



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be

APPLICATION FOR DEBT INCENTIVE

Town		
Ward Number		
Account Number (Attach a list if application is for more than one (1) properties)		
Representative's Surname & Initials		
Business Name		
Business Registration No.		
Meter Number (Optional)	Water Meter	
	Electricity Meter	

For Office Use Only			
Account Number			
Application Number			
Captured by		Date	

BUSINESS CUSTOMERS – ARRANGEMENT:4-6 MONTHS

Sections

Section A	:	Business Details
Section B	:	Property Information
Section C	:	Availability of Services
Section D	:	Declaration
Section E	:	Approval
Appendix A		

The following supporting documents must be attached on the form

- + Recent municipal bill
- + Proof of Business Registration (e.g CK1);
- + List of Directors and certified ID;
- + List of Trustees and certified ID;
- + Proof of nominated beneficiary (In case where the property owner is deceased)
- + Lease agreement (where the property is occupied by tenant(s))

SECTION A: BUSINESS DETAILS

Business Representative		Initials			
Business Name					
Business Registration Number					
Area - (Head quarters)					

Postal Address:

Physical Address:

Postal Code				Postal Code					
E-mail Address									
E-mail Address (Cont.)									
Telephone Number									
Fax Number									
Cell phone Number									

SECTION B: PROPERTY INFORMATION

Street Name		Stand Number	
Type of property	Residential	Business	Church/ NGO Other
Owner			
In case of deceased owner (who is beneficiary of the property?)		Attach proof	
Do you have a title deed?		If, yes, attach a proof	
Do you have lease agreement?		If, yes, attach a proof	
Number of years in this property		Is there a built structure or is it vacant?	

Market value of the property		Total municipal debt	
Do you own other stands?		If yes, provide addresses/ account number(s) (Attach List if necessary)	

A. Repayment plans (4 months to 6 months)

Ageing of Debt

Days in Arrears	Capital	Interest	Total
120 days- 365 days			
Total			
Incentive applied for (%)	25%	50%	
Incentive applied for (R)			

B. Repayment plans (4 months to 6 months)

Ageing of Debt

Days in Arrears	Capital	Interest	Total
365 days and older			
Total			
Incentive applied for (%)	35%	50%	
Incentive applied for (R)			

C. Repayment plans (4 months to 6 months)

Ageing of Debt

PERIOD	Capital	Interest	Total
current to 90 days			
Total			
Incentive applied for (%)	nil	50%	
Incentive applied for (R)			

D. Incentive and Settlement of Debt

Total Debt Owed (A+B)	Total Incentive (A+B)	Monthly Arrangement Amount to be paid	No of Months (Max 6 months)	Total Amount to be paid

First installment : _____

SECTION C: AVAILABILITY OF SERVICES

Access to	Water		Sanitation		Electricity		Refuse Removal	
Water	House connection		Communal Tap		Meter working properly		No meter/Faulty	
Sanitation	Waterborne		VIP		Septic		Other.....	
Electricity	Eskom Supply		Centlec Supply		Meter working properly		No meter/Faulty	
Refuse	Collected weekly?		Do you have a refuse bin?		How do you dispose garden refuse?	Dump on the street?	Use transport to dump at municipal landfill site?	
When did you last receive municipal account?			When was your last payment date?			What is your average monthly bill?		
Which method do you prefer for receiving of your monthly account? (Choose preferred method)					Post	Email	MMS	

SECTION D: DECLARATION

DECLARATION BY APPLICANT

I, the under signed resident, declare that;

- 1) I agree that Council Officials may conduct an on site audit to verify the information provided on this application for Debt Incentive(s).
- 2) I am aware that any false declaration on this form, is punishable by law.
- 3) First instalment Amount of R..... will be paid to Makana Local Municipality immediately upon approval of this application, and the remaining amount of R..... will be paid in equal monthly instalments in line with the signed formal acknowledgement of debt and repayment plan concluded.
- 4) The applicant agrees to the Terms of Application as noted under Appendix A.

Signature of the Business Representative

Date

SECTION E: APPROVAL

I/ We confirm that:

- (i) The consequences of the above declaration was duly explained to the property owner,
- ii) I/ We understand that information disclosed to me by the Applicant will always be treated as confidential, will not be disclosed to any third party and is only meant for office use.
- (iii) The Applicant has provided sufficient information for consideration by Finance Roadshow Steering Committee.

Initials and Surname of Municipal Official

Initials and Surname of Delegated Official

Date

Date

APPROVED	NOT APPROVED
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COMMENTS

APPENDIX A: TERMS OF APPLICATION

THE FOLLOWING TERMS WILL APPLY WHEN ENTERING INTO THIS AGREEMENT

- 1) Applications will only be accepted if submitted before the deadline of this scheme (By no later than 30 June 2018 or the date as communicated by Council).
- 2) By accepting this agreement, the applicant accepts all requirements that are embedded in the contract.
- 3) Council has the right to withdraw this agreement at any time due to insufficient or inaccurate information provided, non-payment of agreed amount, non-payment within specified deadline or any other matter that could reasonably be considered a breach of agreement;
- 4) All discounts pursuant of this agreement will only be effected onto the account of the debtor once full settlement of agreed amounts have been received in the primary account of Council;
- 5) The parties to this agreement will be bound by the terms and conditions as contained in the approved debt incentive scheme policy duly approved by Council.