 063339329 |
| 40. MACANDA MZIWAMANDIA | 5812155476081 | 0791601741 |
| 44. KHATYANA NTOMBONYO | 8703071164082 | 08399158 |
| 45 KHATYANA SIHOKAZI | 9008010980088 | 071031172 |
| 46. LAMANI NTOMBANA | 5808200258083 | 07665028 |
| 47. MFIHLO NOMANCISI BANA | 7511220739089 | 0732187161 ✓ |
| 48. MQALO MNCEBI CHRISTOPHER | 4901265224084 | 064006342 |
| 49. NKENENKENANA NOMANABISA | 7904100869087 | 0604534030 |
| 50 SIBANDA MABINDISA | 8704270693087 | 063410559 |
| 51 NOCAWA SIBUYASHA | 7011201132081 | 079239490 |
| 52 CUKUZA KEWUTI | 7511120849087 | 078415192 |
| 53. JAKIA NOBUMELE MARDIA | 4810060640081 | 0835770302 |
| 54. AYANDA BALALA | 7211225898085 | 0631122991 |
| 55. SONWABO QINA | 9105205715087 | 0781087728 |
| 56. NANA SIABULELA | 8501235455085 | 0638910515 |
| 57. DLELAPANTSI LUYANDILA | 1673 Zone (7) 7902165191085 | 073401480 0717558238 071755888 |
| 58 ASANDISWA MPEMVANA | | |
| 59 MABELANDILE MWETIYANA | 7110255765083 | 0782071983 |
| 60. MASEKO LUNGA | 6306285918087 | 0736443911 |
| 61 VUYELWA YAWA | 8208290414086 | 0719150402 |
| 62 BANA NOMANCISI | | |
| 62 MANDLA ZIKHONIA | 8809090856085 | 0640764120 |

Appendix 7
SIYOLISE SIVAKELE PRIMARY CO-OP
REGISTRATION NO: 2015/011347/24
P.O. Box 295
ZWELITSHA
5608
11 June 2020

Dear Sir / Madam

Greeting in the wonderful name of Jesus, let me get straight to the nitty-gritty of the matter and not waste words. We are co-operative that was established in 14 September 2015, this project is situated in Zwelitsha

We as the above co-op support the program of the local Radio Station for the community of Zwelitsha, this will help the local community to announce their bereavement, as well as important notices which needed in the community

