



LOCAL CONTENT SECRETARIAT

LOCAL CONTENT HALF-YEARLY REPORT SUBMISSION GUIDELINE

Version 3
June 26, 2023



Local Content Half-Yearly Report Submission Guideline

About

The Local Content Secretariat, a unit within the Ministry of Natural Resources, was created pursuant to the Local Content Act No. 18 of 2021 (“the Act”). In accordance with the Act, the Secretariat is mandated to ensure that the provisions of the Act are implemented. The Secretariat functions as the focal point for the monitoring, evaluation, coordination, and reporting of local content in the petroleum operations of Guyana.

Note

This Guideline is one of several guidelines issued by the Local Content Secretariat aimed at providing guidance with respect to the provisions stipulated in the Act. This Guideline may be amended from time to time as the Secretariat deems necessary for the purpose of carrying out the provisions of the Act.

For further information, the Secretariat can be contacted at the offices stated below.

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Document Revision Control Matrix

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1. Introduction

1.1. Background

The Government of Guyana has solidified its commitment to ensuring that the benefits derived from the foreign direct investments into Guyana's petroleum sector are captured and retained in-country, through the enactment of the Local Content Act. The [Local Content Act No. 18 of 2021](#) ('the Act') provides for the implementation of local content obligations for companies and persons engaged in petroleum operations or related activities in the petroleum sector and prioritizes Guyanese nationals and Guyanese companies in the procurement of goods and services for the enhancement of the value chain of the sector. The Act also serves to enable local capacity development and provides for the investigation, supervision, coordination monitoring, and evaluation of, and participation in, local content in Guyana.

The Local Content Secretariat ('the Secretariat') is mandated to ensure that the provisions of the Act are implemented and functions as the focal point for the monitoring, evaluation, coordination, and reporting of local content in the petroleum operations of Guyana.

In so far as the Act mandates every Contractor, Sub-Contractor, or Licensee to implement local content as an essential component of their petroleum operations, the Secretariat, through the issuance of industry guidelines, aims to provide detailed and specific guidance to Contractors, Sub-Contractors, or Licensees with regards to their reporting obligations.

The Act obligates Contractors, Sub-Contractors, or Licensees to submit a local content report to the Secretariat, within thirty days after the end of each half calendar year, hereinafter referred to as the Local Content Half-Yearly Report. As such, this guideline serves to standardize reporting requirements, procedures, and the form with regard to the submission of the Local Content Half-Yearly Report.

The Local Content Half-Yearly Report is intended to outline to the Minister and the Secretariat, inter alia:

- (a) the Contractor's, Sub-Contractor's, or Licensee's compliance with the approved minimum local content levels identified in the First Schedule of the Act;
- (b) employment and training activities for the reporting period including the number and percentages of managerial, technical and non-technical staff;
- (c) a comparative analysis of the Employment Sub-Plan included in the approved Local Content Annual Plan, and the employment and training activities to monitor compliance;



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- (d) the number of Guyanese Nationals employed during the reporting period, their job descriptions and salary scales;
- (e) procurement activities for the reporting period;
- (f) a comparative analysis of the Procurement Sub-Plan included in the approved Local Content Annual Plan, and the procurement activities to monitor compliance;
- (g) the number of Guyanese nationals or Guyanese companies which supplied goods and provided services to the Contractor, Sub-Contractor or Licensee during the reporting period.
- (h) local capacity development activities for the reporting period; and
- (i) a comparative analysis of the Capacity Development Sub-Plan and the capacity development activities to monitor compliance.

Contractors are advised that, as far is practicably possible, the information submitted in the Local Content Half-Yearly Report shall be disaggregated by Block, in keeping with the respective Petroleum Agreements signed with Government of Guyana.

1.2. Purpose and Objectives of Guidelines

The Local Content Half-Yearly Report Guideline:

- (a) Provides guidance to Contractors, Sub-Contractors, or Licensees on their obligation, under the Act to submit a Local Content Half-Yearly Report to the Secretariat;
- (b) Outlines the relevant information to be included in the Local Content Half-Yearly Report to be submitted to the Secretariat;
- (c) Promotes effective and efficient procedures for the standardization of the submissions to the Secretariat; and
- (d) Outlines the steps after submission of the Local Content Half-Yearly Report.

1.3. Legal Basis and Authority

These guidelines are issued in accordance with the Act.

