



SUPPLEMENTARY REGULATIONS (SR's)

EVENT DETAILS	
Event Name	RSR SOCIAL CIRCUIT MOTORCYCLE ROUND 3 incl. MSA SHORT CIRCUIT GP ROUND 6 incl. KAWASAKI ZX10 MASTERS CUP ROUND 8
Event Permit Number	MSA-2026296
Event Permit Issue Date	2026-09-07
Please note the MSA Flag will be prominently displayed.	
Start Date	2026-11-27
End Date	2026-11-28
Start Time	07:00
End Time	17:00
Venue	N12 Zonderfout Farm I226, Portion 5, Delmas, 2210, South Africa
GPS Coordinates	Latitude: -26.075748 - Longitude: 28.755855
Venue	N12 Zonderfout Farm I226, Portion 5, Delmas, 2210, South Africa
Informal Venue:	
Alternative/ Rain Start Date:	
Alternative/ Rain End Date:	
Entry Closing Date:	2026-11-28
Event Status:	Social

ORGANISER	
Name of Member	Red Star Electrical Pty LTD
Abbreviation	Red Star Raceway
Physical Address	N12 Zonderfout Farm I226, Portion 5, Delmas, 2210, South Africa
Province	Mpumalanga
Region	Northern Regions
Email Address	documentationuser@redstarraceway.co.za
Contact Number	0766246972
Website	www.redstarraceway.co.za

PROMOTER
ONLY TO BE COMPLETED IF THE ORGANISER IS NOT THE PROMOTER OF THE EVENT



1. JURISDICTION

- Held under the General Competition Rules (GCRs), relevant facet Standing Supplementary Regulations (SSRs) of Motorsport South Africa (MSA), and these Supplementary Regulations (SRs), MSA's Safeguarding Policy as well as any Final Instructions/Bulletins which may be issued.
- Any relevant MSA Circulars issued for the current racing season, will take precedence to these SRs.
- These regulations must be read and understood by all competitors.
- Link to the MSA Safeguarding Policy <https://www.motorsport.co.za/category/competitor-feature/>

2. ELIGIBILITY OF COMPETITORS

- Refer to relevant SSR/s, as well as GCR 227

The Competition is open to all drivers/riders who hold current, valid MSA Competition Licences for the Category concerned and whose motorcycles comply with the specifications as per the MSA Handbook and relevant Championship Regulations. ALL ENTRY FORMS MUST BE LEGIBLE AND COMPLETED IN FULL STATING ENTRANT, DRIVER, VEHICLE PLUS CONTACT DETAILS AND SIGNED BY ALL RELEVANT PARTIES.

3. INJURY REGISTER

- Where a competitor has appeared on the injury register, it is that competitor's responsibility to ensure that they have submitted a medical certificate indicating that they are fit to compete in motorsport no later than 5 (five) working days before the start of the event. This certificate is to be reviewed and processed by MSA Head Office.
- It is the responsibility of the competitor to check the Injury Register and ensure that MSA receives their letter timeously.
- Please Note: Competing while appearing on the injury register will result in potential claims being repudiated by the MSA Group Accident Policy. Refer to Appendix L.

4. COMPETITOR CONDUCT

- Refer to relevant SSR/s, as well as GCR 113, 116, 121 and 172

Competitors' attention is drawn to MSA Circuit Racing SSR's 17, 46, 48, 49, 50 and 51. - Any competitor who consistently using the verges will be guilty of unsafe driving (refer SSR's 17, 50 and 51) and will be penalised accordingly in terms of GCR 157 (i) (a). Judges of Fact/Observers may be appointed in terms of GCR 161 and their names will either be listed in the Final Instructions or by an Official Bulletin. Their duties will be to report on cutting of corners, persistent off-circuit behaviour, and/or poor driving standards. Competitors reported in this respect that, having been signalled in terms of Appendix "H", Article 6, and who continue to disregard safe driving conduct might be black flagged.

Any competitor disregarding the black flag will be excluded from the race.

ONE OR MORE Judges of Fact may be appointed to oversee the starting procedure and to report on infringements. The names of these Judges will be stated in the list of officials, or communicated to competitors in the Final Instructions, or by means of an Official Bulletin.

