



Transnet SOC Ltd

CORPORATE SOCIAL INVESTMENT POLICY

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Policy Owner	Head: Transnet Foundation
Signature	
Policy Sponsor	GM: Group Corporate Affairs Exec
Signature	
Date Approved	

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Recommended by Policy Owner and Policy Sponsor:

I hereby acknowledge that a search has been conducted and that the Policy is not duplicated or in conflict with any other Transnet Policies.

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Final Approval

Board of Directors

Date Approved



Summary of Version Control

Version Number	Effective Date	Summary of Changes
2.0		<i>Sponsors' name changed</i>
		<i>Background – revised.</i>
		<i>Scope – revised.</i>
		<i>Rationale Paragraph – added.</i>
		<i>Policy statement – revised.</i>
		<i>Definitions – revised.</i>
		<i>Internal Documents – revised.</i>
		<i>External Documents – revised.</i>
		<i>Compliance Monitoring – revised.</i>
		<i>Incorporation of elements of Sponsorships and Donations into CSI Policy.</i>
		<i>Annexure A – Standard Operating Procedure for the execution of Sponsorship and Donations.</i>



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1. BACKGROUND

- 1.1 The mandate of Transnet is to reduce the cost of doing business, ensure security of supply and enable economic growth.
- 1.2 As a corporate citizen, Transnet also implements a formalised and structured community investment programme through its Corporate Social Investment ("CSI") initiatives.
- 1.3 The CSI must contribute to the developmental imperatives of the National Development Plan by creating social value and a Social Return on Investment ("SROI") for Transnet.
- 1.4 This Policy provides a framework within which CSI and Sponsorship mandate is implemented in Transnet SOC Ltd.

2. PURPOSE

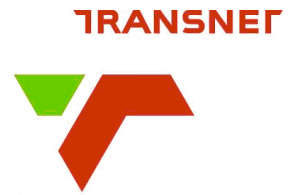
- 2.1 The purpose of this Policy is to regulate the planning, implementation, monitoring, evaluation, and reporting of CSI, sponsorships, and donations initiatives in Transnet.

3. DEFINITIONS

- 3.1 "**BBBEE**" means Broad Based Black Economic Empowerment.
- 3.2 "**Corporate Social Investment (CSI)**" means community social investment initiatives for socio and economic development that is not related to any core business activities of the Company; it refers to monetary and non-monetary contributions including, but not limited to, products, services, infrastructure, sponsorships, donations, and volunteer activities to vulnerable communities or non-profit organisations (NPOs).
- 3.3 "**Delegation of Authority Framework (DOA)**" means the document recording the nature and extent of authorities required to implement certain actions by or on behalf of the Company.



- 3.4 **“Donation”** means a monetary grant made to registered non-profit entity for the purposes of socio-economic development in a particular financial year executed according to Transnet’s standard operating procedure on “Sponsorships and Donations”.
- 3.5 **“Due diligence”** means a comprehensive process of researching, appraising and analysing the performance and potential of a prospective organisation before Transnet enters into any agreement and/or partnership.
- 3.6 **“Employee”** means any person who is on an indefinite contract of employment or on a fixed-term contract or any person who works for Transnet and who receives, or is entitled to receive any remuneration, and any other person who in any manner assists in on carrying or conducting the business of Transnet, excluding independent contractors.
- 3.7 **“GCE”** means the Group Chief Executive of Transnet SOC Ltd.
- 3.8 **In-kind donation** means a form of donation that does not involve a direct monetary contribution but might include providing in-kind materials such as, *inter alia*, promotional items, branded clothing, educational material and equipment or expert knowledge etc.
- 3.9 **“Immediate family member”** means the employee’s spouse, civil partner or life partner; the previous spouse, civil partner or life partner, if applicable; children and step-children and their spouse, civil partner or life partner; parents; and sibling and step sibling and their spouse, civil partner or life partner.
- 3.10 **“Local Communities”** means communities within a 60km radius of Transnet operations.
- 3.11 **“Non-Profit Organisations (NPOs)”** means organisations registered with the Department of Social Development or the Department of Trade, Industry and Competition of a voluntary nature formed on a non-profit basis at the initiative of individuals and entities within civil society, to meet a need or advance a purpose in the public interest or benefit.
- 3.12 **“ODs”** means Transnet Operating Divisions which are Transnet Freight Rail, Transnet Engineering, Transnet National Ports Authority, Transnet Port Terminals, Transnet Pipelines and Transnet Property.