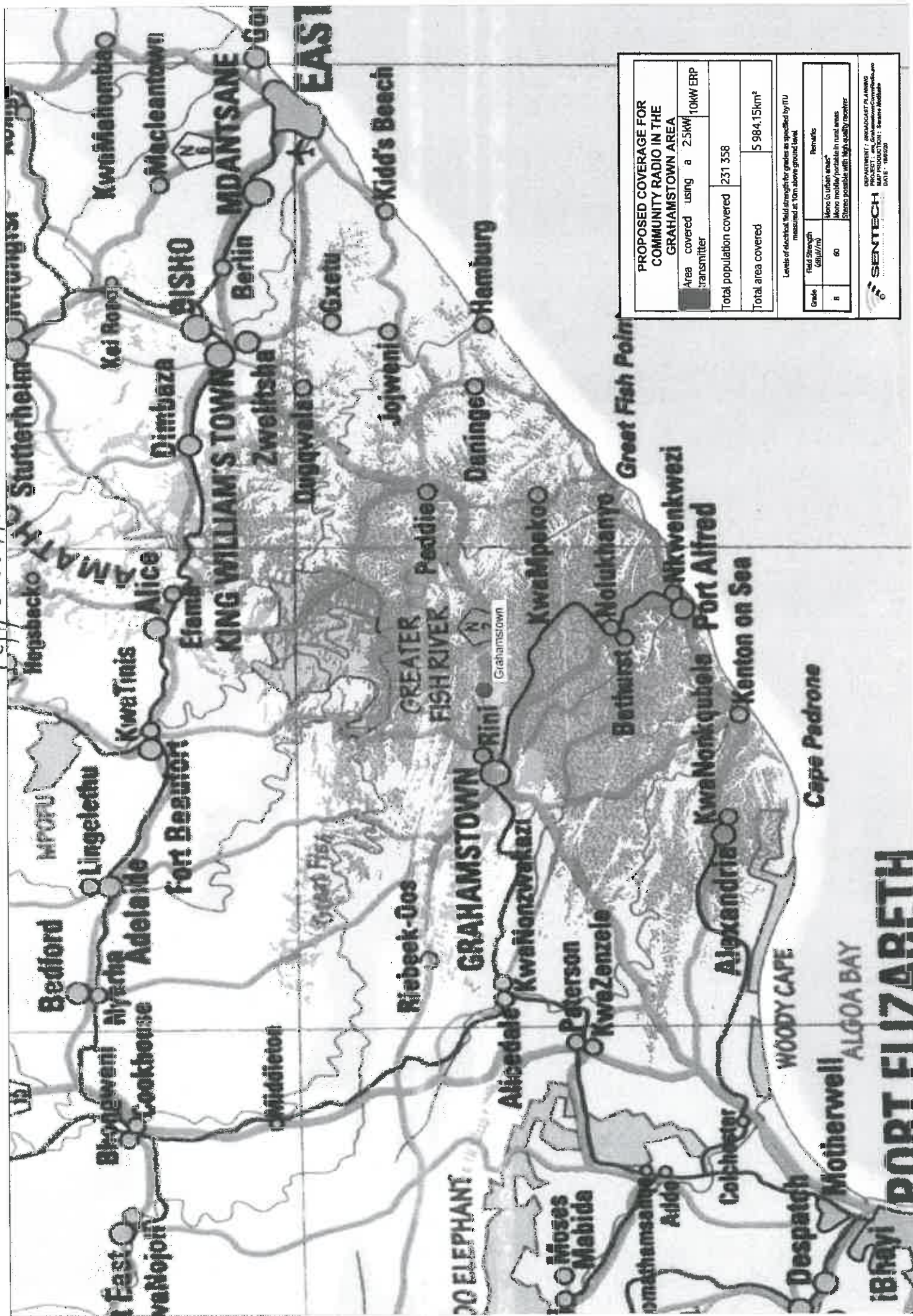
This will also carry weight for local events, as well as local government notices of all sorts

Yours Faithful

ZIPHO SITA (DEPUTY SECRETARY)

SIYOLISE SIVAKELE CO-OP
P. O. Box 295, Zwelitsha 5608
Date: 11/06/2020
Signature: Z.B. Sita

Appendix



Board Member Secretary

Curriculum Vitae Of SIVE MAFU

Personal Details

| | |
|---------------------------|---|
| Surname | : Mafu |
| Name | : Sive |
| Identity Number | : 970109 5903 088 |
| Date of Birth | : 1997-01-09 |
| Citizenship | : South African |
| Gender | : Male |
| Marital Status | : Single |
| Home Language | : IsiXhosa |
| Proficient Language/s | : English |
| Contact No/s | : 078 5273 504 |
| Email | : cvenathy3@gmail.com |
| 20318 Mount Coke Location | |
| | King Williams Town |
| | 5600 |
| Postal Address | : same as the residential |
| Criminal Record | : None |
| Health | : Excellent |
| Personality | : Hard Worker, Ambitious, Enthusiastic, Honest and put other people first (Ubuntu). |

Board Member

Secretary

Educational Background

Previous School Attended

School Attended : Matomela Secondary school
Highest Grade Passed : Grade 12 (Matric)
Year Passed : 2014
Subject/s Passed : Certificate Attached

Highest Qualification

Tertiary Education : Walter Sisulu University
Qualification : ND: Electrical Engineering
Subjects Passed : Academic Record Attached

