

Ms. Sue Cavanna  
Country Representative  
WaterAid, Kenya  
Box 58684  
Nairobi 22/2/95

Dear Ms. Cavanna,

Further to your letter dated 22/2/95, we would like to inform you that Sasol has opened a bank account.

Sasol Foundation has opened an Optimum Account with Barclays Bank, Westlands Branch, Nairobi. The account is called SASOL WATERAID and the Account Number is 6340321.

Yours sincerely  
Sasol Foundation

Prof. G-C. M. Mutiso

Ms. Sue Cavanna  
Country Representative  
WaterAid, Kenya  
Box 58684  
Nairobi 20/9/95

Dear Ms. Cavanna,

**Re: Project Funds**

This letter acknowledges the receipt of GBP 4,000 for the subsurface dams project in Kitui.

Enclosed are the deposit slips for the same and interim statement showing onward transfer to the field of all the funds in this tranche and some from the previous tranche and interest earned.

The Board, as we explained in the brief meeting in your office, is grateful for your interest and support beyond the call of duty. We the Board, hope to support the field staff to the same extent.

Yours sincerely  
Sasol Foundation

Prof. G-C. M. Mutiso  
Chairman

Ms. Sue Cavanna  
Country Representative  
WaterAid, Kenya  
Box 58684  
Nairobi 16/10/95

Dear Ms. Cavanna,

Re: Procedure of Receiving Funds from Wateraid

Further to the suggestion, in your letter of 11/10/95, about dealing with Dry Associates to get a little more out of exchanging, we agree for it helps us to do more work.

May we suggest that the procedure be that you channel the Pounds Sterling to Dry Associates and they issue a Kenya Shillings Site Draft or Bankers cheque, to be drawn in Barclays Westlands, made to SASOL WATERAID through your office so as to ensure some supervision from your side. We will then be receiving a local check from your office.

We are therefore enclosing your check number 000071 back to you so as to initiate this procedure if it is acceptable to you.

Yours sincerely

G-C. M. Mutiso  
Chairman

cc: Field Manager

Ms. Sue Cavanna  
Country Representative  
WaterAid, Kenya  
Box 58684  
Nairobi 27/10/95

Dear Ms. Cavanna,

**Re: Procedure of Receiving Funds from Wateraid**

Further to our letter of 16/10/95 and the various telephone conversations on Dry Associates and Barclays Bank Kenya, the following is what you and I agreed.

Wateraid will negotiate a rate with BBK and deposit the monthly funds into the Wateraid Sasol Account at Barclays Bank Kenya, Westlands Branch, Optimum Account No. 6340321. Wateraid will post/fax to the Sasol Board the documents showing the transactions. Upon the funds being received, the Board will get a sight draft issued to Sasol Foundation Kitui for collection there.

Enclosed is a copy of a letter written to Barclays Bank Kenya, Westlands Branch. You should note that a Mrs. Kiai agreed that they will be posting the Wateraid Sasol statement to Sasol on the second of every month. This may have implications on your accountant finalising the Sasol account for Sasol Nairobi will have still to send it to the field, where she does the task, after getting it. May we suggest that we fax a copy to your office as soon as we get it for your accounting originates there? The authenticity of the copy can be established by your accountant the following month in the field where the original will be located for purposes of the Sasol final accounts.

Yours sincerely,

G-C. M. Mutiso  
Chairman

cc: Field Manager

Ms. Sue Cavanna            SASOL FOUNDATION  
Country Representative    BOX 14333  
WaterAid, Kenya        NAIROBI  
Box 58684 KENYA  
Nairobi    8/4/95

Dear Ms. Cavanna,

**Re: Staff Salary Increases**

The Sasol Board, meeting on 23/2/1996 passed Minute 7/96 to increase staff salaries for three members of staff. The objective was to give the Field Manager an increase after five years of a stagnant salary. It was also to increase the salary of the present supervisor and to peg salaries for future supervisors. Finally it was to reward a fundi identified to become a supervisor.

These decisions have funding policy implications since they were not budgeted in the current Wateraid tranche. However, the Board is of the opinion that we should implement them during calendar year 1996. The Board is therefore writing to you to explore whether Wateraid can bear a proportion of the salary costs. Details of the modalities can be discussed with our Field Manager if Wateraid is agreeable.

We look forward to a favourable response.

Yours sincerely,

G-C. M. Mutiso  
Chairman,  
SASOL BOARD

cc: Field Manager