- 3.13 **"SED Pillar"** means the Socio-Economic Development Pillar of the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- 3.14 **"Shared Value"** means finding business solutions to social challenges that will benefit both the Company and the beneficiary community.
- 3.15 **"Sponsorship"** means a form of an offering in which the Transnet brand is aligned with an activity or entity in order to realise benefits to the parties created by such association, executed according to Transnet's Standard Operating Procedure for the execution of "Sponsorships and Donations".
- 3.16 **"Social Impact"** means measurable difference made to society, the economy, or the environment such as improved socio-economic circumstance, market competitiveness, availability of social and economic infrastructure and environmental sustainability.
- 3.17 **"Social Return on Investment (SROI)"** means a method of accounting for the social, economic, and environmental value that would have been created by Transnet Foundation.
- 3.18 **"Transnet"** means Transnet SOC Ltd, Registration Number 1990/000900/30, its Corporate Office and Operating Divisions.
- 3.19 **"Transnet Foundation"** means the Transnet unit mandated to implement corporate social investment on behalf of Transnet.

4. SCOPE

- 4.1 This Policy is applicable to Transnet.
- 4.2 This Policy is applicable to all Corporate Social Investment (CSI) initiatives, Sponsorships and Donations activities.

5. RATIONALE

- 5.1 The King IV Code of Good Governance interprets sustainability, strategy, risk and performance as inseparable and integrated business areas. CSI, in the form of Socio-

Economic Development (SED), is deemed a cornerstone of the sustainability of a company and must be incorporated into sustainability reporting.

- 5.2 Transnet seeks to create a regulated environment in which CSI, Sponsorships and Donations shall be executed and reported on.

6. POLICY STATEMENT

- 6.1 CSI interventions and programmes, sponsorships, and donations shall align to best practice in the CSI and development sector.
- 6.2 CSI initiatives, Sponsorships and Donations activities shall create shared value and derive benefits for both beneficiaries and Transnet.
- 6.3 CSI initiatives, Sponsorships and Donations mandates shall, as far as possible, support the needs of the core business operations and objectives thereby enabling community environment in which Transnet can operate. This will allow Transnet to build trust and enhance the reputation of the Company.
- 6.4 CSI initiatives shall not replace the obligations of operations for community restoration emanating directly from core operational activities.
- 6.5 All CSI, Sponsorships, and Donations interventions shall have clear exit plans in place which will form part of a Memorandum of Understanding or Donations Agreement between Transnet and the beneficiary entity. The founding objectives of Transnet shall be stipulated and protected with Transnet having the right to refuse if the beneficiary may digress from the founding objectives.
- 6.6 CSI, Sponsorships, and Donations initiatives shall derive socio and/or economic benefit for the recipients of such initiatives.
- 6.7 The primary CSI Portfolios responsible for executing CSI, Sponsorships and Donations initiatives are: Education; Health; CSI Fund and Fundraising; as well as the Livelihoods and Community Care. Employee Volunteerism shall cut across each of the portfolios to ensure employees champion the goals of each portfolio.
- 6.8 Transnet's CSI interventions and programmes shall not invest in the following: individuals or small groups in their personal capacity who are not legal entities that benefit community development, political parties or groups with political affiliations, trade unions, religious organisations for sectarian activities, professional fundraising organisations or intermediaries, institutions or bodies which are racially exclusive and profit-making (excluding registered not for profit).
- 6.9 Transnet Foundation (the Foundation) shall perform due diligence to all CSI business procedures and comply with all relevant policies, procedures, and processes of Transnet.