Achievements

- Captain of high school soccer team
- PAL leader of electrical machines 2

Hobbies & Interests

- Gospel music
- soccer
- Socializing

REFERENCE

Board member
Secretary

Contact person : Miss M. kula

Relation : Electrical Engineering Secretary

Contact Number : 087363 0169

Contact person : Mr O. Ndondo

Relation : Electrical Machines 2 lecturer

Contact Number : 078 246 5868/ 082 202 1754

CURRICULUM VITAE

Name : Mbeve Lutho

ID NO : 8510265391086

Gender : Male

Marital Status : Single

Address : 3347 zone 10
Zwelitsha
King Williams Town
5600

Postal Address : P O box 78
King Williams Town
5600

Contact : 083 5986 977/073 7286 790/072 4513 050

Email : mbevelutho25@gmail.com/mbevelutho24@webmail.co.za

Criminal Record: None

Race : African

Nationality : South African

Health Status : Good

Home Language: Xhosa

Other Languages: English (speak, read and write)

: French (speak, read and write)

: IsiZulu (speaks, read and write)

Marketing Manager

| | |
|---|---|
| <u>Skills & Competencies</u> | Ability to work under pressure, fast learner. Decision making and problem solving Good communication skills Customer relations and flexibility Time management skill Be open to new ideas Adapt early changing conditions Get on with a wide variety of people Meet deadlines |
| <u>Work Experience</u> | <u>Walter Sisulu University</u> Capture student administration status on system Perform all office administration related duties Open files for new students and old students <u>WSU Campus Radio</u> Training as a content producer Co host presenter <u>Ngqushwa fm</u> Station Manager Co-host presenter |
| <u>References</u> | Ms Lelethu Mbekwa 043 702 9200 084 312 9903 Ms Unathi Koboka (src) Walter Sisulu university 0735238754 Ms Tina Zuma (Secretary of Media Department) Walter Sisulu university 043 703 8508 Miss Claire Menzi Walter Sisulu University 043 7029357 0837001659 |

Marketing Manager

| | |
|--------------------------------------|---|
| <u>Education Background</u> | <u>Name of school</u> Nompendulo high school |
| | Grade passed Grade 12 |
| <u>Tertiary Qualification</u> | ND:TOURISM MANAGEMENT(Walter Sisulu University) |
| | Subject passed |
| | Business Management |
| | Applied Management |
| | Communication |
| | Destination |
| | Marketing for Tourism |
| | End User Computer |
| | VERSATILE BROADCASTING(Walter Sisulu University) |
| | Radio Theory |
| | Versatile broadcasting |
| | English For Broadcasters |
| | Philosophy Of Life |
| <u>Leadership Skills</u> | Secretary of school of Tourism Society(wsu) |
| | Treasure of institutional student society(wsu) |
| | President of Tourism Society institutional (wsu) |
| | Secretary of Debate (wsu) |
| | Adjudicator at UWC National Debate Championship 2013 |
| | Head of Delegation for 2013 National Tournament at UWC |
| | Secretary of Media Society |
| | <u>Computer Literacy</u> |
| | Ms Word |
| | Excel |
| | Power Point |
| | Internet and emailing |

Management
Station Manager

CURRICULUM VITAE

OF

AVELA PATIENCE LUKA

ID Number: 931224 0596 08 0

Address: 55 Tiptol Crescent, Riegerton Park, Gonubie

Cell:061 035 6758

E-mail:avelapluka15@gmail.com

EDUCATION

HIGH SCHOOL

Toise Senior Secondary School

SUBJECTS

**IsiXhosa; English; Geography; Life Sciences;
Physical Sciences; Maths Literacy; Life
Orientation**

INSTITUTION

Walter Sisulu University

QUALIFICATION

National Diploma in Journalism

SUBJECTS

**Communication, Mass Communication,
Politics, Investigative Journalism,
PhotoJournalism, Broadcasting Journalism,
Media Law, Media
Practice,Entrepreneurship, Layout & Design**

SKILLS

**Video Editing- Final Cut Pro Layout and
Design- Quark & Photoshop**

**Basic web design- WordPress, Photoshop,
Photography skills, Writing scripts and
Computer Literacy**

Station Management

Station Manager

EXPERIENCE

Worked as a reporter for Idikelethu Newspaper

Trained at Cambridge Police

Station Communication Office

Trained at GroundUp as an intern reporter

Trained at FBN (Faith Broadcasting Network) as a Final Controller

COMPUTER LITERACY

Microsoft Word
QuarkXPress Passport
Adobe Photoshop

Email & Internet

Final Cut Pro 7

REFERENCES

1. MR Teboho Mohlomi (Lecturer at WSU)

082 858 3151

2. Captain Mluleki Mbi (Mentor at SAPS)

082 301 7278

MOTIVATION: I keep my head above every challenge given to me and I would appreciate any opportunity which your department would give to me as I'm not only passionate about media but also about working with the community.



