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Ref: Administration Fee Account

2015-12-10

**Attention: Property Committee
Cape Law Society**

Conveyancing Attorneys
City of Cape Town

S118 Applications: Admin Fee Account

As per previous communication and as conveyed to at the feedback / interaction sessions, the Sundry account for the billing of the Admin Fee must be paid timeously otherwise conveyancing firms can and will be suspended from submitting S118 applications.

The validation for the payment of the admin fee was implemented in October 2015, a year after the implementation of the new Admin Fee process. Despite the fact that a year has passed since implementation, many conveyancing firms did not pay their accounts timeously and the impact of the validation implementation was felt by many.

To summarise in short a few main reasons for the above inconvenience were:

- Incorrect registration when conveyancing firms registered via E Services on The City of Cape Town website
- Conveyancing firms having more than one Business Partner linked to their KREF (Korbitec) or LAN (E4) number and only paying one of the accounts and sometimes unaware of the other accounts.
- In correct postal addresses

In view of the above, the City of Cape Town has uplifted the validation and will allow a final grace period where these matters can be addressed and resolved before the validation is re-implemented early in the New Year.

Therefore, going forward the following process will apply to ensure that the matter of incorrect postal addresses is resolved:

If the attorney firm is not receiving an Admin Fee account, please mail:

Send a mail to RatesClearance.ElectronicApplications@capetown.gov.za

In the subject field, please quote No Admin Fee Account Received

In the contents of the mail please quote the firm name, branch if applicable, Business Partner number, KREF or LAN number and postal address where account must be posted to.

If the attorney firm is receiving an Admin Fee account/ invoice but want to change the postal address, please mail:

Send a mail to help.uces@capetown.gov.za

In the subject field they must quote Admin Fee Account – Change of Address

In the contents of the mail they must quote the firm name, branch if applicable, Business Partner number, KREF and or LAN number and postal address where the account/ invoice must be posted to.

Due to the incorrect registration process followed, many conveyancing firms has more than one Business Partner being used which they are unaware of. The following process will apply to ensure that all duplicate Business Partners are identified and resolved:

Your firm need to investigate if more than one Business partner number is being used by your staff when submitting S118 applications. If you find any, then please mail:

Send a mail to RatesClearance.Electronicapplications@Capetown.Gov.Za

In the subject field quote Duplicate Business Partner – XYZ Attorneys

In the contents of the mail they must quote the firm name, branch if applicable, all the Business Partner numbers, KREF and or LAN number and postal address where account must be posted to.

The City of Cape Town will follow a similar exercise to assist in the clean-up of the incorrect registration process.

Once all duplicate Business Partner has been identified, you will be notified which is the correct Business Partner for future applications.

Please note:

This will only be a once off process to assist attorneys with receiving their invoice as well as updating the Cities records. Thereafter, the Debt Management process will be implemented failing no cooperation from attorneys.

Prior notification will be sent out advising as to when the validation of the Admin fee will be re-implemented to avoid the unnecessary delays of applications not be successful.

Yours faithfully



BD Williams

Manager: Debtors & Cash

Revenue

City of Cape Town

OBO Chief Financial Officer