- 6.10 The Foundation shall have an approved business model which outlines the operations and business parameters. The interventions and programmes of the Foundation shall be underpinned by an approved strategic plan. The strategic outline of the portfolio focus for CSI programmes is outlined in **Annexure A**.
- 6.11 All Sponsorships and Donations mandates shall be executed in line with the approved Execution of Sponsorships and Donations Procedure outlined in **Annexure B**.
- 6.12 All external stakeholder engagements shall comply with the Transnet Stakeholder Engagement Policy to ensure that stakeholder engagement procedure is fully followed.
- 6.13 The Foundation shall provide monitoring and evaluation on its CSI programmes as well as integrated reporting to the relevant governance structures.
- 6.14 In execution of its CSI Programmes, Sponsorships and Donations activities, the Foundation shall process its stakeholders' personal information in accordance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA).
- 6.15 The implementation of all CSI interventions, Sponsorships and Donations initiatives shall be agile to respond to community needs.
- 6.16 All Transnet business offerings shall be integrated into relevant CSI initiatives and draw on the full value chain of the Company to scale up beneficitation to the targeted community.
- 6.17 Transnet Foundation shall not sign any Memorandums of Understanding (MoUs) with any parties specific to the implementation of projects or other work of the Foundation and CSI of Transnet.
- 6.18 Unsolicited requests for funding to Transnet Foundation will be evaluated for viability through the Sponsorships and Donations committee. Each request will be evaluated based on alignment with the portfolios of the Foundation and budget availability. These unsolicited requests will be managed through a database with a procedure followed as indicated in the annexure.
- 6.19 Unsolicited requests from Operating Divisions must all be submitted to the Sponsorships and Donations committee for evaluation. The ODs should have a representative to attend the committee meetings to ensure fair representation of interests for the corridors and communities. The Committee will be guided by approved Terms of Reference.

7. ROLES AND RESPONSIBILITIES

- 7.1 Responsible: All Foundation Portfolio Managers and OD CSI Champions.
- 7.2 Accountable: Group Executive Committee Members.
- 7.3 Monitoring: Head of Transnet Foundation.

7.4 Policy Owner: Transnet Foundation.

7.5 Policy Sponsor: GM: Group Corporate Affairs.

7.6 Oversight Committee: Transnet Remuneration, Social and Ethics Committee.

8. RELATED INFORMATION AND REFERENCE

This policy should be read in conjunction with the following supporting guidelines:

8.1 Internal Documents

8.1.1 Anti-fraud and Anti-corruption Policy.

8.1.2 Applicable Transnet Integrated Management Procedures.

8.1.3 Brand Compliance Policy.

8.1.4 Code of Ethics.

8.1.5 Declaration of Interests and Related Party Disclosures Policy.

8.1.6 Delegation of Authority Framework.

8.1.7 Records Management Policy.

8.1.8 Stakeholder Engagement Policy.

8.1.9 Standard Operating Procedure for the execution of Sponsorships and Donations

8.1.10 Supply Chain Policy.

8.1.11 Transnet Integrated Risk Management Policy.

8.1.12 Whistle-blowing Policy.

8.2 External Documents

8.2.1 King IV Report on Good Governance, of South Africa, 2016.

8.2.2 National Development Plan 2030.

8.2.3 Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

8.2.4 Public Finance Management Act, 1999 and Treasury Notes.

9. FINANCIAL IMPLICATIONS

The total budget for CSI across the Company shall be a minimum of 1% of Net Profit After Tax (NPAT).

10. EXCLUSIONS

There are no exclusions to this Policy.

11. REQUEST TO DEVIATE FROM POLICY

11.1 In cases where material and compelling circumstances merit deviation(s) from particular provision(s) of this policy, written submissions shall be sent to the Group Chief Executive, who shall have full authority to grant such request, in whole or in part, or to refuse the same.

12. COMPLIANCE MONITORING

12.1 This policy will be reviewed in line with the Company Policy Framework.

13. NON-COMPLIANCE

Breaches of this policy will be seen in a very serious light. Employees who do not conform to the Policy or Principles & Standards may be subjected to disciplinary action and other forms of consequence management.

ANNEXURE A

TRANSNET FOUNDATION SOCIAL INVESTMENT PORTFOLIO OVERVIEW

Portfolio Focus Areas

1. Health with projects focused on supporting the operations of the Phelophepa trains as well as providing in-community healthcare facilities in relevant communities as identified by the Transnet Foundation. The healthcare portfolio will seek to strengthen community healthcare systems.