SIBOPHE FOUNDATION

"Your advocate in feminine hygiene "and community upliftment

NPO NO. 197-191

19 LANGE STREET, PENFORD, 6229

CELL: 0822003735 and 0837514860

EMAIL: beulahlunkwana@gmail.com

beulahl@icloud.com

PROFILE

Sibophe Foundation is a registered Non-Profit Organization that advocates for vulnerable and in need girls in feminine hygiene and further follow them through to their families and homes.

Focus Areas

- Education and Training
- Health – feminine Hygiene
- Income generation programs
- Poverty alleviation

PROBLEM STATEMENT

Many young girls today are raised by their grandparents and when they reach the stage of being women no one is there to educate them and give good advice and guidance.

SOLUTION

The Foundation supplies the girls with sanitary towels and educates them on their use.

The focus is not only on girls but the entire community including vulnerable boys and men. Our aim is to educate society about menstruation based on science, we want to normalize this biological process and take away the stigma attached to it of being dirty and smelly.

We collaborate with other organization like Rape Crisis where we empower rape victims with skills, all four key areas are intertwined and addressing the Triple Challenge which is the Government Agenda in the National Development Plan vision 2030. **Education and training Health – feminine Hygiene Income generation programs Poverty alleviation.**

THE WORK DONE IN THE EASTERN CAPE

Sibophe has made a huge impact especially in the rural areas and farm schools of the Eastern Cape. Just think of a girl holds the future success and triumphs, this potential can be restricted by her feminity, which includes menstruation which is a normal bodily function, she has no control over. Because of all this many girls in South Africa miss school every month. The key to success is education especially when facing challenges of poverty and historical disadvantages. But when education is compromised because of biological function, so is a girl's future.

Sibophe's mandate is to see that every child gets proper education, is fed and have proper clothes to wear. Same goes for their parents whom most are unemployed and very poor.

INVESTMENT RECEIVED

The investment received from ACSA has made a huge difference in the lives of the beneficiaries mentioned above. Without your assistance many learners would have not be able to attend school

Appendix 3

or missed classes every 4 days of each month. Women who have been empowered in entrepreneurship skills today can stand on their own running their own small businesses, the rape victims that are receiving counseling are now able to face the world and know that they did not do anything wrong and have not asked to be raped.

We therefore appeal to your CSI committee to invest in our programs when we are preparing to cheer these families during this festive season and make sure when the children are going back to school next month they have uniform and school shoes which are other learning barriers and challenges. In the gallery attached you will notice a child in Port St Johns primary school goes to school despite the challenge of wearing old torn shoes and socks. We also need funds to wrap the 16 days of activism: no violence against women and children next week on the 10th December 2019

CONCLUSION

When we talk about education it is a holistic approach where we make sure children are wearing clean presentable uniform, they have food to eat so that learning can happen and have books and all the necessary school needs including sanitary towels and toiletries.

GALLERY OF WORK DONE IN THE EASTERN CAPE



**CAPACITY BUILDING WORKSHOP AND CERTIFICATE HAND OVER
AND BASIC BUSINESS SKILLS
VICTIM EMPOWERMENT PROGRAM**



**MORE SCHOOL GIRLS BENEFITED FROM THE HYGIENE PACK
(TOOTHBRUSH, COLGATE AND SANITARY TOWELS)
ESIGUBUDWENI PRIMARY SCHOOL**

