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17 November 2016

To whom it may concern

VELD COOPER & ASSOCIATES (PTY) LTD

This serves to confirm that we have worked with the above-mentioned organization since March 2016.

As an Outsourced HR & Recruitment services company they have assisted us with the following:

- Our Policies and Procedures Manual;
- Staff contracts;
- Staff reviews;
- Leave Application forms and leave tracking;
- General day to day HR dealings with all staff.

Our representative from said organization, Hayley Hynd has helped us streamline the HR process within our organization. We have found that outsourcing this function has worked for us and has taken the HR function off our shoulders. Hayley has become a trusted member of our team.

Kind regards

LEONIE HERBST
DIRECTOR

TAMMY TRELEVEN
DIRECTOR

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Registration No.: 2015/198990/07. Vat Registration No.: 4140246341