Section 5(e) of the Act provides for the Secretariat to develop formats for local content plans and reporting while section 5(f) of the Act provides for the Secretariat to develop guidelines for inter alia, local content reporting.



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Section 12 of the Act mandates Contractors, Sub-Contractors, or Licensees to submit a local content report to the Secretariat, within thirty days after the end of each half calendar year, outlining its compliance with the approved minimum local content levels.

Subsection 2 under ‘Employment Sub-Plan’ in the Second Schedule of the Act mandates Contractors, Sub-Contractors, or Licensees to submit a half yearly report on the items listed in section 1.1 (b) to 1.1(d) of this guideline.

Subsection 2 under ‘Procurement Sub-Plan’ in the Second Schedule of the Act mandates Contractors, Sub-Contractors, or Licensees to submit a half yearly report on the items listed in section 1.1 (a) and 1.1(e) to 1.1(g) of this guideline.

Subsection 2 under ‘Local Capacity Development Sub-Plan’ in the Second Schedule of the Act mandates Contractors, Sub-Contractors, or Licensees to submit a half yearly report on the items listed in section 1.1 (h) and 1.1(i) of this guideline.

1.4. Scope and Applicability

These guidelines apply to the Local Content Half-Yearly Report required to be submitted to the Secretariat pursuant to the Act, by Contractors, Sub-Contractors, or Licensees undertaking petroleum operations in Guyana.

2. Definitions

For the purposes of this guideline:

“Act” refers to the Local Content Act No. 18 of 2021 and its subsidiary Regulations;

“Business Day” means a day on which the banks in Georgetown, Guyana are customarily open for business;

“Capacity Development Sub-Report” refers to a worksheet that forms part of the Local Content Expenditure, Employment and Capacity Development Report to be submitted to the Secretariat in Microsoft Excel format;

“Contractor” includes any person who enters into a Petroleum Agreement with the Minister in accordance with section 10 of the Petroleum (Exploration and Production) Act;



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“Guyanese Company” means –

- (a) any company incorporated under the Companies Act –
 - (i) which is beneficially owned by Guyanese nationals who ultimately exercise, individually or jointly, voting rights representing at least fifty-one percent of the total issued shares of the company; and
 - (ii) that has Guyanese nationals holding at least seventy-five percent of executive and senior management positions and at least ninety percent of non-managerial and other positions;
or
- (b) any partnership between Guyanese nationals and a company constituted under subclause (a) in accordance with the Partnership Act.

“Guyanese national” means a citizen of Guyana;

“Director” means the Director of the Local Content Secretariat;

“Employment Sub-Report” refers to a worksheet that forms part of the Local Content Expenditure, Employment and Capacity Development Report to be submitted to the Secretariat in Microsoft Excel format;

Expenditure Sub-Report refers to a worksheet that forms part of the Local Content Expenditure, Employment and Capacity Development Report to be submitted to the Secretariat in Microsoft Excel format;

“Licensee” means the holder of a license granted under the Petroleum (Exploration and Production) Act;

“Local content” means the monetary value of inputs from the supply of goods, or the provision of services, by Guyanese nationals or Guyanese companies and includes local capacity development;

“Local Content Annual Plan” refers to the plan submitted and approved pursuant to section 10(1) and the Second Schedule of the Act;

“Local Content Half-Yearly Comparative Analysis Report” refers to the report submitted subject to subsection 3.1 of this guideline that forms part of the Local Content Half Yearly Report;

“Local Content Half-Yearly Expenditure, Employment and Capacity Development Report” refers to the report submitted subject to subsection 3.2 of this guideline, in Microsoft Excel format, that forms part of the Local Content Half-Yearly Report.



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“Local Content Half-Yearly Report” refers to the report submitted to the Secretariat in accordance with section 12 and applicable sections of the Second Schedule of the Act, and constituted of the Local Content Hal-Yearly Compliance Assessment Report and the Local Content Half-Yearly Expenditure, Employment and Capacity Development Report;

“Petroleum operations” include operations carried out for, or in connection with, the prospecting for, or production of, petroleum;

“Procurement and Bid Evaluation Guideline” refers to the procurement guideline developed and published by the Secretariat in accordance with sections 5(4)(e) and 13(4) of the Act and amended from time to time.

“Projected” means estimated or forecasted data that presents, to the best of the Contractor’s, Sub-Contractor’s or Licensee’s knowledge and belief, what it expects would occur at a given time in the future, based on past and present trends.

