



NRE AUCTIONEERS PROPRIETARY LIMITED

(Registration number: 2017/040646/07)

MANUAL

in terms of Section 51 of

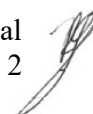
The Promotion of Access to Information Act, 2/2000

(the "ACT")

(Private Body)

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1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 ("***the Act***") was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.
- 1.2 This manual serves as **NRE AUCTIONEERS's** information manual and provides guidance on types and categories of records held by **NRE AUCTIONEERS** and the process to be followed to request access to such information.
- 1.3 Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.**
- 1.4 Any requester is advised to contact **NRE AUCTIONEERS's** Information Officer should the requester require any assistance in respect of the use of this manual.
- 1.5 Definitions used in the Act shall apply to this manual.
- 1.6 Where reference is made to "*Private Body*" in this manual, it will refer to **NRE AUCTIONEERS Proprietary Limited.**

1.7 COMPANY OVERVIEW

- 1.7.1 NRE AUCTIONEERS (Pty) Ltd, a company incorporated in accordance with laws of the Republic of South Africa, situated in Bloemfontein, provides the full range of property services to the Free State Province.

These services include:

- Property Sales
- Property letting & management
- Debt Collection
- Valuations
- Electricity & water management
- Sectional title management
- Auctions

- 1.7.2 NRE AUCTIONEERS (Pty) Ltd supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principals of South African Law.

2. CONTACT DETAILS

(Particulars in terms of Section 51(1)(a) of the Act)

2.1 DIRECTORS

2.1.1 THABO MONGAKE

2.1.2 WILCO DU TOIT

2.1.3 ROELOF DEDNAM

2.2 INFORMATION OFFICER

2.2.1 **Full name:** ROELOF DEDNAM
(Position: Chief Financial Officer)

2.2.2 **Contact telephone number:** 051 405 9922

2.2.3 **Contact fax number:** 051 430 1322

2.2.4 **Contact e-mail address:** roelof@nationalre.co.za

2.3 GENERAL INFORMATION

2.3.1 **Name of Private Body:** NRE AUCTIONEERS Proprietary Limited

2.3.2 **Registration No:** 2017/040646/07

2.3.3 **VAT Registration No.** 4380278814

2.3.4 **Postal Address:** PO Box 363, Bloemfontein, 9300

2.3.5 **Physical Address:** 162 Zastron Street, Westdene, Bloemfontein, 9301

2.3.6 **Telephone Number:** 051 405 9910

2.3.7 **Facsimile number:** 051 430 1322

2.3.8 **Email:** info@nreauctioneers.co.za

2.3.9 **Website:** www.nreauctioneers.co.za

3. THE ACT

(Particulars in terms of Section 51(1)(a) of the Act)

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. APPLICABLE LEGISLATION

(Particulars in terms of Section 51(1)(c) of the Act)

- 4.1 The legislation setting out a description of the records of the Private Body which are available in accordance with certain legislation (please note this is not an exhaustive list), is as follows:

Name of the Act

- 1 Alienation of Land Act, 68 of 1981
- 2 Basic Conditions of Employment Act, 1997
- 3 Broad-Based Black Economic Empowerment Act, 2003
- 4 Companies Act, 2008
- 5 Compensation for Occupational Injuries and Diseases Act, 1993
- 6 Competition Act, 1998
- 7 Constitution of South Africa Act, 1996
- 8 Consumer Protection Act, 2008
- 9 Contract Law
- 10 Deeds Registries Act, 1937
- 11 Electronic Communications and Transactions Act, 2002
- 12 Employment Equity Act, 1998
- 13 Estate Agency Affairs Act, 1976
- 14 Financial Intelligence Centre Act, 2001
- 15 Financial Services Board Act, 1990
- 16 Formalities in respect of Leases of Land Act, 1969
- 17 Housing Development Schemes for Retired Persons Act, 65 of 1988
- 18 Income Tax Act, 1962
- 19 Insolvency Act, 1936
- 20 Labour Relations Act, 1995
- 21 National Credit Act, 2005
- 22 Occupational Health and Safety Act, 1993
- 23 Promotion of Access of Information Act, 2000
- 24 Property Practitioners Act 22 of 2019
- 25 Property Valuers Profession Act 47 of 2000
- 26 Protection of Personal Information Act 4 of 2013
- 27 Rental Housing Act, 1999
- 28 Sectional Titles Act, 1986
- 29 Sectional Titles Schemes Management Act, 2011