Any competition vehicle found using the access roads, pits or any other area than the circuit for testing or being driven in a matter that is considered by the Clerk of the Course to be dangerous including travelling in the wrong direction on the Circuit or Pit Lane, will be excluded from the event, irrespective as to who was driving the vehicle at the time. Notwithstanding the Competitor's exclusion, he will be reported to the Stewards of the meeting who may consider further action in terms of a breach of GCR 172 (vii).

INCIDENTS/RETIREMENTS: Competitors attention is drawn to SSR's 60, 61 and 62.

VEHICLES ABANDONED ON CIRCUIT: Any vehicle abandoned on the Circuit must be left unlocked; if a steering lock is fitted the key must be left in the ignition to facilitate the removal of the vehicle after the event. Any vehicle abandoned on the Circuit, which is locked, will be moved by any practical and available means and the Promoters, Organizers and Officials will not be liable for any subsequent damage (SSR 10 (iii)).

INCIDENTS DURING PRACTICE SESSIONS: Competitors are advised that, should there be an accident during a practice session, which involves the clearing of the Circuit, their practice session will forfeit the cleaning time required.

RACING FUEL, OIL OR COOLANT SPILLAGE ON THE CIRCUIT: Competitors are requested not to overfill their tanks as spillage of fuel is damaging the surface of a race circuit. Any vehicle spilling fuel, oil or coolant, should leave the circuit immediately and pull off to a safe and stationery position on the side of the circuit (Refer o SSR 50 (iii), (iv) and (v)).

It is the express wish of the Organisers that any Incidents/Accidents are reported to the Clerk of the Course and if necessary, a written report submitted where required ; SSR61 (ii) (b).

5. ENVIRONMENTAL

- Refer to relevant SSR/s, as well as the MSA Environmental Code <https://www.motorsport.co.za/wp-content/uploads/2025/12/2026-MSA-Environmental-Code-09.12.2025.pdf>

6. COMPETITION LICENCES & CLASSES				
LICENCE TYPE	LICENCE CATEGORY	LICENCE STATUS	LICENCE CLASS	ENTRY FEE
Motorcycle	Circuit Motorcycle	Social	ANNUAL SOCIAL LICENCE - CIRCUIT MOTORCYCLES - REDSTAR - SSP400 & SUB 400	1950.00
Motorcycle	Circuit Motorcycle	Social	ANNUAL SOCIAL LICENCE - CIRCUIT MOTORCYCLES - REDSTAR - CORE 600 & 1000	1950.00
Motorcycle	Circuit Motorcycle	Social	ANNUAL SOCIAL LICENCE - CIRCUIT MOTORCYCLES - REDSTAR BEGINNERS	1950.00
Motorcycle	Circuit Motorcycle	Social	ANNUAL SOCIAL LICENCE - CIRCUIT MOTORCYCLES - REDSTAR MASTERS	1950.00
Motorcycle	Circuit Motorcycle	Social	ANNUAL SOCIAL LICENCE - CIRCUIT MOTORCYCLES - REDSTAR PREMIER	1950.00
Motorcycle	Circuit Motorcycle	Social	ANNUAL SOCIAL LICENCE - CIRCUIT MOTORCYCLES - HMG CLASSIC CIRCUIT MOTORCYCLES	1950.00
Motorcycle	Circuit Motorcycle	Club	ANNUAL CLUB LICENCE - CIRCUIT MOTORCYCLES - SUZUKI GSX-8R CUP	1950.00
Motorcycle	Circuit Motorcycle	Regional	ZX10	2700.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - MSA SHORT CIRCUIT GP NSF 100	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP 150CC JUNIOR	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP 150CC SENIOR	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP 50CC	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP CLUBMANS	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP P65CC	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP PEEWEE	1500.00
Motorcycle	Short Circuit	Club	ANNUAL CLUB LICENCE - SHORT CIRCUIT - MSA SHORT CIRCUIT GP PW85CC	1500.00
Motorcycle	Circuit Motorcycle	Social	ONE EVENT - CIRCUIT MOTORCYCLES - SOCIAL - ALL CLASSES	1950.00
Motorcycle	Circuit Motorcycle	Club	ONE EVENT - CIRCUIT MOTORCYCLES - CLUB - ALL CLASSES	1950.00
Motorcycle	Circuit Motorcycle	Regional	ONE EVENT - CIRCUIT MOTORCYCLES - REGIONAL - ALL CLASSES	2700.00
Motorcycle	Short Circuit	Club	ONE EVENT - SHORT CIRCUIT - CLUB - ALL CLASSES	1500.00
- Refer to relevant SSR/s, as well as GCR 20, Part IV and Part V				
RSR SUB 500 Social				

