

Samuel Munguyiko

From: Missionnaire Mbanza
Sent: Tuesday, January 28, 2025 9:12 PM
To: Samuel Munguyiko
Cc: Gratien Maniriho; Clementine Nyinawumuntu; Diane Gasaro
Subject: RE: MIXING PREPARATION

Approved

From: Samuel Munguyiko <samuel.munguyiko@trinity-metals.com>
Sent: Tuesday, January 28, 2025 7:02 PM
To: Missionnaire Mbanza <missionnaire.mbanza@trinity-metals.com>
Cc: Gratien Maniriho <gratien.maniriho@trinity-metals.com>; Clementine Nyinawumuntu <clementine.nyinawumuntu@trinity-metals.com>; Diane Gasaro <diane.gasaro@trinity-metals.com>
Subject: MIXING PREPARATION

Dear GM,

As the mixing/blending of the production to be exported will be done tomorrow Wednesday, January 29th 2025, I would like to request from you the payment of the 24 people who use to help us in this activity i.e. 5000rwf per head, which is 120000rwf in total. I'm also requesting their meals as it is always part of this activity for refreshments.

Furthermore, Today on 28th, we are working extra hours to finish all possible production to be exported, from 2:00 pm to may be 02:00 or 03:00AM which will also need your approval to be added to the OT hours.

Thanks and Regards

Sam MUNGUYIKO
Processing Section Leader