“Reporting Period” refers to a period of six months commencing either January 1st and ending June 30th or July 1st and ending December 31st, annually;

“Secretariat” means the Local Content Secretariat established pursuant to section 6 of the Local Content Act;

“Sub-Contractor” includes any person with whom a Contractor or Licensee has entered into an agreement for the provision of goods and services within the Contractor’s or Licensee’s supply chain management, and -

(a) operates in Guyana either:

- (i) registered as an external company; or
- (ii) as a company incorporated,

under the Companies Act Cap 89:01;

(b) has a physical presence in Guyana;

(c) procures goods and services for petroleum operations; and

(d) provides the following services:

- (i) marine vessel support;
- (ii) FPSO vessel;
- (iii) Shore Base;
- (iv) Drilling Support;
- (v) Drilling;



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- (vi) SURF;
- (vii) Manpower and Crewing Services; or
- (viii) any other service(s) identified by the Minister by Notice.

All capitalized terms not otherwise defined in this guideline shall have the meanings ascribed to them in the Laws of Guyana.

In this guideline, unless the context otherwise requires, words in the singular shall include the plural, and words in the plural shall include the singular.

3. Structure of the Local Content Half-Yearly Report

This section of the guideline outlines the information required to be submitted in the Local Content Half-Yearly Report and the format for reporting to the Secretariat. The Local Content Half-Yearly Report shall be constituted of two (2) parts, that is, i) a Local Content Half-Yearly Comparative Analysis Report and ii) a Local Content Half-Yearly Expenditure, Employment and Capacity Development Report. The reporting requirement with respect to each of these reports is stated below.

3.1. Local Content Half-Yearly Comparative Analysis Report

The Act requires Contractors, Sub-Contractors, and Licensees in the Local Content Half-Yearly Report to provide a comparative analysis of the Employment, Procurement, and Capacity Development Sub-Plans, provided in the Local Content Annual Plan, and the Employment, Procurement and Capacity Development activities that occurred during the reporting period. In this regard, the Local Content Half-Yearly Comparative Analysis Report shall:

- (a) Specify how programmes for ensuring that first consideration is accorded to Guyanese Nationals for employment, have ensured that Guyanese nationals having the requisite skill set and experience have been afforded employment opportunities over the reporting period;
- (b) Specify how programmes have ensured that Guyanese nationals, having the relevant qualification but lacking the requisite experience, benefited from training over the reporting period;
- (c) Provide case studies of how the Contractor's, Sub-Contractor's, or Licensee's employees have benefited from training conducted during the reporting period;



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- (d) Indicate the common factors that limited companies from being successful in bidding for contacts advertised and awarded during the reporting period;
- (e) Outline partnerships, joint ventures, or other alliances that were facilitated during the reporting period;
- (f) Indicate in detail how, over the reporting period, Guyanese nationals or Guyanese companies were provided with timely and appropriate access to
 - i. Information;
 - ii. Business opportunities;
 - iii. Technology and know-how;
 - iv. Contract and payment terms that facilitate competitive financing and growth; and
 - v. Performance management systems and procedures, with feedback and support for improvement; and
- (g) Report on the progress/status of ALL (including Procurement, Employment, Capacity Development and Supply Chain Management) activities submitted in the Annual Plan. The table format below must be used.

Activities	KPIs	Outputs	Status	Comment

3.2. Local Content Half-Yearly Expenditure, Employment, and Capacity Development Report

This part of the Local Content Half-Yearly Report shall provide information on the procurement, employment, and capacity development activities undertaken during the reporting period. Published in conjunction with this guideline, is the template for the Half-Yearly Expenditure, Employment, and Capacity Development Report, provided in Microsoft Excel format which is required to be utilized to report to the Secretariat on activities undertaken during the reporting period.

The template is made up of six (6) tabs (worksheets), that is, Background, General Information, Expenditure, Employment, and Capacity Development, as displayed in Figure 1 below.

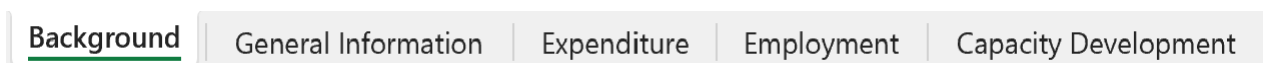


Figure 1: Tabs/worksheets in the reporting template



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Below is a description of each tab (worksheet) identified in Figure 1.

