

EXERCICES

EXERCICE 1

QUESTIONNAIRE

nom	pr	nom de votre adresse / numéro
nom	pr	tel. si il n'est pas
nom	pr	adresse
nom	pr	adresse complète si il n'est
nom	pr	adresse, numéro de
nom	pr	adresse et numéro.
nom	pr	autres adresses et numéros de téléphone autres

I N T R O D U C T I O N

This information booklet has been prepared with the intention of giving you, the prospective employee of the Company and resident of Bangladesh, an overall view of the country, the Company and the town where you will live and work. The information given is what we have found to be of most interest to people who are considering going to Bangladesh. If there is anything about which you would like further information please do not hesitate to write.

Our address is :

The Senior Personnel Manager

THE [REDACTED] LIMITED

P O BOX 20

[REDACTED]

SAIT'S WEST STREET, DUBLIN 2, IRELAND

1968

Telex: [Code 0000] 440 [cc]

104

Telephone: Bangladesh [Code 0000] 7981 [cc]

2344 [cc]

2408

Formerly known as German South West Africa the territory was taken by the South African Forces in July 1920. South West Africa is now known as SWA and is generally called, is administered by the Government of the Republic of South Africa under Mandate of the League of Nations (Class "C") granted in 1920. The Capital and seat of Government is located at Windhoek. The currency is the Rand.

The territory is bounded on the south and east by the Republic of South Africa, on the north by Angola and on the west by Botswana. To the west the Atlantic Ocean which is about 400 kilometers of coast line. At the northern extreme of the territory is limited by the low range of the Orange Mountains. Virtually the whole of the country is devoted to pastoral livestock farming is a major activity and the "Woolen" industry, first introduced by the Germans, continues to flourish.

In the Orange River area the rain falls mainly between May and October. In northern South West Africa the rain falls during September and October. Precipitation varies from 100mm along the coastal belt to the south, 200mm in the central areas to 500mm in the north. Frost occurs almost daily, in the early morning, throughout the year. This is caused by the cold Atlantic current. The prevailing wind is the south-west wind, the fog has the effect of causing extreme temperature range that that experienced further inland mercury seldom rises above 20°C or drops below 10°C. The humidity varies from 50% to 80% on the coast.

An outstanding geographical feature of South West Africa is the Namib Desert which stretches from the Orange River to the southern mountains of the Namagveld in the north. Long parallel to the coast the Namib varies in width from 40 to 120 kilometers.

South West Africa is rich in mineral deposits of which copper, lead and zinc are the most important. The Tsumeb Corporation (Copper, lead and zinc) in the north, Banning Uranium at Gamsberg in the south are the three main mining concerns in the territory.

PART II

GENERAL INFORMATION

The business of the Company, as its name implies, is the wool and mohair. From the Orange River in the South to Chameis Bay in the North, a distance of 120 kilometers, mining activities produce an average of 80 000 carats of the precious stones each month. Other diamond mines the production at GEM is also operated on a commercial industrial scale.

Diamonds were discovered in South West Africa in the year 1905. A coloured railway labourer who had worked on the Kimberley diamond fields, recognized several stones which he picked up as being diamonds at Kolmannek near Uiberritz. He took these to his overseer, and August Mauch, who specially pegged out claims over a large area. Before long a company, the "Koloniale Bergbau- und Erzkonzern" was formed to exploit the deposits.

Until 1925 several German controlled companies carried on mining activities near Uiberritz, but as the deposits there approached exhaustion they became anxious to sell. It came into being the Consolidated Diamond Mines of South West Africa with headquarters at Uiberritz. It was its object an amalgamation of all the previous companies and in 1925 Sir Ernest Oppenheimer became its Chairman. With the passage of time attention became focussed on the marine deposits 2000 feet north of the Orange River and in 1926 rows of prefabricated huts marked the beginnings of Oranjemund. Today all the remains of the northern working area are the ghost towns of Kolmannek, Elizabeth Bay, Pannas and Bogenfels.

Wedged between the mountains all married and most single permanent employees are housed at Oranjemund. Each day a fleet of company transport conveys them to and from their working places.

DM (Pty) Limited, whose head office is in Windhoek, is a member of the De Beers Group of diamond mining companies consisting of:-

De Beers Consolidated Mines Limited, which conducts operations at Kimberley, at the Pineaik Mine near Potlakoeborg, at Gifberg in Namakaland and at Premier Mine, Gollitwan.

DM (Pty) Limited.

De Beers (Botswana) Mining Company (Pty) Limited. The De Beers Group is here is very closely associated with the Anglo American Corporation of South Africa, which provides technical and administrative services to the diamond mining companies.

P.A.R.T. III

ORANJEMUND

Oranjemund is a modern town of some 7 000 inhabitants. We are situated 4 kilometers from both the sea and the Orange River and we are mainly self-sufficient with most of the amenities of a big city. There is a large departmental store (including a supermarket), a vegetable market, butchery, post office and a hairdresser. We have a laundry and a privately run modern dry cleaner. S.A.A. Building Society has an agency here and there is a branch of Barclays National Bank.