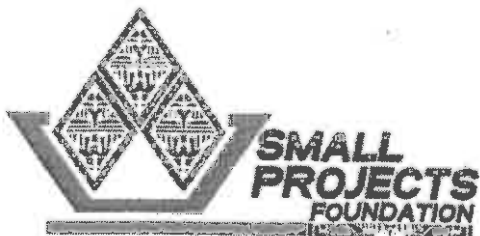


Appendix 3



**RIEBECK EAST FARM SCHOOL outside Grahamstown
GIRLS DURING LECTURE LIFE SKILLS**

Appendix 8:1



No 5 st james street
East London
5602

Re:MPUMA KAPA FM LETTER OF SUPPORT

This serves to support a newly established unique community radio station which is Mpuma Kapa fm. We as SMALL PROJECT FOUNDATION.... fully support this kind of initiative, we will do our best to give it support financially and otherwise. We wish to confirm that we will fund the station with start up costs should ICASA issue the licence to broadcast to Mpuma Kapa fm. The purpose of us to fully support the idea is for the emperwering and development of the community in the area of coverage

Thank you
Regards
072 4513050

Appendix 8:1

Tel 0113310144

405 Romi Lee Building Cnr Eloff And Marshal | Johannesburg - 2001

www.amazolotechnologies.co.za

Company Reg No: 2012/090459/07 Tax No: 9963181152



Letter Of Support: Mpuma Kapa fm

Mpuma Kapa FM COMMUNITY Radio

Attention: Mpuma Kapa FM COMMUNITY Radio

Dear Siphiwo Boqwana

Re: On Air Studio Equipment

This letter serves to confirm that Amazolo Technologies Pty Ltd have memorandum of understanding with the above mentioned newly established station in accordance with the agreement between itself and the station

The Amazon technologies will provide with on air studio should they get the licence according to their agreement and install the equipment This serves to support a newly established unique community radio station which is Mpuma Kapa fm. We as Amazon technologies fully support this kind of initiative, we will do our best to support them. We wish to confirm that we will give the station an on air studio should ICASA issue the licence to broadcast to Mpuma Kapa fm. The purpose of us to fully support the idea is for the emperwering, Community engagement and development of the community in the area of coverage

Mpuma kapa community Radio representative

Signature:

Date: 20 May 2020

Amazolo Technologies Pty Ltd

A handwritten signature in black ink, appearing to be 'P. Mazolo', written over a horizontal line.

THE CONSTITUTION OF SIBOPHE FOUNDATION

1. Name

The Organisation hereby constituted will be called Sibophe Foundation, hereinafter referred to as the Organisation.

1.1. Body Corporate

The Organisation shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

2. Objectives

- a) The Organisation's main objective is to provide under-privileged school-girls in Eastern Cape and South Africa as a whole with sanitary pads free of charge.
- b) The Organisation's secondary objective is to provide under-privileged and homeless women in Eastern Cape and South Africa as a whole in general with sanitary pads free of charge.
- c) The Organisation's third objective is to provide information with regards to personal hygiene to the women referred to in Section 2(a) and (b).

3. Income and Property

- 3.1. The Organisation will keep a record of everything it owns.
- 3.2. The Organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the Organisation. The payment must be a reasonable amount for the work that has been done.
- 3.3. A member of the Organisation can only get money back from the Organisation for expenses that he or she has paid for or on behalf of the Organisation.
- 3.4. Members or office bearers of the Organisation do not have rights over things that belong to the Organisation.

4. Membership and General Meetings

- 4.1. If a person wants to become a member of the Organisation, he or she will have to ask the Organisation's management committee. The management committee has the right to say no.
- 4.2. Members of the Organisation must attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy of the Organisation.

5. Management

- 5.1. A management committee will manage the Organisation. The management committee will be made up of not less than four (4) members. They are the office bearers of the organization.
- 5.2. Office bearers will serve for one year, but they can stand for re-election for another term in office after that. Depending on what services they give to the organization,

they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.

- 5.3. If a member of the management committee does not attend three management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.
- 5.4. The management committee will meet at least once a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 5.5. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.
- 5.6. The Organisation has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. By agreeing to decisions the management committee ratifies them.
- 5.7. All members of the organisation have to abide by decisions that are taken by the management committee.