3.2.1. Background

This tab (worksheet) provides context and explanatory information about the template and its applicability.

3.2.2. General Information

This tab (worksheet) captures information regarding the Contractor, Sub-Contractor, or Licensee submitting the report to the Secretariat, such as the:

- Name of Company Submitting Report
- Company Type (that is Contractor, Sub-Contractor or Licensee)
- Reporting Year
- Date
- Co-Venturers (applicable only to Contractors)
- Name of Company Head or Duly Authorized Representative
- Designation of Company Head of Duly Authorized Representative

3.2.3. Expenditure Sub-Report

This tab (worksheet) contains a table that requires Contractors, Sub-Contractors, or Licensees to input the following information relating to the expenditure on the procurement of goods and services during the reporting period:

Type of Item Procured	From the drop-down menu, select whether the item being procured is a Good or Service.
Related Sector	From the drop-down menu, select the sector related to the good supplied or service rendered.



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Select 'other' if the good supplied or service rendered is NOT related to any of the sectors listed in the drop-down menu.

Description of Good/Service	Enter a description that most accurately captures the good supplied or the service rendered.
Supplier Name	Enter the name of the company from which the good was supplied or the service was rendered.
Supplier Type	From the drop-down menu, select whether the company from which the good was supplied or service was rendered, is a Guyanese company or a non-Guyanese company.
Sole Source Code	Enter the LCS assigned Sole Sourced Code for any and all requested sole sourced procurement for the reporting period as seen on the Sole Source Approval received from the Ministry of Natural Resources.
Supplier Certificate ID	If applicable, enter the Local Content Certificate of Registration Number of the company from which the good was supplied or service was rendered.
Actual Payment (Jan – Jun 2023)	State the actual payment made during the Reporting Period (January to June), to the supplier with respect to the good supplied or service rendered.
Outstanding Payment (Jan – June 2023)	State the value of the outstanding payment to be made to the supplier listed, with respect to the good



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supplied or service rendered during the reporting period (January to June).

Projection for Next Reporting Period (July – Dec 2023) State the value of the projected expenditure related to the Good/Service to be procured during the next reporting period (July to December).

3.2.4. Employment Sub-Report

This tab (worksheet) contains a table that requires Contractors, Sub-Contractors, or Licensees to input the following information relating to the employment of persons to support petroleum operations in Guyana:

Job Title Input each job title or designation within the organization.

Employment Category From the drop-down menu, select whether the job title inputted is considered as a Management position, Technical position or Non-Technical Position.

Employment Classification From the drop-down menu, select the employment classification related to each job title listed. The Employment Classification follows the International Standard Classification of Occupations, 2008 (ISCO-08) published by the International Labour Organization (ILO). A detailed breakdown of this classification can be retrieved from:

[Microsoft Word - Resolution Concerning Updating ISCO.doc \(ilo.org\)](#)

Related Company This column is only applicable to Manpower and Crewing Companies/ Recruitment companies.



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State the Company to which the employees were assigned. *If employees of the same Job Title were assigned to different Companies, these should be separate line items.*

Total Number of Employees State the total number of persons employed under the stated job title, including new hires.

Number of Guyanese Employed State the number of Guyanese nationals employed under the stated job title, including new hires.

Total Remuneration Paid State the total remuneration paid to ALL employees under the respective job position during the reporting period.

Remuneration refers to the total compensation received by the employee and includes base salary/wage, bonuses, commission payments, overtime pay, and other financial benefits that the employee received during the reporting period.

Total Remuneration Paid to Guyanese Only State the total remuneration paid to ONLY the Guyanese employees in the stated job title during the reporting period.

3.2.5. Capacity Development Sub-Report

This tab (worksheet) contains a table that requires Contractors, Sub-Contractors, or Licensees to input information including but not limited to, all:

- Training and mentoring activities undertaken to build capacity within the sector;
- Scholarships awarded;



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- Technical or other financial support given to local educational institutions aimed at building capacity within the local petroleum sector;
- Training and other capacity development of individuals employed by the Contractor, Sub-Contractor or Licensee;
- Training and other capacity development of individuals seeking employment within the petroleum sector;
- Capacity development of employees of suppliers within the local petroleum sector; and
- Capacity development feedback or stakeholder dialogue opportunities provided to suppliers engaged for the procurement of goods and services.

