



a world class African city

City of Johannesburg Metropolitan Municipality

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4 September 2012

TO: Johannesburg Attorneys Association Members

Dear Member,

EFT PAYMENT PROCESS FOR CLEARANCE CERTIFICATES

As the City of Johannesburg continuously strives towards better service for our customers, we have implemented an easier and saver way for you to pay for clearance certificates via EFT (Electronic funds transfer).

The following should be noted when paying for a Clearance Certificate:

EFT PAYMENTS

- All application fees should be paid onto the Sellers Rates & Taxes account and no longer directly into the vote number.
- Payment of the clearance figures must be allocated as per **page 2** of the payment schedule. In some instances there will be more than one account linked to the property i.e Rates & Taxes and Utilities. The payment must be allocated to the individual accounts to avoid delays.
- Where multiple accounts are displayed separate EFT transactions should be concluded, quoting the respective account numbers as reference to the transaction.
- Only EFT payments made from the Transferring Attorneys Trust account will be accepted.
- Proof of payment/s must be e-mailed by the Transferring Attorney to the following address: **eftclearancepayments@joburg.org.za**
- The clearance payment schedule must be attached to the proof of payment/s.
- Upon receipt of the proof of payment/s we will by re-turn e-mail advice on reference number to be used when collecting the Certificate.
- Certificates will be issued within 24 to 48 hours after receipt of proof of payment.

Cheque Payments

- Printing of certificates on cheque payments will only be issued once the cheque payment is cleared by the bank, which can take up to 14 working days depending on the specific bank.
- Cheque payments must be done well in advance of the payment “**Due By**” date stipulated on the payment schedule.
- These receipts must be kept by the Attorney and only after 14 working days submit to counter 30 or 31 for the printing of the Certificate.
- All Certificates can be collected from counter 1 Thuso House Braamfontein on producing of the applicable reference number.
- The City of Johannesburg banking details are
 - ABSA
 - Account number 4054398463
 - Branch code 632005
- In order to comply too the Municipal Systems Act 32 of 2000 Section 118 sub-sections (1A) as amended "*A prescribed certificate issued by a municipality in terms of subsection (1) is valid for a period of 60 days from the date it has been issued*".

Should you have any further queries, please do not hesitate to contact the Clearance Directorate on 011-628-4490 or the Call Centre.

Yours faithfully,


Jacques Maart
Deputy Director Clearance
City of Johannesburg