



Nation Media Group PLC

Nation Centre,
Kimathi Street,
P.O Box 49010 G.P.O
Nairobi 00100 Kenya
Telephone: +254 20 3288000/1/2/3
Mobile: +254 719038000/ +254 732138000
Email: customercare@ke.nationmedia.com
Website: <https://www.nationmedia.com>

Directors

W. D. Kiboro, Chairman
S. Gitagama, Group Chief Executive
D. Aluanga
S. Dunbar-Johnson (British)
S. Hassan
Y. Jetha (British)
L. Mususa (Tanzanian)

W. Mwangi
F. Okello
L. Otieno
A. Ramji (British)
S. Sejjaaka (Ugandan)
R. Tobiko

30th January, 2024

Itohya General Agencies Ltd,
P.O BOX 14829-00200,
NAIROBI.

Attention: Kathyindi Musili

RE: FREELANCE DEBT COLLECTION ON BEHALF OF NATION MEDIA GROUP.

We are pleased to advise that you have been appointed as a Freelance Debt Collector with effect from 1st January 2024 for a term of 1 (One) year. The terms of reference are as follows:

1. You are engaged as a Freelance Debt Collector charged with the responsibility of collecting Nation Media Group outstanding debts as allocated to you.
2. The duration of your appointment is one year (From 01/01/2024 - 31/12/2024).
3. You will analyse the accounts allocated to you and obtain relevant documentation to facilitate smooth and prompt collection of the debts. Nation Media Group will avail all necessary assistance in accessing the required documentation.
4. You will work closely with the Business Executive who will help you with background information as to the status of the invoices being pursued.
5. You will also work with the Debt Manager on the accounts allocated to you and provide regular feedback and comprehensive follow up reports on monthly basis.
6. All cheques must be crossed and made payable to Nation Media Group Ltd and wire transfer must be done to the account of Nation Media Group as per the details below.

Account Name : **NATION MEDIA GROUP LIMITED**
Bank : **STANDARD CHARTERED BANK**
Branch : **MOI AVENUE BRANCH**
Account Number : **0106003159100 (Kshs)**
Swift code : **SCBLKENXXXX**
Bank Code : **02**
Branch Code : **078**

7. You will be paid a commission of 10% on collection of all the outstanding invoices allocated to you less VAT, subject to funds being cleared through our bank account.