7. ENTRANTS LICENCES

- Refer to relevant SSR/s, as well as GCR 20 and Part V
- Where the entrant is NOT the rider, an entrant's licence must be obtained from MSA and submitted together with the entry form / online entry application. Failing which, the entrants name WILL NOT be published in the event programme.

8. ADVERTISING

- Refer to relevant SSR/s, as well as GCR 246, 247 and 248
- It is a condition of entry that in addition to the advertising referred to in GCR 246, competing vehicles shall also display the advertising, if any, as stipulated in the Championship Regulations and specifications for the class for which the vehicle is entered.

9. COMPETITION NUMBERS

- Refer to relevant SSR/s, as well as GCR 249

10. DUTIES OF THE OFFICIALS

- Refer to Part VII in the MSA GCRs

11. OFFICIALS OF THE EVENT

OFFICIAL POSITION	FULLNAME	GRADE	CATEGORY	LICENCE NUMBER	CLASS
Event Secretary	Susan Fraser	-	Circuit Motorcycles	14712	-
Environmental Officer	Tracylynn Venter	-	Circuit Motorcycles	44374	-
Club Steward	Ricardo Franco	-	Circuit Motorcycles	34297	-
MSA Steward	Eldrid Diedericks	-	Short Circuit	14706	incl. Safety Officer
Chief Scrutineer	Ivan Hartley	B	Circuit Motorcycles	14809	-
Timekeeper / Lap Scorer	Morne Venter	-	Short Circuit	44383	-
Clerk Of The Course	Jacqueline Schreiber	B	Circuit Motorcycles	15541	-
Circuit Marshal	Dave Bland	10	Short Circuit	21586	Chief Marshal
Assistant Clerk of the Course	Werner Trollip	-	Short Circuit	25789	-
Technical Consultant	Alf Swanepoel	-	Short Circuit	38191	MSA short Circuit

ADDITIONAL SERVICES

Scrutineer Adrian Van Niekerk Licence Number 24801
Medical Service Provider Medi - Assist
Chief Medical Officer/Cmc Donavan Cooper Licence Number 06/22
Starter Vuyo Mabuza Licence Number 47193
Race Control Vusi Moagi 21794



12. ENTRIES

- CONTACT SECRETARY OF THE MEETING FOR THE BANKING DETAILS'

Telephonic entries WILL NOT be accepted.

The onus rests on the competitor to ensure that the entry, as well as the below, has been received by the Promoters / Organisers within the allocated time prior to the date of the event:

- Entry form - Please note that the entry is now online, Please Register on the website before you enter for the event.
- Payment for the entry
- Copy of the MSA licence

Should the number of entries receive for a particular category exceed the maximum number of starters as determined by the MSA Safety Commission, the following criteria shall apply:

- Entries will be accepted, in the order of being received, up to a maximum of 42 motorcycles only.
- Thereafter, as additional entries are received, these entries will be placed on a reserve entry list, in order of receipt, in accordance with GCR 101.
- Competitors whose entries have been placed on a reserve list who are not permitted to start will have their entry fee refunded in accordance with GCR 109
- The organizers reserve the right to cancel a category should less than 6 entries be received.

Entries open: IMMEDIATELY

Entries close (Refer to GCR 104): FRIDAY 20 NOVEMBER 2026 @ 16:00

Entry fees as follows: (Refer to GCR 95) Please take note that any competitor who has not paid his entry fee by close of business on FRIDAY 20 NOVEMBER 2026 will not be permitted to access the circuit. No payment will be accepted at the circuit.

