



DOMESTIC WORKERS AND GARDENERS

TO ALL RESIDENTS OF LANGEBAAN COUNTRY ESTATE

Kindly note that all domestic workers and gardeners must be registered and issued with identity tags.

The following procedures must be followed:

- The resident/employer must complete an application form, which can be obtained from the Estate Manager's office. The resident/employer must then accompany the domestic worker or gardener to the Estate Manager's office, where a copy of the worker's identity documents, R50 per worker and the completed form must be handed in. The R50 is an annual fee and will be renewed yearly or when a new worker is employed.
- An identity tag will then be issued.
- All workers must be collected and dropped off at the security gate, except for workers employed by residents in Perkijit Village and Ellefsen Village. These residences are in close proximity to the gates and workers are under close supervision. This measure is to prevent workers wandering around the Estate and possibly going into restricted areas, such as nature conservation areas.
- All workers entering the Estate, whether on foot or in the resident/employer's vehicle must still complete the admission register and receive their identity tag which must be handed back at the end of the day.
- All workers must wear and visibly display their identity tags at all times while on the Estate. No tags are to be taken home or removed from the Estate.
- No clothing, materials, appliances or any other goods may be removed from the Estate without written permission by the resident/employer.
- The resident/ employer will take full responsibility for workers while on the Estate.
- It is the duty of the resident/employer to return the identity tag to the security office when the work contract of the worker is terminated.
- It is not the Owners Association's aim to disrupt the day-to-day running of residents' households, but to manage and maintain security on the Estate.
- All current workers must be registered before 15 March 2009. Thereafter anyone without the necessary identification tag will be asked to leave the Estate immediately or will be denied access.

This system will be strictly enforced and your kind cooperation is much appreciated.

Yours sincerely,

A J HEFER
ESTATE MANAGER