

COMPLETION OF THE CREDIT ORDER INSTRUCTION / EFT FORM IN RESPECT OF THE CULTURAL FACILITIES: RESERVATIONS REFUNDABLE DEPOSIT

This communicate serves to inform Organisations/Institutions/Persons on how to complete the Credit Order Instruction / EFT Form.

1. DETAILS OF ORGANISATION/INSTITUTION/PERSON (Top Section)

Name : To be the full and correct name of Organisations/Institutions/Persons and must correspond to the booking request/report.

Address : To be the address as per Organisations/Institutions/Persons registration.

Example: if ABC booked and paid for the camp, the credit order instruction / EFT form must have the same details of ABC.

Important Note: If the name of the refunding Organisations/Institutions/Persons is not the same as per the booking request/report, a certified Affidavit must be obtained from the nearest Police Station – stating permission to pay the refund amount into a different name/bank account with the relevant credit order instruction form. Should the refund be paid to persons the affidavit should state all Identity Numbers.

2. DETAILS BANK ACCOUNT (Middle Section)

The account details of the Organisations/Institutions/Persons should be the same as the booking request/report.

Details of Name of Bank, Branch Name, code and Account number to be completed

Type of Account : Numerical value to be entered i.e. 1= *Cheque Account*

3. AUTHORISATION (Signatory)

The details of person authorizing the Credit Order Instruction/EFT Form to be completed.
(Initials Surname, Authorizer signature, Date, Telephone No.)

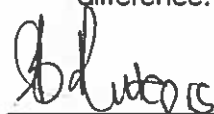
4. BANK VERIFICATION

The Bank Stamp required by the relevant bank to verify that the account details provided above (Middle section) belongs to the relevant Organisation/Institution/Person.

Important Note: The form will not be accepted if the Credit Order Instruction/ EFT Form has not been stamped and verified by the relevant bank.

5. Additional information subsequent to the Credit Order Instruction / EFT Form

Paragraph 8.4.3 of the Cultural Facilities Usage Policy makes reference to the disclaimer clause for damages, breakages and loss stating that, "Should there be any damages, breakages or losses, the R1000 refundable deposit will be forfeited. A detailed invoice will be provided with the deductions and if the damages exceed the R1000.00 the client will be liable to pay the difference."



MS B RUTGERS
CHIEF FINANCIAL OFFICER

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