

MEMORANDUM

To: All Stakeholders
From: Aina Kweyo, Corporate Affairs Officer
Date: 12/01/25

Subject: Festive Season Office Closure: 22 December 2025 – 02 January 2026

Dear Stakeholders,

Please be informed that our office will be closed for the festive season holiday period from **22 December 2025 to 02 January 2026**. Normal operations will resume on **05 January 2026**.

During this period, our team will not be available to attend to routine office matters. We therefore kindly encourage you to finalise any urgent requests or engagements before the closure period.

We appreciate your understanding and cooperation.

We wish you a joyful festive season and a prosperous New Year.

Sincerely,
Aina Kweyo
Corporate Affairs Officer