6. Powers of the Organisation

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this Constitution. Its activities must abide by the law.

- 6.1. The management committee has the power and authority to raise funds or to invite and receive contributions.
- 6.2. The management committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 6.3. The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.
- 6.4. Organisations will decide on the powers and functions of office bearers.

7. Meetings and procedures of the committee

- 7.1. The management committee must hold at least two ordinary meetings each year.
- 7.2. The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than twenty-one (21) days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than thirty (30) days notice.
- 7.3. The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are

Appendix 3

present choose which one of them will chair that meeting. This must be done before the meeting starts.

- 7.4. There shall be a quorum whenever such a meeting is held.
- 7.5. When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
- 7.6. Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 7.7. If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

8. Annual general meetings

- 8.1. The annual general meeting must be held once every year, towards the end of the Organisation's financial year.
- 8.2. The Organisation should deal with the following business, amongst others, at its annual general meeting:
 - Agree to the items discussed on the agenda.
 - Write down who is there and who has sent apologies to excuse themselves.
 - Read and confirm the previous meeting's minutes with matters arising.
 - Chairperson's report.
 - Treasurer's report.
 - Changes to the Constitution that members may want to make.
 - Elect new office bearers.
 - General.
 - Close the meeting.

9. Finance

- 9.1. An accounting officer shall be appointed at the annual general meeting. His duty is to audit and check on the finances of the organisation.
- 9.2. The treasurer's job is to control the day to day finances of the Organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the Organisation. The treasurer must also keep proper records of all the finances.
- 9.3. Whenever funds are taken out of the bank account, the chairperson and at least one other member of the Organisation must sign the withdrawal or cheque.
- 9.4. The financial year of the Organisation ends on 31 March each year.
- 9.5. The Organisation's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the financial year end.
- 9.6. If the Organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions Act, 1984. Or the Organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The Organisation can go to different banks to seek advice on the best way to look after its funds.

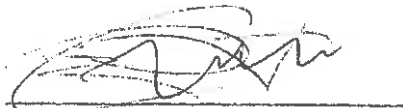
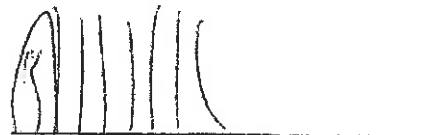
10. Changes to the Constitution

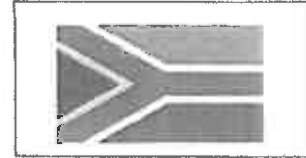
- 10.1. The Constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two-thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the Constitution.
- 10.2. Two-thirds of the members shall be present at a meeting ("the quorum") before a decision to change the Constitution is taken. Any annual general meeting may vote upon such notion, if the details of the changes are set out in the notice referred to in Section 7.3 above.
- 10.3. A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the Constitution are going to be proposed. The notice must indicate the proposed changes the Constitution that will be discussed at the meeting.
- 10.4. No amendments may be made which would have the effect of making the Organisation cease to exist.

11. Dissolution/Winding-up

- 11.1. The Organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
- 11.2. When the Organisation closes down it has to pay off all its debts. After doing this, if there is any money left over should not be paid or given to members of the Organisation. It should be given in some way to another nonprofit organisation (NPO) that has similar objectives. The Organisation's general meeting can decide what organisation this ought to be.

This Constitution was approved by members of Sibophe Foundation. At a special meeting held on 15 May 2016.


