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Department : Public Safety  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

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## SUPPLY CHAIN MANAGEMENT

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ENQ : KM SEKOTSE  
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**TO : ALL MANAGERS**  
**: STAFF MEMBERS**

**FROM : SUPPLY CHAIN MANAGEMENT**

**DATE : 11 FEBRUARY 2010**

### CIRCULAR NUMBER 6

#### SUBMISSION OF ACCIDENT ACCESS CLAIMS ON SUBSIDISED MOTOR TRANSPORT

**Kindly be informed that all officials who submit their access claims concerning vehicle are requested to attach the following documents on their access claims**

1. Certified identity documents and drivers license
2. Original receipt as proof of payment
3. Copy of accident report from S.A.P.S
4. Copy of accident report signed by the Departmental Transport Officer
5. Affidavit from S.A.P.S
6. Kilometers log-sheet indicating whether the official was on duty the date when accident occur
7. Motivation from the official immediate supervisor

Please not that all applications should be directed to the transport officer for processing them further

Your co-operation on this regard will be appreciated

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DIRECTOR SUPPLY CHAIN  
S MADUMA