With respect to each capacity development activity conducted or facilitated during the reporting period, the following information is required to be inputted, the:

Activity	State name of the capacity development activity undertaken during the reporting period.
Category	From the drop-down menu, select the category applicable to the capacity development activity stated, that is, whether Administrative, Basic and Induction, Leadership/ Management, HSSE, Technical/Professional, Scholarship, Technical or Financial Support, Trade and Craft, Feedback session, or Other.
Participant Type	Select from a drop-down menu, the Participant Type for each capacity development activity undertaken during the reporting period, that is whether Guyanese only (internal or external), non-Guyanese only (internal or external), Mixed (internal or external), and Guyanese, non-Guyanese or mixed supplier. A description of each Participant Type is given in the template.



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Number of Guyanese Participants Only	State the count of Guyanese nationals that participated in the capacity development activity stated.
Total Number of Participants	State the total number of individuals that participated in the capacity development activity.
Start Date	State the date the capacity development activity was undertaken
Duration of Activity	State the cost incurred by the individual to participate in the capacity development activity.
Cost to Participants	State the sum total of expenditure within the reporting period by the Contractor, Sub-Contractor or Licensee in facilitating the activity.
Expenditure on Activity	State the sum total of expenditure within the reporting period spent by the Contractor, Sub-Contractor or Licensee in facilitating the activity.

4. Submission of the Local Content Half-Yearly Report

4.1. Timeframe for Submission

- (a) Section 12 of the Act obligates Contractors or Licensees to submit a Local Content Report to the Secretariat **thirty days** after the end of each half calendar year, that is to say, **on or before the 30th day of July annually** for the January to June (1H) reporting period and **on or before the 30th day of January annually** for the July to December (2H) reporting period, subject to subsection 4.1(b) below.



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- (b) Where a postmark/submission date falls on a weekend or bank holiday, the submission deadline will be automatically extended to the next Business Day.

4.2. Submission Method

- (a) Contractors, Sub-Contractors, or Licensees are required to submit a Local Content Half Yearly Report containing the information outlined in sub-section 3 of this guideline, and the Half-Yearly Expenditure, Employment and Capacity Development Report template published in conjunction with this Guideline, in the format stipulated.
- (b) Contractors, Sub-Contractors, or Licensees are required to submit a “**Notice of Submission of Local Content Half-Yearly Report**” (‘the Notice of Submission’) along with the Local Content Half-Yearly Report. The format for this notice is provided in [Appendix 1](#) of this Guideline.
- (c) The Notice of Submission must be signed, scanned, and submitted along with the Local Content Half-Yearly Report, electronically (softcopy) to the Minister and the Local Content Secretariat via the email address: localcontent@nre.gov.gy with the following title (subject) format: Local Content Half-Yearly Report – *[Reporting Period] [Year] – [Name of Contractor, Sub-Contractor or Licensee]*.
E.g., Local Content Half -Yearly Report – H1 2022 – Superior Inc.
- (d) The Local Content Half-Yearly Comparative Analysis Report shall be submitted in **searchable Portable Document Format (PDF)** with the Notice of Submission being the first page of the PDF submission.
- (e) The Local Content Half-Yearly Expenditure, Employment and Capacity Development Report shall be submitted in **Microsoft Excel (.xlsx) format** and may be password-protected at the discretion of the Contractor, Sub-Contractor, or Licensee. If the Contractor, Sub-Contractor, or Licensee chooses to password protect the report, the password shall be included in the email at the time of submission of the report.



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(f) The cover page of the Local Content Half-Yearly Comparative Analysis report, submitted in PDF, shall be dated and shall specify the reporting period (that is January- June or July to December) and the Year.

(g) The Local Content Half-Yearly Report shall be titled as follows:

Local Content Half-Yearly Comparative Analysis Report *[Reporting Period] [Year] - [Name of Contractor/Sub-Contractor/Licensee]*

Eg. Local Content Half-Yearly Comparative Analysis Report H1 2022 – Superior Inc.

Local Content Half-Yearly Expenditure, Employment and Capacity Development Report *[Reporting Period] [Year] - [Name of Contractor/Sub-Contractor/Licensee]*

Eg. Local Content Half-Yearly Expenditure, Employment and Capacity Development Report H1 2022 – Superior Inc.

4.3. Steps After Submission of the Local Content Half-Yearly Report

(a) Upon receipt of the Local Content Half-Yearly Report with the Notice of Submission, the Secretariat will issue a “**Notice of Receipt of Submission of Local Content Half-Yearly Report**”, to the Contractor, Sub-Contractor, or Licensee indicating the date the submission was received.

