



# **DITSOBOTLA**

## **SAVINGS AND CREDIT CO-OPERATIVE LIMITED**

*Gerrit Marritz Str, Kotzen Center, Lichtenburg  
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Fax: 018 632 5576, Registration No: 2001/000005/24  
NCR Registration: NCRCP 3469*

### **LANGUAGE POLICY PROPOSAL**

#### **1. Ditsobotla SACCO LTD ,focus on the following:**

- Promote the economic welfare of its members.
- Profile and check required documents, for individuals
- Preparing monthly financial statements and determine income ,
- Growth in assets, conduct external Audits.
- Tax Compliance
- Verification of client residential and status details.
- Provide credit ,to members for productive and provident purposes

#### **2. Area of operation**

Ditsobotla SACCO LTD offices are situated in Lichtenberg, in the North West Province,  
However our target Market is spread throughout the community of the Ditsobotla Municipal. Area, the following language is prevalent in the operational area, English and Setswana.

#### **3. Language**

All documentation shall be available in the English language & Setswana.

#### **4. Documentation**

Ditsobotla SACCO LTD being in the financial services business uses the Following documents;

- Quotation- the quotation is drafted using Setswana and English language
- Long or short term credit agreement – months & years
- Credit agreement- basic language will in Setswana and English
- Enforcement notice – shall be available in Setswana the English language letter of demand.

- Final Demand letter – sent by registered mail and hand post.

The above documents shall be made available in Setswana & English.

#### **5. Marketing/Advertising Material & Branch Staff**

- Marketing and advertising shall be done through the news letter, local news papers. all advertising shall be in English & Setswana other suitable language.
- With respect to the staff or employee; our employees shall use Tswana language during client consultations However, upon request of a specific language, client will be referred to consultant conversant with the requested language.

#### **6. Implementation: when & how**

Credit facilities shall be initiated by end of March 2011, hence the document stated in part 4 shall be ready for use in the beginning of April 2010.

**Names : Sabi Veronica Padi ( Managing Director)**

**Signature: SV.Padi      Date: 2010-11-17**