Programmes:

- Continuing Phelophepa I & II and integrating Transvaco as a third train in the same programme
- Enhance health infrastructure in communities through cost effective use of Transnet properties or leveraging cost effective solutions with strategic partners

2. Education with projects focused on developing educational performance and access to services for under-resourced communities. Part of this will be to support early childhood development in communities without access and subject performance mainly focused on Science, Technology, Engineering, and Mathematics (STEM).

Programmes:

- Early Childhood Development Programmes in under-serviced communities using dormant Transnet properties
- Support for subject performance excellence specifically in maths and science in local schools where Transnet operates

3. CSI Fund and Fundraising focuses on the development of Community-based Organisations (CBOs) through capacity building funding. The portfolio will also focus on attracting development funding for the initiatives of the Transnet Foundation portfolios engaging in relevant partnerships to drive these goals.

Programmes:

- CBO Capacity Building focused on Gender-based Violence prevention, food security, and care for orphaned and vulnerable children.

4. Livelihoods and Community Care with projects focused on responding to basic needs, and wellbeing support for vulnerable communities.

Programmes:

- Expansion of the Food Farms projects to increase access to food
- Psychosocial support for GBV survivors and orphaned and vulnerable children, and provision of shelters and support for first responders (police, social workers etc.)

ANNEXURE B

STANDARD OPERATING PROCEDURES FOR THE EXECUTION OF SPONSORSHIPS AND DONATIONS

1. PROBLEM STATEMENT

- 1.1 Transnet receives many unsolicited requests for sponsorships and donations. These requests come from various organisations and individuals. They are received across Transnet Operating Divisions (ODs) as well as through the offices of Transnet Executives. A standard approach to execute sponsorships and donations requests within the organisation is needed and this has been centralised to the Transnet Foundation to manage.
- 1.2 A standard operating procedure is necessary to ensure a standard approach to the execution of all sponsorships and donations across Transnet for purposes of governance, accountability, and responsibility. It will also ensure maximum return on investment for beneficiaries and the Company. The standard operating procedure is also necessary to advance a common developmental agenda across Transnet that:
 - 1.2.1 Promotes inclusivity and social cohesion in alignment with the Company's programmes and policies.
 - 1.2.2 Facilitates and support proposals for sponsorships and donations.
 - 1.2.3 Creates a systematic common approach in contract management and reporting on awarded sponsorships and donations proposals.
 - 1.2.4 Enhances the socio-economic well-being of society through the creation of opportunities, co-operation, and partnerships.
 - 1.2.5 Enhance the Company's reputation and leverage brand equity.

2. CONTEXT

- 2.1 The Sponsorships and Donations programme creates an opportunity to strengthen the Company brand and reputation for creating shared value within communities in which the company operates. As a good corporate citizen, Transnet remains committed to sustainable development in communities. Transnet recognises that sponsorships and donations tools can be an effective vehicle to enable development and therefore will seek

to aid organisations aligned with the development objectives when funding is available.

3. CRITERIA FOR SPONSORSHIP AND DONATIONS AT TRANSNET

- 3.1 Transnet will consider sponsorships or donations from third parties which conduct activities that are strategically inclined to achieve the following:
 - 3.1.1 Aligned with Transnet Foundation’s operating model.
 - 3.1.2 Forging a relationship between Transnet, business, and communities.
 - 3.1.3 Creating a sense of belonging for the company’s employees.
 - 3.1.4 Addressing social priorities and community development.
 - 3.1.5 Building and enhancing Transnet’s reputation.
 - 3.1.6 Organisations committed to Transnet accountability measures for impact reporting following project implementation.
 - 3.1.7 Projects with clear sustainability plans for continuity – once-off initiatives will be assessed for suitable impact prior to funding commitment
- 3.2 The application criteria for all Sponsorships and Donations applicants should meet the following:
 - 3.2.1 Legally registered organisation as per the criteria outline in 6.8 in the CSI Policy
 - 3.2.2 Registered with the Department of Social Development as an NPO
 - 3.2.3 Minimum of 1 year existence
 - 3.2.4 Valid bank account in existence for more than one year
 - 3.2.5 SARS Tax clearance certification
 - 3.2.6 Serve at least 75% Black beneficiaries as per the B-BBEE Codes of Good Practice
 - 3.2.7 In possession of a BEE Certificate
 - 3.2.8 Proposal outlining the scope of work based on criteria required by the Foundation
- 3.3 Applications will be considered in line with the applicable policies of Transnet, including, but not limited to the Corporate Social Investment Policy of Transnet.
- 3.4 The outcome of applications will be budget and resource dependent, considering the current operating environment and performance of the Company.
- 3.5 Applications shall be received with the Transnet Sponsorships and Donations application form and all required supporting documentation.
- 3.6 Transnet reserves the right to approve or decline any application as it deems fit.
- 3.7 Transnet may, from time-to-time review and amend the SOP as it sees fit, recognising that the context in which sponsorships and donations are applied for are dynamic and situational.