In the 2.5 square km of the town there are probably more recreational and sporting facilities than in places five times the size. A modern cinema, a little theatre, a large recreation club and numerous affiliated clubs catering for interests ranging from photography and bridge to snooker, hockey, netball, games, gymnastics, boxing, tennis, badminton, tennis, swimming, bowls, golf, riding and skill sports. We have two rifle clubs, a women's association, a yacht club and even a car club. This last helps members to obtain spares etc. for their own cars at the cheapest rates.

Our medical centre is located in a modern building and includes a dental clinic, X-ray, radiological, hospital and obstetrical problems and emergencies. There are six doctors and ten dentists.

Comprehensive medical care is provided to the community through medical consultations, various clinics, district nursing, a well equipped laboratory and a physiotherapy unit. All medical care and medicines are free on the company's fields.

Our children go to school at the company owned private school and education is free. As there is no high school at Georgetown the company makes an annual grant in respect of each child receiving secondary education outside the company's fields. The children travel to and from high school by chartered airflights to either Windhoek or Cape Town at no cost to the parents. There is also a modern and well equipped nursery school, providing pre-primary education, subject to space being available, at a nominal fee.

Our married employees are housed rent-free in modern dwellings while single employees occupy bachelor quarters and eat at the company mess at a reasonable charge per month. We allow our married accommodation according to a points system which takes into account seniority, previous service and number of children. Depending on your occupation, how many children you have and later on your length of service, you will therefore qualify immediately for a house or flat. To avoid misunderstanding single people should indicate when filling out the application form whether they intend getting married shortly.

The accommodation for our married employees ranges from one-bedroomed flats for newly-weds to two-bedroomed, three-bedroomed and four-bedroomed houses. The majority of houses in the town are three-bedroomed with lounge/dining room, bathroom and separate toilet, kitchen and laundry.

All bedrooms have built-in cupboards and there is also a linen cupboard in the passage. Kitchens are fully fitted with cupboards, sink, gas stove and refrigerator.

You do not pay for electricity, water or gas and any reasonable maintenance is done free. If your electrical appliances are of the STANDARD volt A.C. type, they are tacked to our electricity supply. If you wish the Company will provide a male domestic servant but you will have to pay a part of his wages.

Your house or flat at Grayswood is furnished with what we call "hard" furniture and is fully carpeted. This means that each room is fitted out for the purpose it serves, i.e. lounge, dining room, bedroom etc. Single quarters are provided with a bed, wardrobe, dressing table, curtains etc. For married accommodation, we do not supply curtains, bedding, cutlery, crockery, glassware and kitchen utensils although these are available on a short-term loan until your own arrive or you buy them at the departmental stores. You may, however, bring your private furniture and appliances into Grayswood or supplement your own furniture with Company Furniture.

Telephones are freely available at Grayswood and the communication department installs them on request at a charge while the monthly rental is very minimal. Local calls are free of charge, while trunk calls are automatically deducted from salaries. There are call boxes at the single quarters and Post Office.

Even though Grayswood only covers 2,8 square km, a bus service is provided during shopping hours. This is for the executives' convenience.

Most facilities here keep pets and you may bring yours with you. No animal may be brought into Grayswood without a valid inoculation certificate and such certificates must be shown to the security officer at the security gate (border gate). Poultry and pigs are not allowed in Grayswood. A voluntary rubbish walk Grayswood periodically.

AMENITIES

1. Provided by the Company

Always Booking Office	Dentists	Retail Store and
Bakery	Garden Shop (Nursery)	Supermarket
Bottle Store	Hospital	School - Nursery
Butchery	Laundry	and Primary
Cinema	Library	and Tertiary
Club	Post Office	Tea/Coffee Shop
Dairy	Public Swimming Pool	Technical College
		Vegetable Market

2. Provided by Residents

Beauty Services	Crocheting	Photographers
Childing Alterations	Dry Cleaners	Stamp Dealers
Repairs/Invisible	Embroidering Salon	Ten Building
Reading	Insurance Agencies	Society
Carpet Making		

3. Government Departments

Magistrate
Police
Revenue Office

4. Reliable Organizations

Bankers, Banks
Jewelry Store

P A R T II

SECURITY AT GUN

As Gungjwond is situated within a proclaimed District Area you will appreciate that there are regulations which must be observed in the interest of both Company and residents. All visitors to Gungjwond need a permit which is issued on application to the Security Department.

The town and area are separated by a security zone. Unrestricted passage is not permitted between the two. When leaving the town a person and his possessions are liable to search by the Security Department. A person leaving the mining area is required to pass through a security building and is subject to search or X-ray on a random basis.

P A R T III

MEDICAL EXAMINATION

All our employees are required to become members of the Gungjwond Benefit Society and members of the Gungjwond Pension Fund. A prerequisite of membership is a certain standard of health and you will therefore have to undergo a medical examination before we can confirm the attached offer of employment.

