

DANIDA

Kwaluseni Pilot Project Annexure 10 Pro Forma Contract for Kwaluseni Post Office and Business Centre

28 March 2003

Job	001100	Prepd.	FLK
Ref.No.	DANIDA no. 129-0140	Checked	MGT
Edition		Appd.	PMG
Date	28-03-2003		

AGREEMENT

BETWEEN

**KWALUSENI SOLID WASTE SOCIETY
(KSW)**

AND

KWALUSENI POST OFFICE AND TIP TOP BUSINESS CENTRE

It is herewith agreed that Mr As owner/manager of the Kwaluseni Post office/Tip Top Business Centre will perform the duties as described in the attached job description on behalf of the Kwaluseni Solid Waste Society. He will ensure that proper records are kept of all payments and that receipts are issued to residents for every payment made. All records pertaining to the job description herewith attached will be made available to the SSWS as and when required. The records will also be made available for an audit by a registered auditor every year. He will resume his duties on.....

Both parties will have the right to terminate this agreement with one month's notice.

Mr
Cairman KSWM Board

Mr
Kwaluseni Post Office and Tip Top
Business Centre

KWALUSENI SOLID WASTE SOCIETY

CONTRACT DESCRIPTION: Kwaluseni Post Office & Tip Top Business Centre based Fee Collector

1 Collection of Refuse Collection Service Fees from Landowners

As has been determined by the Kwaluseni Guidelines drafted by the Swaziland Environment Authority the fees will be paid in to the Kwaluseni Post Office & Tip Top Business Centre. An separate account and receipt book is to be maintained of all fees paid for the refuse collection service in Kwaluseni. The account must be auditable. The Kwaluseni Solid Waste Society Supervisor will liaise with the Kwaluseni Post Office & Tip Top Business Centre staff in order to obtain information and maintain records of all transactions independently of the Post Office.

2 Banking of Fees collected on behalf of the Kwaluseni Solid Waste Society

The Kwaluseni Post Office & Tip Top Business Centre will bank all fees collected on behalf of the Kwaluseni Solid Waste Society into the account used by the above named Society. Records will be kept of all transactions and the account must be auditable. The Kwaluseni Solid Waste Society Supervisor will liaise with the Kwaluseni Post Office & Tip Top Business Centre staff in order to obtain information and maintain records of all transactions independently of the Post Office.

3 Payment for Services Rendered by the Kwaluseni Post Office & Tip Top Business Centre & Business Centre

The fees to be paid for this service must will be negotiated.