**Related Party Transactions Register**

Record the details of Kyeema’s related party transactions in the register **for the financial year** [ ]

Records are to be kept relating to the transactions, such as invoices, receipts, bank statements and meeting minutes.

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| --- | --- | --- | --- | --- | --- |
| Full name of related party | Nature of relationship | Description of transactions | Amount of transactions | Date(s) of transaction | Approval details  (date and approval process) |
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