(b) If the Secretariat, after reviewing the contents of the documents submitted, finds that necessary information is missing from the submission, the Contractor, Sub-Contractor of Licensee will be informed, and the outstanding information will be requested.

(c) The Secretariat reserves the right to request a Contractor, Sub-Contractor of Licensee to make a presentation regarding the information submitted in the Local Content Half-Yearly Report.



5. Publication of Information and Confidential Information

- (a) Subject to section 22(1) of the Act, any information submitted to the Minister, or the Secretariat which is not required to be published in accordance with the Act, shall be regarded and dealt with as secret and confidential.

6. Offences and Penalties

- (a) A Contractor, Sub-Contractor, or Licensee who - pursuant to section 23(1) of the Local Content Act - submits, or causes to be submitted, a Local Content Plan knowing or ought reasonably to have known, that the submission is false or misleading, commits an offence and is in the case of an individual, liable on summary conviction to a fine of one million dollars or in the case of a body corporate, liable on summary conviction to a fine of ten million dollars.
- (b) A Guyanese national or Guyanese company who aids or abets anyone to contravene any provision of the Act in order to defeat the local content obligations under the Act commits an offence and is liable on summary conviction –
- (i) in the case of an individual, to a fine of five million dollars;
 - (ii) in the case of a body corporate, to a fine of ten million dollars.
- (c) A Contractor, Sub-Contractor, or Licensee who – pursuant to section 23(3)(b) of the Act – carries out petroleum operations without the minimum local content requirements commits an offence and is liable on summary conviction to a fine of fifty million dollars.
- (d) A Contractor, Sub-Contractor, or Licensee who fails to submit a Local Content Half-Yearly Report as required by the law - pursuant to section 23(3)(c) of the Act - commits an offence and is liable on summary conviction to a fine of five million dollars.
- (e) A Contractor, Sub-Contractor, or Licensee who - pursuant to section 23(3)(d) of the Act - submits beyond the prescribed time as stated in the Act and referenced in these Guidelines, a Local Content



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Half-Yearly Report, commits an offense and is liable on summary conviction to a fine of one million dollars.

- (f) A Contractor, Sub-Contractor, or Licensee who - pursuant to section 23 (3)(g) - fails to comply with a request by the Minister or Secretariat to review or provide information on, any return, report, record, or any other document pursuant to the provisions of the Act commits an offence and is liable to a fine of one million dollars.
- (g) Subject to section 24 of the Act, where an offence has been committed by a body corporate and is proved to have been committed with the consent or the connivance of, or to have been attributable to any neglect on the part of a director, manager, secretary, or any other officer or agent of the body corporate, or any person who was purporting to act in such capacity, that person, as well as the body corporate, shall be guilty of that offence and liable to the same penalty.
- (h) Pursuant to section 22(3), a person who causes information to be published which is not required to be published in accordance with the Act commits an offence and is liable on summary conviction to a fine of one million dollars.



Appendix 1: Format for Notice of Submission of Local Content Half-Yearly Report

Printed on the company's official letterhead

[Date]

Format: July 30, 2022

The Director of the Local Content Secretariat

Ministry of Natural Resources
116-117 Cowan Street, Kingston, Georgetown, Guyana
Attn: Mr. Martin Pertab
Director
Local Content Secretariat
Ministry of Natural Resources
116-117 Cowan Street, Kingston, Georgetown, Guyana
E-mail: localcontent@nre.gov.gy

Dear Honourable Minister,

Subject/Re: Notice of Submission of Local Content Half-Yearly Report for the period – [Reporting Period], [Year]

Kindly remove parentheses and insert the period and year here

Pursuant to Section 12 of the Local Content Act No. 18 of 2021 ('the Act'), and in keeping with the Guidelines issued by the Local Content Secretariat for this purpose, [Insert Name of Contractor, Sub-Contractor, or Licensee] hereby submits the Local Content Half-Yearly Report for the period [Reporting Period], [Year] attached to this Notice.

Kindly remove the parentheses and insert the name of the Contractor, Sub-Contractor or Licensee seeking approval.

Kindly acknowledge receipt of this Notice.

Kindly remove the parentheses and insert the period.

Sincerely,

The Notice must be completed and signed by a duly authorized representative of the company.

.....

[Name of Signatory]

The company stamp or seal must be affixed.

[Designation of Signatory]