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Ref No : IT/06/19/002

To : CEO

From : CIO

Date : June 20, 2019

Subj : Website

WEBSITE PROGRESS UPDATE

The hosting package as well as the domain name have been paid for, however, we shall not be able to have our website since the domain registry has suspended our domain name due to prolonged failure to pay. We have to wait for the end of 90 days from the date of expiry to be able to renew/ register. The date of expiry was April 5, 2019, so the earlier we can have the site will be 4th of July, 2019.

Please come up with measures to prevent such an occurrence in future so that we do not harm our corporate outlook due to failure to pay for such critical services in time.

However, that gives us 13 days to ensure we have personal bio from team members, photos taken from similar background, group photos, company vision, mission and core competencies and all other pertinent data.

Thanks,

Tim Mwangi,

CIO.