4. PROCEDURES FOR SPONSORSHIP AND / OR DONATIONS PROCESSING:

Process/ Activity (Input)	Purpose of Process Activity (Why)	Procedure Steps (How)	Process Activity Output(s)
Receive Unsolicited Applications.	Extension of CSI Investment Development.	<ul style="list-style-type: none"> • Transnet website online application portal • By email. • Via post. • Proposals via courier. • Hand delivered. 	Recorded in Sponsorship and Donations Database.
Acknowledge Receipt of Application.	Administrative controls and accountability.	<ul style="list-style-type: none"> • Electronic acknowledgement of receipt. • First Line Assessment: <ul style="list-style-type: none"> • Does application provide the minimum information required for it to be processed by the Committee? • If YES confirmation letter of receipt is issued. • if NO receipt is acknowledged and applicant is provided with the minimum information required and advised that the application does not comply and therefore will not be submitted until it 	<ul style="list-style-type: none"> • Email acknowledgement. • Feedback to applicant in writing if application does not meet minimum criteria, guiding applicant as to what is required.

		complies with the minimum information criteria.	
Prepare for Sponsorship & Donation Meeting (Monthly).	<ul style="list-style-type: none"> • Transparent review of applications which meet criteria. • Record all decisions (successful or referred to applicant) for controls. 	<ul style="list-style-type: none"> • Electronic meeting request to Sponsorship & Donations Committee. • Attach meeting agenda with standard items. • Attach minutes of previous meeting with resolutions of meeting outlined and action items outlined. • Attach meeting pack that consists of all unsolicited requests that comply with the minimum information required. 	Meeting notice.
Process/ Activity (Input)	Purpose of Process Activity (Why)	Procedure Steps (How)	Process Activity Output(s)
Send Applications for Review to each Sponsorship and Donation Committee Member.	Application of due diligence.	<ul style="list-style-type: none"> • Compile list of applications received. • Send applications to each Committee member. 	<ul style="list-style-type: none"> • Each Committee member has a copy of each application that will be tabled at the coming meeting. • Each member timeously applies due diligence and scrutiny to each application.
Sponsorship and Donation Committee Members Review Applications in line with the	<ul style="list-style-type: none"> • Extension of CSI Investment in Community Development. • Application of due diligence. • Management of all risks. • Alignment with Transnet company strategy. 	<ul style="list-style-type: none"> • Identify individual unsolicited application. • Verify against minimum standards 	Committee Members prepare to present / engage at meeting.

Sponsorship and Donation Policy.		<p>required for request to be tabled.</p> <ul style="list-style-type: none"> • Scrutinise against alignment with Policy criteria. • Scrutinise for potential risks. • Assess against potential or lack of potential shared value. • Determination to recommend for funding or decline. 	
Joint sitting of committee to assess the applications (Based on Sponsorship and Donation and sponsorship criteria).	Due diligence to ensure the applications meet criteria, are authentic and that the funding required aligns to policy prescripts.	<ul style="list-style-type: none"> • Presentation of the proposals. • Discussion on the proposals. • Agreement on the final decision of the proposal. 	<ul style="list-style-type: none"> • Committee decisions on all applications recorded; resolutions of meeting tabled/ finalised. • Outcomes actioned.
Record Meeting Minutes.	To have records of all meetings to support the decisions taken at meetings.	Record full meeting proceedings.	Records of the meeting held for governance /risk /audit.
Process/ Activity (Input)	Purpose of Process Activity (Why)	Procedure Steps (How)	Process Activity Output(s)
DECLINED	All approved applications form part of extension of community development initiatives.	Resolution taken on each proposal.	Decision on acceptance or decline of the proposal for funding.
Prepare Decline Letter.	Outcome of meeting needs to be communicated to each applicant /organisation.	Draft letter & ensure that the organisation details are correctly captured.	Part of the records of the process.
Send Decline Letter for Approval.	Delegation of Authority.	An official decline letter is drafted for the chairperson of the committee to authorise.	Recorded on Database.
Approve Decline Letter.	Governance / Record Keeping.	Chair of committee approves the letter to be sent to the applicant.	Letter approved by chairperson.