Chairperson
Secretary



**CERTIFICATE OF REGISTRATION OF
NON-GOVERNMENTAL ORGANISATION**

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

Sibophe Foundation

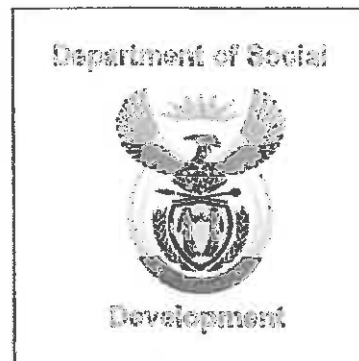
(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **03 October 2017**
(date)

Registration number **197-191 NGO**

Director's signature





South African Revenue Service

Tax Clearance Certificate Number
0703/1/2016/A000410912

Tax Clearance Certificate - Good Standing

Enquiries
0800 00 7277
Approved Date
2020/05/06
Expiry Date
2021/05/07

Company Registration number 014-026 NGO

Income Tax 9146004180

Trading Name Sibophe Foundation

It is hereby confirmed that on the basis of the information at the disposal of the South African Revenue Service (SARS) the above mentioned taxpayer has complied with the requirements as set out in the Tax Administration Act.

This certificate is valid until expiry date reflected above subject to the taxpayer's tax compliance. To verify the validity of this certificate contact SARS through any of the following channels.

- via eFiling
- by calling the SARS Contact Centre
- at your nearest SARS branch

This certificate is issued in respect of the taxpayer's compliance status only, and does not address any other aspect of the taxpayer affairs

This certificate is issued free of charge by SARS.

Technical Information

Appendix 2



TRANSMISSION SPECIFICATIONS FOR COMMUNITY RADIO IN THE GRAHAMSTOWN AREA

| STATION | CODE | GEO. CO-ORDINATES | | | | | | | HEIGHTS | | | TRANSMITTER | | | | ANTENNA | | | | | FEED | | |
|-------------|------|-------------------|-----|-----|-----------|-----|-----|-----|---------|------|-------|-------------|-----|-----|------|---------|-----|-------|------|------|------|------|------|
| | | LATITUDE | | | LONGITUDE | | | | SITE | MAST | ANT | FREQ | CH | PWR | GAIN | ERP | DIR | BEAM | | | NULL | POL | |
| NAME | | Deg | Min | Sec | Deg | Min | Sec | m | m | m | MHz | | kW | dB | kW | | AZM | WIDTH | TILT | FILL | | TYPE | FROM |
| GRAHAMSTOWN | C9 | -33 | -17 | -15 | 26 | 42 | 31 | 840 | 218 | 120 | 106.1 | 186 | 2.5 | 6 | 10 | DIR | 160 | 180 | 0 | N | VER | | TBD |

Board member
deputy chair

CURRICULUM VITAE

NAME : Nolusindiso Claire Menzi
ADDRESS : 1738 N.U.16
Mdantsane
5219
ID NUMBER : 7205081084087
MARITAL STATUS : Single
PHONE : 0843003725/0837001659
E-MAIL : cmenzi@wsu.ac.za / amandlabevu@gmail.com

ND: Public Management(completed)

Subjects passed: Public Information Service 1, Public Resource Management 1, Public Office Management 1, Public Decision- Making 1, Public Service Delivery1, Self Management 1, Public Financial Management 2, Public Human Resource Management 2, Fundamentals of Research 2, Procurement and Logistics Management 2, Project Management 2, Public Information Practices Module 1, Public Human Resource Management 3, Intersectoral Collaboration 3, Policy Studies 3, Programme Management 3, Financial and Procurement Management 3, Public Management Practice 3,

Subjects obtained at B-tech level

Production Management 2, Marketing 3, Labour Relations and Law 2, MGP IV

B-Tech : Business Administration(Currently Registered)

Fim IV & @ Unisa

Name of School: Amajingqi Public School Year :1991
Subjects Passed: English, Xhosa, Afrikaans, Biology, Agriculture, & Biblical Studies

Walter Sisulu University: Financial Aid Officer)

From October 2001 - up to date.

NSFAS Loan Administration:

Receive allocation letter from NSFAS
Draw budget based on the available funding.
As per FAC costs approved an average amount on each student
Divide the allocation amount by average costs to get the number of students assisted.
Determine how many continuing and first year students to be awarded.
Managing and Co-ordinating the Student Loan Application process and determining suitable closing dates for Applications.
Controlling and reviewing incoming Applications.
Conducting the National Means Test for Applicants.
Analyzing and assessing Academic performance for all Applicants.