4.2 Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

5. SCHEDULE OF RECORDS

(Particulars in terms of Section 51(1)(d) of the Act)

It is recorded that the accessibility of the documents listed herein below are available on request in terms of PAIA, but may be subject to the grounds of refusal set out hereinafter.

The information is classified and grouped according to records relating to the following subjects and categories:

5.1 COMPANY SECRETARIAL

- 5.1.1 General correspondence
- 5.1.2 Company and Share register records
- 5.1.3 Statutory records
- 5.1.4 Contacts and agreements
- 5.1.5 Code of Conduct
- 5.1.6 Annual returns
- 5.1.7 Certificate of incorporation
- 5.1.8 Certificate to commence business
- 5.1.9 Memorandum of Incorporation
- 5.1.10 Register of Directors

5.2 FINANCIAL DOCUMENTS AND RECORDS

- 5.2.1 Regional Services Council records
- 5.2.2 VAT records
- 5.2.3 Tax records
- 5.2.4 General correspondence
- 5.2.5 Accounting records
 - Annual financial statements and working papers
 - General Ledger
 - Subsidiary ledgers
 - Bank statements, cheque books, cheques
 - Customer and supplier statements and invoices
 - Deposit slips
 - Cash books and petty cash books
 - Fixed Asset register
 - Tax returns and assessments
 - VAT returns
 - Insurance record
 - Auditor's reports
 - Record of Liabilities and obligation
 - Record of revenue
 - Record of expenses
- 5.2.6 Management reports
- 5.2.7 Financial records (including transactional, technical and administration records)
- 5.2.8 Statutory returns

5.3 OPERATIONAL DOCUMENTS AND RECORDS

- 5.3.1 General correspondence
- 5.3.2 Policies and procedures
- 5.3.3 Operational manuals
- 5.3.4 Media/ promotional material

5.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 5.4.1 Employment contracts
- 5.4.2 General correspondence
- 5.4.3 Employee records
- 5.4.4 Policies and procedures
- 5.4.5 Employee benefits
- 5.4.6 Payroll records
- 5.4.7 Training records and manuals
- 5.4.8 Leave applications
- 5.4.9 Employment equity records
- 5.4.10 Skills and development plan (workplace skills plan)
- 5.4.11 Documents relating to registration with SETA: Services SETA
- 5.4.12 Provident Fund and Pension Fund records
- 5.4.13 Statutory records

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation, directors, all permanent, temporary and part-time staff, as well as contract workers.

5.5 SAFETY RECORDS

- 5.5.1 General correspondence
- 5.5.2 Policies and Procedures
- 5.5.3 Statutory records

5.6 INFORMATION TECHNOLOGY RECORDS

- 5.6.1 General correspondence
- 5.6.2 Agreements
- 5.6.3 Licences
- 5.6.4 Software programs, applications and records
- 5.6.5 Policies and procedures
- 5.6.6 Hardware
- 5.6.7 Internet
- 5.6.8 Telephone lines

5.7 INSURANCE

- 5.7.1 Claim records
- 5.7.2 Details of coverage, limits and insurers
- 5.7.3 Insurance policies

5.8 LEGAL AGREEMENTS AND CONTRACTS

- 5.8.1 Agreements with customers
- 5.8.2 Rent agreements

5.9 OTHER PARTY RECORDS

- 5.9.1 Personnel, customer or Private Body records which are held by another party (e.g. marketing agent), as opposed to the records held by the Private Body itself;
- 5.9.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers;
- 5.9.3 Records relating to the Private Body's marketing service providers.