Send Decline Letter to Applicant.	Response to Applicant /Matter to be closed.	Administrator sends letter to applicant.	Letter sent.
Capture in the Database.	Record Keeping.	Administrator captures that response was sent to applicant for governance requirements.	Application closed.
APPROVED	All approved applications form part community development initiatives of Transnet.	Resolution taken on each proposal.	Decision on whether to funds or not fund.
Prepare Memo with Recommendation (Submission Pack for relevant Delegated Authority).	To request sign off for approval of support for the application as per DOA.	<ul style="list-style-type: none"> • Committee reviewed application; meets all requirements and decision to support the applicant. • Submission goes to the delegated authority with a motivation to approve the application. 	Further approval due to DOA requirements.
Process/ Activity (Input)	Purpose of Process Activity (Why)	Procedure Steps (How)	Process Activity Output(s)
Prepare Letter to Applicant.	Outcome of application.	Foundation (Administrator) prepares a letter to applicant informing them of decision to support the application.	Decision recorded in database.
Notify the Applicant.	Notify the Applicant.	Letter from office of delegated authority advising of success of application.	To provide feedback on the outcome of the application.
Prepare Sponsorship and Donation Agreement.	Prepare Sponsorship and Donation Agreement.	Liaise with Group Legal to draft the agreement.	To set the terms and conditions of the Sponsorship and Donation and Sponsorship and align to Transnet Legal regulatory environment.

Register NGO on Transnet Supply Database.	Register NGO on Transnet Supply Database.	Vendor Master official obtains all documentation and registers organisation on Transnet database for payment of sponsorship.	To ensure transparency and compliance.
Send Agreement to Applicant.	Send Agreement to Applicant.	Vendor Master official obtains all documentation and registers organisation on Transnet database for payment of sponsorship.	To ensure the applicant is familiar with and delivers in line with the agreed/set terms and conditions of the Agreement.
Sign Agreement by Client.	Sign Agreement by Client.		To ensure the copy of signed agreement is filed for compliance, audit and record purposes.
Process/ Activity (Input)	Purpose of Process Activity (Why)	• Procedure Steps (How)	• Process Activity Output(s)
Request Invoice from Applicant.	Ensuring payment is effected to the correct banking facility of the Applicant.	Sponsorship and Donation Administrator sends email to Applicant requesting invoice.	Receipt of invoice with banking details of organisation/and not individuals.
Payment of Sponsorship and Donations.	<ul style="list-style-type: none"> To ensure Transnet honours its responsibility in terms of sponsorship agreement. To ensure Applicant is in position of money requested. To implement community development programmes. 	Proof of payment email sent to Applicant.	Successful payment of Sponsorship and Donation to the applicant.
Monitor & Evaluate the Sponsorship Agreement Refer to Monitoring and Evaluation Process)	To ensure money is used for the purpose for which it was requested for	Data Collection	Proof that activities were implemented, and beneficiaries received benefits
Collect Reports and Audit Evidence.	To confirm that money was used for the intended purpose as per terms and conditions of sponsorship agreement.	Data Collection.	Evidence to prove money used according to agreement.

Closeout of the Sponsorship File.	To confirm end of agreement between Transnet and Applicant.	Letter sent out to applicant confirming end of agreement and closeout of project.	<ul style="list-style-type: none"> • Informing applicant of coming to an end of sponsorship agreement. • Collect all outstanding audit evidence (BBBEE Letters; reports; etc.).
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