



ALFRED NZO
DISCTRICT MUNICIPALITY

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04 December 2020

Ref: 5/3/1

TO ALL SERVICE PROVIDERS

Dear Sir/Madam

MUNICIPAL SHUT DOWN DECEMBER 2020

This letter serves to inform all the service providers that the municipality will be on shut down from the 21st of December 2020 up until the 4th of January 2020.

You are requested to submit all outstanding invoices before the **15th of December 2020**. Invoices that are received after the 15th will not be included on December payments and will be considered for payment on the **8th of January 2021**.

Operational expenditure invoices must submitted to Expenditure office.

Capital projects expenditure invoices must be submitted to IDMS office.

Your co-operation will be highly appreciated

Yours in Municipal Administration

Z .H. SIKHUNDLA

MUNICIPAL MANAGER