



Vanuatu's Bigger, Better Network.

Digicel (Vanuatu) Ltd  
Digicel House  
Ellouk Plateau  
PMB 9103  
Vanuatu

16<sup>th</sup> July, 2014

To whom it may concern,

**Re. May Richard**

May has worked for Digicel Vanuatu Ltd since May, 2009 as a Customer Care (CC) Executive and has risen to the position of Customer Care Team Leader Successor, responsible for the supervision of a group of CC Executives within the largest Department of Digicel, Customer Care & Services. .

Throughout the entire employment period, May has conducted herself with utmost dedication, dependability and utmost professionalism.

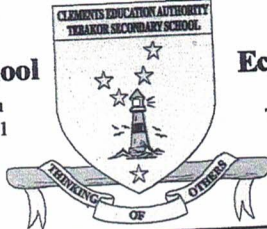
I would recommend May for studies at your institution and believe she will make an excellent student.

Yours sincerely,

**Joyce O'Varahu**  
Customer Care Manager

**Tebakor Secondary School**

P.O. Box 7024, Port Vila, Vanuatu  
Tel: (678) 23530, Fax: (678) 27681



**Ecole Secondaire de Tébakor**

B.P. 7024, Port-Vila, Vanuatu  
Tél: (678) 23530, Fax: (678) 27681

12<sup>th</sup> December 2006.

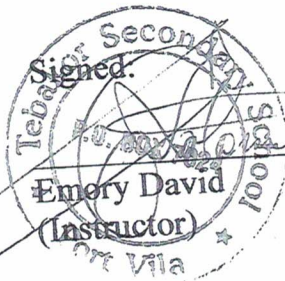
### **TO WHOM IT MAY CONCERN**

I hereby highly recommend Ms. **RICHARD** May to any institution who may be considering her services.

Ms. Richard has been mastering Arts course especially on Book Keeping & Accounting and Economics under my tutor. (2006)

During this period she has been good in her attendance and working performance and proves to be keen and capable of doing her job, she's always willing to learn and I do believe that she has the potential to be successful in study or employment once given the opportunity.

With this qualities recommend Ms. **RICHARD** May whom secures her as a student or employee to your respective institution or firm.



# Certificate of Achievement

*This is to certify that*

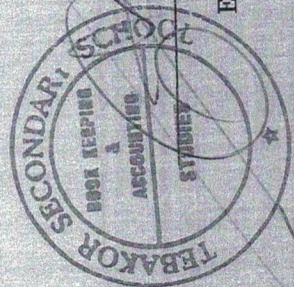
*Richard Map*

*Has successfully completed*

## T H E   A C C O U N T I N G   P R O C E S S

### Topics Covered:

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| - The Ledger                      | - Folio Numbers                    |
| - Purchase and Sales              | - The General Journal              |
| - Balancing Ledger Accounts       | - Columnar Journals                |
| - The Trial Balance               | - The Petty Cash Book              |
| - Debtors and Creditors           | - Final Accounts and Balance Sheet |
| - The Journals                    | - End of Year Adjustments          |
| - Posting Journals to the Ledger  | - Worksheets                       |
| - Debtors Ledger Control Accounts | - Systems without Ledgers          |
|                                   | - Systems without Journals         |



Trainer

Emory David

June 2006 – July 2006

Date



# Certificate of Achievement

*This is to certify that*

*Richard May*

*Has successfully completed*

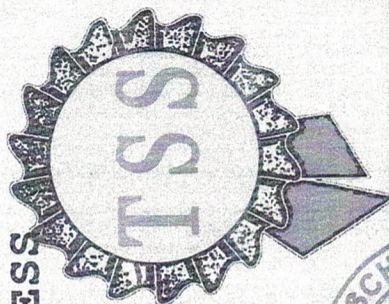
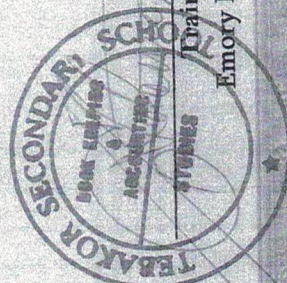
## FINANCIAL ACCOUNTING and REPORTING BUSINESS ACTIVITY

### Topics Covered:

- The Accounting Entity
- Profit and Loss
- Revenue Statements
- Transactions and the Equation
- Trading Account
- Profit and Loss Account
- Farm Accounts
- Depreciation
- Proprietorship
- Balance Sheet Presentation
- Analysis of Trading Accounts
- Analysis of Profit and Loss Accounts
- Analysis of Balance sheets

February 2006 – May 2006

Date



# Certificate of Achievement

*This is to certify that*

RODOLAR OMA

*Has successfully completed*

## PERSONAL ACCOUNTING IN EVERYDAY LIFE

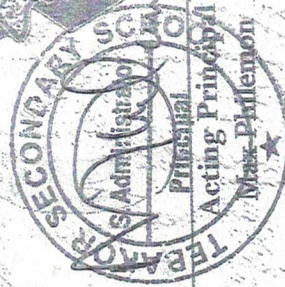
### Topics Covered:

- Personal Records and Filing
- Bank Statements and Cheques
- Credit Cards
- Pay Slips and Income Tax Returns
- Personal Budgets

February 2006 - December 2006

Date

Trainer  
Emory David



# Certificate of achievement

This is to certify that

**Richard May**

Has successfully completed

## LEVEL 1 IN BOOKING KEEPING AND ACCOUNTING STUDIES

From February – May 2006

### Topics Covered:

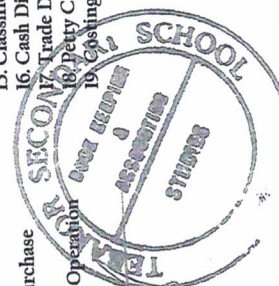
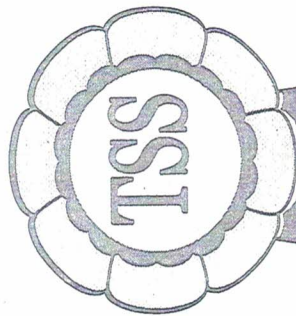
- |  |   |
|--|---|
| 1. The Ledger and the Cash Account                             | 10. The Stock Account                             |
| 2. Double Entry and Capital                                    | 11. The Bought Journal and Bought Ledger          |
| 3. Trial Balance   | 12. The Returns Outwards Journal and Credit Notes |
| 4. The Trading and Profit and Loss Account, Stock and Drawings | 13. The Sales Journal and Sales Ledger            |
| 5. The Balance Sheet   | 14. The Returns Inwards Journal                   |
| 6. Credit Transaction and Purchase                             | 15. Classification of Account                     |
| 7. Bank and Banking  | 16. Cash Discount and the three Column Cash Book  |
| 8. The Bank Account and its Operation                          | 17. Trade Discount                                |
| 9. The Journal   | 18. Petty Cash                                    |
|  | 19. Costing on Retails                            |

*Max Philemon*

Acting Principal  
Max Philemon

*Emory David*

Trainer  
Emory David



# Certificate of Achievement

*This is to certify that*

**RODHEARD MAQ**

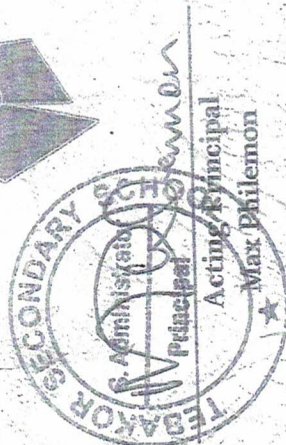
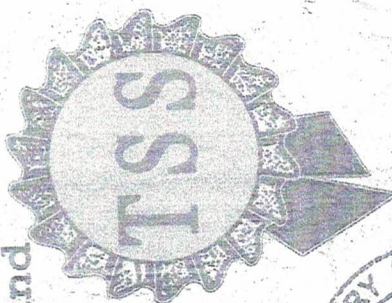
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**APPLICATION OF ACCOUNTING PROCESSES and  
PRINCIPLES**

**to JOINT OWNERSHIP**

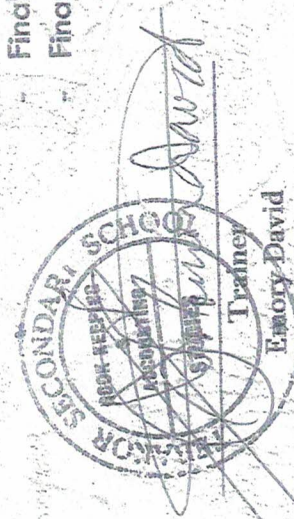
**Topics Covered:**

- Business Organisation
- Final Statements of Limited Liability Companies
- Final Statements of Clubs and Societies
- Financial Statements of Clubs



February 2006 – December 2006

Date



Emory David

# MOTOR VEHICLE POLICY SCHEDULE



PO Box 1286, Vanuatu. Phone 27395. Fax 27392  
www.dominioninsurance.vu

## Insured Details:

Tataki Basil  
C/- Credit Corporation  
PO Box 3494  
Port Vila

Policy No.	77439-1
Date Made Active	10-Aug-18

## Period of Insurance

From: 06 August 2018 4:00 p.m.

To: 06 August 2019 4:00 p.m.

## Annual Premium

Premium	Fees	Taxes & Levies	Total Payable
VT 82,000	VT 0	VAT VT 12,300	VT 94,300

This schedule is attached to and forms part of Dominion Insurance Limited's Motor Vehicle Policy.  
A copy of this can be viewed on our website.

## Policy Cover - Motor - Private Use

Item(s) Insured	Reg No	Chassis No	Description of Use	Insured Amt	Basic Deductible
2015 Toyota Corolla	10974		Sedan Car	VT 2,000,000	VT 35,000
<b>Extensions and Variations in Cover</b>					
Personal Accident - Driver				VT 1,000,000	

## Policy Cover - Motor Plan - Third Party

Item(s) Insured	Reg No	Chassis No	Description of Use	Insured Amt	Basic Deductible
2015 Toyota Corolla	10974		Private	VT 0	VT 0

## Other Specifications, Warranties, Conditions, and Clauses

Placement of Comprehensive Motor Vehicle Insurance covering 2015 Toyota Corolla, Reg No. 10974 for private use in Port Vila, Efate, Vanuatu with sum insured of VT 2,000,000.

Interested Party: Credit Corporation.

Deductibles: VT 35,000 each and every claim plus Age & Inexperienced Driver's Deductibles.

Policy Wording: As per Capital Insurance's Motor Vehicle Policy.

## Other Clauses