6. FORM OF REQUEST

(Particulars in terms of Section 51(1)(e) of the Act)

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form in **Appendix 1**.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the –

- 7.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 7.2 mandatory protection of the commercial information of a third party, if the record contains –
 - 7.2.1 trade secrets of that third party;
 - 7.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 7.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 7.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 7.4 mandatory protection of the safety of individuals and the protection of property;
- 7.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 7.6 the commercial activities of the Private Body, which may include –
 - 7.6.1 trade secrets of the Private Body;
 - 7.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 7.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 7.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 7.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

- 7.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

8. REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

8.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

8.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

9. REQUEST PROCEDURE

- 9.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 9.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 9.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 9.3.1 The record or records requested;
 - 9.3.2 The identity of the requester,
 - 9.3.3 Which form of access is required, if the request is granted;
 - 9.3.4 The postal address or fax number of the requester.
- 9.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 9.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 9.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 9.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 9.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 9.9 The requester must pay the prescribed fee, before any further processing can take place.

10. ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 10.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.
- 10.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

10.2.1 PERSONAL REQUESTER

- 10.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- 10.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

10.2.2 OTHER REQUESTER

- 10.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

11. PRESCRIBED FEES

(Particulars in terms of Section 51(1)(f) of the Act)

The following applies to requests (other than personal requests):

- 11.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 11.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 11.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 11.4 Records may be withheld until the fees have been paid.
- 11.5 The Act provides for two types of fees, namely:
 - 11.5.1 A request fee, which will be a standard fee; and
 - 11.5.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 11.6 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.
- 11.7 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- 11.8 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.
- 11.9 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 11.10 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

12. DECISION

- 12.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 12.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

13. AVAILABILITY OF THE MANUAL

- 13.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 13.2 The manual of the Private Body may also be available on the website of the Private Body at www.nreauctioneers.co.za

SIGNATORY

DATED AT (place)

BLOEMFONTEIN

ON

1 OCTOBER

20

23

INFORMATION OFFICER SIGNATURE

FORM 2 - REQUEST FOR ACCESS TO INFORMATION

As required by Regulation 7 of PAIA

Note:

Proof of identity must be attached by the requester.

If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

To:

The Organisation	NRE Auctioneers (Pty) Ltd
The Information Officer	Roelof Jacobus Dednam
Address	162 Zastron Street, Westdene, Bloemfontein, 9301
Email address	popi@nationalre.co.za
Fax number	051 430 1322
Request in made (mark with an X):	<input checked="" type="checkbox"/> in the requester's own name <input type="checkbox"/> on behalf of another person
Capacity- should the request be made on behalf of another person	

1 Personal Information

Full names			
Identity number			
Postal address			
Street address			
Email address			
Fax number			
Cellphone number		Home telephone number	
Only to be completed if the request is made on behalf of another person			
Full names of other person			

Initial

Identity number	
Postal address	
Street address	
Email address	
Fax number	
Cellphone number	Home telephone number

2 Particulars of requested record

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record
Reference number (if available)
Any further particulars of record

3 Type of record (mark the applicable with an **X**)

Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

Initial

4 **Form of access** (mark the applicable with an **X**)

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

5 **Manner of access** (mark the applicable with an **X**)

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Preferred language	(please complete with an official language of the Republic)

(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)

6 **Particulars of right to be exercised or protected**

Indicate which right is to be exercised or protected
Explain why the record requested is required for the exercise or protection of the aforementioned right

Initial

7 Fees

(a) An access or request fee must be paid before the request will be considered.

(b) the requester will be notified of the amount of the access fee to be paid.

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

If you qualify for exemption of the payment of any fee, please state the reason for exemption

8 Manner of correspondence

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Method

Postal address

Facsimile

Email

9 Requester / representative signature

DATED AT (place)

ON

20

REQUESTER / REPRESENTATIVE SIGNATURE

10 Confirmation of receipt for official use

Reference number

Information Officer

Date received

Access fees

Deposit (if any)

INFORMATION OFFICER SIGNATURE

Initial

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer