

PRETTYMUCHPEOPLE



13 January 2025

TO WHOM IT MAY CONCERN

LETTER CONFIRMING SCOPE OF WORK WITH OUR COMPANY

I wish to confirm that Ms Beatrix Koekemoer was contracted by our Company in the capacity of an HR and Labour Relations Consultant working on an independent basis. She was engaged on various projects since March 2022 until the ending of her contract on 31 January 2025.

During this time she fulfilled various tasks and projects across the Pretty Much People client base, some of which included:

- Conducting job analysis and drafting of job profiles;
- Fulfilling transactional day to day outsourced HR consultancy to a diverse client base
- Preparation and submission of Workskills Plans and Annual Training Reports to various Sector and Education Training Authorities;
- Preparation and submission of Employment Equity Reports;
- Chairing of disciplinary hearings;
- Offering of labour relations advice;
- Completing a payroll related project for a motor related client which involved running multiple payrolls for 5 different entities;

We thank Beatrix for her contribution to the Company during the period of her engagement..

Our Company has a policy of providing specific work related references only, and should you require such a reference, you are to detail, in a written request to the undersigned, the specific areas for which you would like a further reference, which will similarly be responded to in writing. We thank you for your understanding and co-operation in this respect.

169 Garsfontein Dr, Ashlea Gardens, Delmondo Office Park.
0081
Tel no: 012 346 1963

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Butters', with a stylized, cursive script.

Andrew Butters
Managing Director