ENTER ONLINE: www.redstarrac3way.co.za

RSR-ENTRY FEE LONG CIRCUIT: R1950.00

RSR-SECOND ENTRY FEE: R750.00

MSA SHORT CIRCUIT GP ENTRY FEE: R1500.00

MSA SHORT CIRCUIT GP SECOND /SIBLING ENTRY FEE: R750.00

NATIONAL CHALLENGE: R2700.00

LATE ENTRY FEE: LATE ENTRIES WILL BE ACCEPTED WITH A PENALTY FEE OF R250.00

Banking Details – Name of Bank: STANDARD BANK

Account number: 202 468 755 (cheque account)

Swift Code: SBZAZAJJ

Account name: RED STAR ELECTRICAL(Pty) Ltd

Branch code: 051001

IMPORTANT: Proof of payment to be sent to: qc@redstarraceway.co.za & susansecretary123@gmail.com

Event Secretary contact number: (081) 407 3654 (Susan)

Event Secretary email address: susansecretary123@gmail.com

IMPORTANT NOTE TO THE SUPERMOTO CLASS:

IF LESS THAN 5 ENTRIES RECEIVED YOUR CLASS WILL BE CANCELED.

ALSO NOTE THAT YOU WILL NOT BE ALLOWED TO RACE WITH THE CLUBMANS CLASS EITHER.

13. ENTRY TO THE VENUE

- Refer to relevant SSR/s, as well as GCR 284

- Safety Plan and Operational Plans will be available via the Official Notice Board, and will be available from the Secretary of the Meeting, as per the requirements of THE SAFETY & RECREATION ACT 2 OF 2010

EACH COMPETITOR WILL RECEIVE: 2x ADDITIONAL TICKETS -SCRUTINEERING STICKER- SIGNED DOCUMENTATION STICKERS WHICH YOU WILL RECEIVE IN YOUR ENVELOPE WHEN YOU SIGN YOUR REGISTER.

14. PROGRAMME OF EVENTS

[View Programme File](#)

[View Programme File](#)

15. OFFICIAL NOTICE BOARD

- Refer to relevant SSR/s, as well as GCR 17



16. DOCUMENTATION

Competitors are to electronically forward a copy of their competition licence (scanned copy or photograph) to the event organisers/promoters together with their entry form / online entry application.

Competitors can download copies of their competition licences from the msaonline.co.za platform.

All pre-event documentation is to be done electronically to prevent in-person contact as far as possible.

17. SCRUTINEERING

- Refer to relevant SSR/s, as well as GCR 245, 253 and 254

- All Technical Consultants and Scrutineers must submit all relevant reports including technical non-compliance reports to MSA after an event.

REMINDER - All competitors participating in the 150cc Junior and Supermoto classes are required to undergo mandatory dyno testing. Any motorcycle that has not been dyno tested will not be permitted to race. The designated dyno for this series will be located at AS Racing (327 Taljaard street, Unit 4, Hermanstad, Pretoria). A Dyno fee of R300.00 per motorcycle is payable to AS Racing. Contact Alfie to make arrangements 084 523 9229

In-person scrutineering will take place. Self-declaration of vehicle safety and eligibility will apply. Self-scrutineering declaration form will be sent out with event supplementary regulations and entry forms

18. DRIVERS / RIDERS BRIEFING

- Refer to relevant SSR/s, as well as GCR 121 and 141 iv

Riders briefing will be via the Online/Electronic Notice Board link or a virtual link:
<https://chat.whatsapp.com/BxdgBl3vX0aK95SX9ppqhj>

19. SAFETY APPAREL / EQUIPMENT

- Refer to relevant SSR/s, as well as GCR 239

No sharing of competitor or official's apparel:

All participants must provide and wear their own specific protective apparel

Equipment must be thoroughly wiped down with disinfectant prior to deployment.

Equipment must be deployed and operated by 1 person wherever possible.

Equipment must not be shared unless absolutely necessary, in which cases appropriate hygiene measures are to be implemented.