In order to eliminate unnecessary inconveniences and expense you are required to undergo your medical examination **before** you arrive in Gungjwond. Your medical reference gets your admission ticket to complete the medical forms we have supplied as soon as possible. The cost of this examination is met by the company and your doctor may send this amount directly to us.

You will receive that we have also provided you with medical forms in respect of each member of your family. We request you to complete these forms and return them to us when your completed medical forms. If the medical examination forms meet with the approval of our Senior Medical Officer we will immediately confirm our offer and no question will arise. In fact, as soon as you will be arriving in Gungjwond and how you will be travelling.

It happens from time to time that our Senior Medical Officer is not satisfied regarding the truth of a doctor's certificate. In such a case the doctor is called to give an explanation. It is not in the interests of the employee or dependent of the employee to undergo a second medical certificate unless it is absolutely necessary. In such a case, if this happens in your case we will let you know before you leave in Gungjwond, the nature of the questions or concerns that a doctor's certificate has raised. We will complete the necessary arrangements in respect of a second or third certificate.

P A R T V

DOCUMENTS AND RECEIPTS

On arrival in Bragança we will ask you to produce certain documents which we must have to complete your sighting on. These are:

1. Your birth or baptismal certificate.
2. The birth or baptismal certificate of your wife and children.
3. Your marriage certificate.
4. Your driver's licence if you possess one.

It is essential that you have the above certificates in your possession when you arrive in Bragança.

The Company undertakes to refund a certain proportion of your expenses incurred in travelling to Bragança, including the transportation of your personal effects if applicable. To arrange this refund it is essential that you produce receipts detailing expenses incurred, e.g. air tickets, rail tickets, hotel receipts etc. We cannot undertake to refund expenses without the receipts.

TRAVEL TO BRAGANÇA AND TRANSPORTATION
OF PERSONAL EFFECTS

TRAVEL ROUTES

Bragança is accessible by road, rail and air and the following travel routes are suggested:-

A. BY AIR FROM CAPE TOWN OR WINHOB

At present Cape Air and South Airways aircraft operate between Cape Town, Winhob and Alexander Bay. We provide free transport from Alexander Bay to Bragança. When you arrive in the airport building at Alexander Bay you should contact the official on duty at the C. D. M. information counter.

B. BY TRAIN VIA LIBERTY

The Company's bus service departs from Ustering, which is 290 kilometers from Bragança, every Wednesday and Saturday morning. Itinerary passengers to Bragança will report at the Company's Liberty office after arrival there so that the necessary arrangements may be made to reserve seats on the bus. We recommend that you book accommodation in advance at Apple Hotel, Liberty where the management will direct you to our C. D. M. office. Travel to Bragança is free of charge.

C. ET CAR

Access to Oranjemund by car is from the south and the north via Fort Bellish and the Ernest Oppenheimer Bridge. The security gate at the bridge is closed at 2200 daily but to avoid inconvenience you should arrive at Oranjemund before 2000 on a normal week day. If this is impossible you can stay overnight at the hotel in Fort Bellish.

We suggest that you plan your journey in conjunction with a organisation such as Randair or the Automobile Association. The Company provides car owners with private garages. Garages are also available under the supervision of Township, Personnel Department at the Ernest Oppenheimer Bridge at a normal rental.

NOTE: Please notify us as soon as possible of any changes in your travel arrangements. Telegrams should be addressed to:

CONSOLA, ORANJEMUND

Address: The Personnel Manager
 ORP (Proprietary) Limited
 P O Box 29
 ORANJEMUND
 SWA/NAMPUNA
 8000

TRANSPORTATION OF PERSONAL EFFECTS

B. Your household and personal effects should be consigned according to the railway route you choose. We suggest that you consult your local railway authorities regarding delivery dates and routes. These are either via Bitterfontein, Cape or Uitenhage, S.A.R.

(1) Via Bitterfontein (Recommended route for overseas residents)

Name of Owner
 S.A.R.
 c/o Jewell's Transport
 BITTERFONTEIN
 ORP

ii) Name of Owner
c/o C.D.M.
LÜDERITZ
S.W.A.

Goods consigned via Lüderitz must have the carriage prepaid by consignor.

Please arrange that your goods do not arrive before the date of your arrival. All goods should be securely packed in crates and not shipped loosely in railroad containers.

Name of Owner
c/o Employment Section
Personnel Department
COM (PTF) LTD
ORANJEMUND
9000

B. REMOVAL COMPANY

Should you decide to bring your own furniture into Oranjemund, we will obtain three quotations from removal firms on your behalf. To obtain these quotations these three firms will, in order to make an inventory of the goods to be moved arrange for an appointment with you at your present residential address. We will notify you of our choice and the date of removal. It would be appreciated if, at the same time, you would advise us of what items of furniture you intend bringing with you to enable us to remove the relevant company furniture from the accommodation allocated to you; please treat this as a matter of importance to avoid the inconvenience of having a household of personal and company furniture on arrival.

Please ensure that the removal company provides adequate labour for the off-loading. COM cannot be held responsible for damaged personal effects and at no time will COM accept responsibility of any nature for household goods.