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**OFFICE OF THE MUNICIPAL MANAGER**

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In accordance with Section 28 of the Municipal System Act, No. 32 of 2000 and Regulations requires all municipal council to adopt a written process to guide how it will plan, draft and review its IDP 2024/25. Municipalities need to inform and consult with the local structures/community before this is adopted.

Essentially, the IDP Process Plan articulates the programme of action that will be followed in the development of the IDP. It covers the following.

- The distribution of roles and responsibilities in the IDP development process;
- Institutional arrangement for the process;
- Mechanisms and procedures for the public participation;
- Specific activities to be undertaken with timeframes and resources requirement;
- Mechanisms and procedures for alignment with external stakeholders;
- Relevant and binding planning and policies requirements at national and provincial sphere; and
- Cost estimates for the planning process.

Therefore Tokologo Local Municipality will like all functional NPOs, CBOs, business sectors, church Fractenal, CPFs, Sports and Clinic Committees, emerging farmers within its jurisdiction to register with the Office of the Integrated Development Plan to participate fully in the planning and review of the IDP 2024/25.

The registration forms are received at all Tokologo Local Municipality Offices and must be submitted on or before 16 August 2023 at 12H00

For enquiries please contact Mr Motsamai Merahe on 071 9409 533

Regards.

Mr Mpho Sehloho  
Acting Municipal Manager



For Office Use Only			
Date received		Town	
Time		Ward	

Organisation Name			
Vision/Mission of the organisation			
Street Address			
	Postal code		
Postal Address			
	Postal code		
Date of the latest Election			
Organisation contact details	Tel No		
	Email		
Membership total			
Main Contact Person	Full name		position
	Cell Num		
	Email		
Alternative contact person	Full name		position
	Cell Num		
	Email		
Alternative Contact Person	Full name		position
	Cell Num		
	Email		
Alternative Contact Person	Full Name		position
	Cell Num		
	Email		

Protection of personal Information Act (POPIA)

In compliance with the POPIA which came into effect on 1 July 2021, all information shared within and through the Community Organisation Database is confidential and will only be used in an Official capacity

I .....in my capacity of.....for the above mentioned organisation hereby confirm that all the information supplied is correct.

.....  
Signature

.....  
Date