



GAME FARM Ltd

Kromdraai Road
Kromdraai
Krugersdorp
1739

☎ 0865456951

✉ Board@letamo.com

💻 www.letamo.com

Letamo Gate control procedure

Background

As Letamo Game farm have a few categories of people entering the two gates, (Bartlet and Kromdraai Gates) this procedure is aimed to control all categories and are listed and dealt with individually. The security service provider is mandated to ensure adherence and, will be responsible to report to the board on weekly basis. This procedure is approved by the Board.

Definitions

Guests --- All persons entering the farm who are not residents/shareholders

Domestic workers--- All persons that are working for residents on a daily/weekly basis

Contractors and deliveries--- All persons entering the farm to carryout building work etc or to delivery

Purpose

To ensure that all entrance into Letamo game farm is managed in a controlled manner.

Scope

This procedure sets out the controls that will control persons that wish to enter Letamo Game farm through any of the two Gates (Kromdraai and Bartlet)



1. Residents.

Applicable entrance: Kromdraai and Bartlet Gates

Day and time restrictions: 24/7

Procedure

- All residents will be issued a disk (See application form attached) that must be displayed on the left bottom of wind shield of all vehicles that reside on the premises.
- Upon leaving or entering the farm residents must stop at the gate to allow the guard to verify the disk.
- The Guard will then open the gate manually.

Note: All vehicle that has no disk displayed on windscreen will have to follow the process listed below for Guests.

2. Guests

Applicable entrance: Kromdraai

Day and time restrictions: 24/7

Procedure:

- All guests that will like to enter the farm must stop on the left side at the entrance to the gate.
- The gate guard will then request the stand number of the resident to be visited and also request the visitor to complete the visitors book.
- The guard then contacts the resident by cell phone and request permission to allow the guest to entry
- After obtaining permission the guard hands the visitor a visitor card that must displayed on dashboard of the vehicle at all times.
- The visitor will not be allowed to leave the farm until he hands the visitor back to the guard
- Visitor may exit the Farm only at the gate of Entry.



3. Domestic workers

Applicable entrance: Kromdraai Gate

Day and time restrictions: 24/7

Procedure

- All domestic workers including Letamo estate workers will be issued a ID card (see attached application form) that must be displayed at all times whilst on the farm.
- The Domestic worker will sign for receipt of the ID card upon entry,
- This ID card must be left at the gate on leaving the farm.
- The Domestic worker will sign out at time of leaving.
- A monthly report will be provided to the Board by the relevant service provider. Based on the findings of the report, the Board will make certain recommendations to the Shareholders and residents if necessary.

4. Hotel workers

Applicable entrance: Kromdraai Gate

Day and time restrictions: 24/7

Procedure

- All Hotel workers including will be issued a ID card (see attached application form) that must be displayed at all times whilst on the farm.
- The Hotel worker will sign for receipt of the ID card upon entry
- All Hotel workers will be collected and dropped at the gate by the Hotel.
- This ID card must be left at the gate on leaving the farm.
- The Hotel worker will sign out at time of leaving.
- A monthly report will be provided to the Board by the relevant service provider. Based on the findings of the report, the Board will make certain recommendations to the Shareholders and residents if necessary.

5. Contract workers/Deliveries

Applicable entrance: Kromdraai Gate

Day and time restrictions: 24/7

Procedure

- The resident will be contacted to give permission for any delivery or contract workers on entering the farm.
- All contractors and their workers must hand in identity documents at the gate on entering and on leaving pick them up again
- All contract workers will be given a temporary contractors permit.



6. Hotel guests.

Applicable entrance: Bartlet Gate

Day and time restrictions: 24/7

Procedure:

- Only guests that have booked may be allowed to enter.
- On arrival at the gate the guard gives each vehicle a visitor card and informs the guests of the route to Hotel and also reminds them that they may not deviate from this route.

7. Records.

The following records will be kept by the Service provider.

- Weekly security reports.
- Record of disks issued
- Record of domestic cards issued