

MEMORANDUM

TO All Staff and Travel Bookings
ISSUED BY Group Finance Office
DATE 4 August 2026
REF SA-TRAVEL-2026-01

Subject: Corporate Travel Policy

This memorandum sets out the standard booking class for company air travel, effective for all bookings made on or after the date above. Please ensure every reservation complies with the policy stated below.

All flights under 5 hours must be booked in economy class.

This notice is issued for internal use and applies to all bookings from the date shown above.

A. Marlowe

Director, Group Finance - Senua Air