

Polokwane Housing Association
35 LandrosMaréstreet, Polokwane, 0700
P O Box 1157, Ladanna, 0704
Tel: (015) 291 2314

Fax: (015) 295 6259



"A Promise Delivered"

Enquiries: Shimi Maimela

Tel.: 015 291 2314

Date: 18 July 2017

Secure Services of Company Secretary: Ref no, PHA 01/2017

Polokwane Housing Association is an entity of Polokwane Municipality wholly owned by the Municipality tasked with the responsibility of developing and managing rental housing units in the jurisdiction of Polokwane. The entity is hereby inviting quotations from different service providers for provision of a comprehensive company secretarial services over a four months. The services to be rendered amongst others include, but not limited to:

- Minute taking and providing Corporate Governance Support at Board meetings
- Reviewing Social & Ethics policies
- Reviewing Risk Management and Risk Register
- Reviewing Board Assessment Forms
- Submitting CIPC Returns
- Assistance with MOI
- Corporate Compliance Matters
- Corporate Governance Assessments
- Ethics Consulting
- Board and Committee Structure review
- Preparations for Board Meeting

The invitations must be send to no 35 Landros Mare Street in Polokwane, the closing date is 25th July 2017 at 12H00. Further enquiries can be directed to Shimi Maimela at 015 291 2314.

Yours Truly

Shimi Maimela

Chive Executive Officer