

To Whom It May Concern

7th June, 2016

Dear Sir / Madam,

RE: PHAT! Music & Entertainment Limited

This is to confirm that **PHAT! Music & Entertainment Limited** (EMAK No.: EMK - CP - 007) has worked with **Oil & Energy Services Limited** (OES).

In our inaugural Oil and Energy Services Local Content Convention on 24th June - 27th June 2014, at Safari Park Hotel, **PHAT!** were a key supplier and their duties and responsibilities included but were not limited to:

- ✓ Developing a comprehensive project work plan that would outline the tasks, responsibilities, progress and other pertinent details required to deliver a world class event;
- ✓ Developing and executing a plan for managing production of the events as per conference objectives and program including detailed function sheets;
- ✓ Reviewing the OES's contracts with suppliers and ensuring best delivery of services before and during the event production process;
- ✓ Managing suppliers of technical and coordinating the set-up and breakdown schedule, as well as flow of process during the event;
- ✓ Conducting meetings with both the Client and suppliers to ensure quality of service in all key areas of event production;
- ✓ Coordinating the arrangements with nominated speakers and ensuring briefings were conducted as required;
- ✓ Coordinating and liaising with the venue security officer to ensure risk management, access control, fire, health, safety, static security, VVIP protection, and other necessary arrangements;
- ✓ Coordinating and facilitating the recruitment of staff required for event production with Client's input;
- ✓ Developing and implementing staff procedures to meet, greet, and provide VVIP services including but not limited to Visa Processing, Customs Clearance, Secure Road Transport, Pre-Check-in Room Inspections, Express Check-in, Online Check-in for Flight Departures, etc.;
- ✓ Coordinating the registration process including provision of staff, distribution of registration materials, and other necessary tasks;
- ✓ Coordinating the production of the social program.

We observed PHAT! to consistently manage our programmes efficiently, professionally and on time; while being flexible to effectively deal with our dynamic needs.

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Oil & Energy
Services Ltd

I also appreciated their personal attention & warmth towards all our staff and customers at all events. The creativity, attention to detail and passion from the team shines through resulting in seamless and very unique events.

As such, I am confident in recommending **PHAT! Music & Entertainment Limited**, as a reliable supplier of Events Management & Production Solutions.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'F. Kalekye'.

Name: FIDELIS KALEKYE

Department: ASSOCIATE ADMINISTRATION AND PROCUREMENT

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