20. SILENCING OF VEHICLES / MACHINES:

- Refer to relevant SSR/s, as well as GCR 245

21. PRE-RACE / PADDOCK / PARC FERMÉ:

- Refer to relevant SSR/s, as well as GCR 252

PRE-RACE PADDOCK:

. IT IS COMPULSORY FOR ALL COMPETITORS TO LINE UP IN PRE-RACE PADDOCK BEFORE THE START OF EACH QUALIFYING SESSION/RACE. THE PRE-RACE PADDOCK SERVES AS THE DUMMY GRID.

. PIT LANE STARTS WILL BE FROM PIT EXIT, UNDER THE CONTROL OF AN OFFICIAL.

The pre-race paddock is situated on the northern side of the pit complex. In accordance with SSR 25, competitors must be ready to proceed to the pre-race paddock thirty (30) minutes before the scheduled start time of their race. Fifteen (15) minutes before the scheduled start time of each race, competitors competing in that race concerned MUST move to the pre-race paddock in their CORRECT ALLOCATED GRID POSITION. Failure to do so will result in the competitors starting at the back of the grid.

Access to the pre-race paddock will be closed 5 minutes before the start time of that race. Any competitor failing to enter the pre-race paddock before the closure of the access gate will not be permitted to start unless specifically permitted by the Clerk of the Course to commence the warm-up lap. Refer to SSR 38.

FORMATION LAP - Competitors will leave the pre-race paddock in grid order and proceed around the circuit in formation. As in Formula One, competitors will form up in their proper grid position, not switch off engines and within 2 minutes be given the starting flag or lights. Should a competitor not maintain grid position on the formation lap, that competitor will start at the back of the grid.

PARC FERMÉ:

. All competitors who have completed two-thirds of race distance are classified as finishers and unless otherwise directed by the Clerk of the Course, are required to bring their vehicle to parc fermé immediately after their last event of each category.

. The Parc Fermé is based next to the top pit area (Refer GCR 252).

. The Organisers reserve the right to impound and examine any vehicle/motorcycle at their discretion (refer GCR 254).

. In terms of GCR 200 (v), and (x) all competitors are requested to remain at the circuit until AT LEAST THIRTY (30)

. MINUTES after their last heat, or until such time as any protest/appeal time affecting their category's results has elapsed

. All categories that use parc fermé and the weighing facilities are to ensure that their competitors know the regulations per category.

Competitors to remain in their vehicles as far as possible until assistance is provided

22. STARTS:

- Refer to relevant SSR/s, as well as GCR 261 – 271

CIRCUIT DETAILS:

The circuit is a tar macadam surface with an approximate length of 4.2 kms, the race will be run in an ANTI- CLOCWISSE direction.

Starting positions will be determined by lap times recorded during official timed qualifying sessions, unless otherwise stipulated in the regulations for the category concerned. The vehicle or motorcycle combination recording the fastest time will be allocated pole position on the starting grid, with the remaining positions being filled in descending order of the official practice times (refer SSR's 26, 27 and 28). In the event of two (2) drivers or riders combinations recording the same lap time, the more favourable grid position will be allocated to the driver who established that time first.

- At the discretion of the Clerk of the Course competitors who are not recorded on the grid for either the first or the second race may be positioned at the back of their class.
- Where there are two races per category, the starting order for the second race will be based on the finishing order of the first race unless determined otherwise by the regulations for the category concerned.
- Standing starts, starting procedure will be one (1) warm-up lap the short circuit, form up in correct grid positions. The two-minute (2) board will be shown, followed by the one (1) minute, thirty (30) second, five (5) second boards, the switching off of the red lights or dropping of the MSA Flag will denote the Start.
- The rolling start, start procedure will be one (1) sighting lap on the short circuit, formation on grid, followed by two (2) minute board, thirty (30) second board and then green flag denoting the start of the warm-up lap on the short circuit behind a pace car. On completion of the warm-up lap, the pace car will switch off its lights and enter the pit road and the formation will proceed towards the start line at the same speed as behind the pace car. The start will be denoted by the switching off of the red lights or the dropping of the MSA Flag (refer to SSR 39).
- The starting signal will be given by means of lights. Should these lights fail after the showing of the five second board, a "Start Delayed" board will be shown, and the start will proceed in accordance with SSR 38 E (iii) and the MSA Flag will be utilized. All subsequent starts will proceed with the use of the MSA Flag.
- Unless specifically requested and agreed to, there will be NO parade lap prior to the start of the race.
- Competitors who do not take part in official timed practice must confirm one (1) hour before the first race their intention to start.
- In the event of a timekeeping failure during Official Timed Practice, the method by which the starting grid shall be allocated shall be at the discretion of the Clerk of the Course in consultation with the relevant Association Chairman and with the approval of the Stewards. Should a competitor be deemed a non-finisher in the first heat, s/he must inform the Clerk of the Course IN WRITING WITHIN (1) HOUR OF THE COMPLETION OF THE FIRST RACE, that the Competitor would be in a position to start the second race. The Competitor will be permitted to start the second race from a position at the rear of the grid or such other position as may be determined by the Clerk of the Course. Refer to SSR 29.
- Competitors who jump the start will be penalised in terms of SSR38 j.