Board member deputy Chair

| | | | |
|--|--|---|--|
| | | <p>Then they are ranked according to the lowest EFC to start the selection Analyzing and calculating the size of loan per Applicant, as per means Test.</p> <p>Do spreadsheet from excel and do the thorough checking.</p> <p>Printing contracts.</p> <p>Signing contracts by students.</p> <p>Sending lists to student debtors to charge meals, residence and tuition.</p> <p>Processing claims, Batching claims</p> <p>Sending off claims.</p> <p>Receiving payment letters and credit student accounts.</p> <p>Co-ordinating and compiling acknowledgement of debt forms for Loan Recipient Manually.</p> <p>Controlling and signing of contracts by Students.</p> <p>Monitoring and capturing loan amounts onto ITS System.</p> <p>Submitting contracts to the National Government Agency and NSFAS for loa and bursaries as per their requirements and instructions.</p> <p>Calculating failure and passes for each Student and send Repor ts to NSFAS.</p> <p>Ensuring that NSFAS deadline dates are met.</p> <p><u>Bursary Administration:</u></p> <p>Co-ordinating and compiling of Applications Forms.</p> <p>Enforcing of closing dates for Applications, by ensuring all relevant parties are notified of deadlines.</p> <p>Managing all Bursary monies donated to the institution and liaising with Donors.</p> <p>Informing all External Donors on the distribution of their funds.</p> <p>Assisting External Bursars with Administration requirements such as confirmi of Registrations, Academic Records, Progress Reports Refunds and General Queries.</p> <p>Conducting and maintaining a means test for Council Bursary Applications, together with a review of Academic performances of Applicants.</p> <p>Analyzing and allocating Council Bursaries to the successful Applicants in consultation with the Financial Aid Committee.</p> <p>Generating of Journal entries, crediting Student accounts with allocated bursari</p> <p><u>Cashier Financial Aid Clerk Supervision:</u></p> <p>Managing and controlling Cashiers in their Daily duties.</p> <p>Assisting and training Cashiers in dealing with queries on Student Accounts.</p> <p>Assisting Cashiers during peak periods, particularly during Annual Registration</p> | |
| | | <p>Reconcile Daily banking with Cashier, investigate and report any discrepancies to the Head of Department.</p> <p>Check Petty Cash re-imbursement Application from the Cashiers and authorize it.</p> | |

Boord Member
deputy chair

Student Accounts:

Processing Journals onto Student accounts when necessary.
Capturing and maintaining receipts onto ITS System and Balance accordingly.
Investigating all Students queries on accounts and rectifies accordingly.
Processing Hostel Registrations and cancellations as directed by Warden.
Controlling payment of indemnity deposits for all Hostel Residents.
Generating Journals for damages onto indemnity Deposit Accounts.
Processing Applications for Debtors and indemnity Deposit Refunds.
Controlling and monitoring transfer to and from Caterers for Student meals deposits.
Processing Student meal refunds.
Reconciling Bank Statements on a Weekly basis and processing all direct payments onto Student accounts.

Registration and Enrollment:

Attend Registration and Enrollment Meetings.
Interviewing Student and Parents, to ascertain and negotiate an acceptable payment plan to suit the Technikon and the Parent.
Completing an acknowledgement of Debt Form and ensure that Parent/Guardian signs and understand the content thereof.
Counsel Students with Financial problems, regarding the availability of Loans and Bursaries, especially doing first 3-4 Months of the Year.
Authorising the Registration of the Students who have made suitable arrangements to settle the debts.
Controlling and maintaining records of the agreed Payment Plans, as per the signed acknowledgement of Debt Forms and updating them regularly for reporting purposes.

I consider myself as:

- Open, flexible, motivated, dedicated and willing to learn new technologies
- Good organizational and communication skills, both oral and written
- Good in scheduling work appropriately with time
- Good Listener
- Good in working with other people and I have an ability to work under pressure
- Easy get along with wide range of people

Computer skills

- Ms Word
- Excel
- Power Point
- eLaf
- ITS
- Filezilla
- Google Chrome intellicard
- Metrofile