23. REFUELLING:

- Refer to relevant SSR/s, as well as GCR 240

24. PITS:

- Refer to relevant SSR/s, as well as GCR 251

25. SIGNALLING:

- Refer to relevant SSR/s, as well as Appendix H

26. TIMEKEEPER:

- Refer to relevant SSR/s, as well as GCR 163 and 164

Timing will be done electronically by means of transponders. All competitors must register with Timekeeping before they practice/qualify as to ensure that all the relevant information pertaining to the entrant, vehicle and sponsor etc, is recorded.

27. POINTS AND RESULTS:

- Refer to relevant SSR/s, as well as GCR 200 (viii), 229, 230, 232 and 276 – 279

Refer to Standing Supplementary Regulations as shown below, as well as GCR 200 (viii), 229, 230 and 232, 276 - 279:

Race results will be communicated electronically:

Posted online, emailed or distributed electronically to competitors: After every race, the results which have been posted on the WhatsApp group will become final thirty (30) minutes after posting. Refer to GCR's 200 (viii) and 275.

28. PROTESTS / APPEALS / PENALTIES:

- Refer to relevant SSR/s, as well as Part IX and X

29. PRIZEGIVING:

- Refer to relevant SSR/s, as well as GCR 141 x), 207, 279 and 280

30. POSTPONEMENT, ABANDONMENT AND CANCELLATION:

- The Organisers/Promoters reserve the right to postpone, abandon or cancel the meeting or any part thereof. In the event of any of these occurring, the Competitor/Entrant has no right to claim against the Promoter/Organiser in respect of any loss or damage that may be incurred, other than that specified in GCR 244.
- The meeting will not be postponed, abandoned, or cancelled without the consent of the MSA Steward in accordance with GCR 152 (vii).
- Force Majeure – Refer to GCR 62, 152 (vii), 156 and 273.

31. MEDIA:

- Refer to relevant SSR/s, as well as GCR 285
- Any media wishing to attend the event is required to contact MSA for accreditation two weeks prior to the date of event – jaco@motorsport.co.za / 011 675 2220
- MSA accredited media personnel are required to:
 - o Report to Documentation on arrival and sign on the Media Attendance Register which will be submitted to MSA after the event, and;
 - o Obtain permission from the Clerk of the Course to go out on the track / route during the event.

32. GENERAL RACE INFORMATION:

Entrance fee to the event / venue:

Spectators are R120 pp – children under 12yrs are R10pp - (payable at the entrance gate)

Animals are not permitted beyond the entrance gate.

PIT LANE The pit lane speed is restricted to 20 km/h

Paddock / PIT ROADS Speed must not exceed 20 km/h. No pit bikes, skateboards, scooters, or bicycles will be allowed in the paddock area. No loading and offloading may take place in Pits.

PIT HYGIENE The use of an environmental mat is a COMPULSORY! If you spill oil, please clean up after yourself. Use the oil bins provided bins marked USED OIL

SECURITY Security guards will be provided but will not be held responsible for losses.

PITS are to be vacated by 21:00 on SATURDAY 28 NOVEMBER 2026. If you wish to stay later than this, then you are required to make the appropriate arrangements with Management.