

Civic Centre
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CITY OF CAPE TOWN | ISIXENKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

Directorate Revenue – Debtors & Cash – Rates Clearance, Deeds and Refunds

08 June 2012

Attention: Property Committee
Cape Law Society

Conveyancing Attorneys
City of Cape Town

ELECTRONIC / INTERNET PAYMENTS FOR SECTION 118 CERTIFICATES

The City of Cape Town is inundated with electronic / internet incorrect payments made when paying the financial values due for processing of a Section 118 certificates.

The problems being experience are:

- Incorrect beneficiary reference used - (only the 9 digit municipal account number must be used)
- Admin fee paid into a municipal account and not specified account number (197100003)
- All payments made into one account (if more than one account is due and payable)

The above errors by attorneys are causing an administrative nightmare and delays in processing the Section 118 applications.

In most instances, these payments are received by the City of Cape Town as unidentified. These payments are then dealt with by another department in Revenue and not the Rates Clearance department. The process thereafter is to request financial information as to identify who made the payment. Then supporting documentations are requested to determine where the payment should have been allocated to. Thereafter a financial adjustment is processed to allocate the incorrect payments to the municipal accounts that are due and payable.

The above clearly illustrates the lengthy time consuming process which is causing delays. The application can only be attended to once the above process is completed.

Attorneys complying with the Council's requirements when making electronic / internet payments are negatively impacted when processing their Section 118 applications, due to the additional administrative burden of identifying and the correctness of payments.

In addition to the above, an administration fee will be levied for the account of the attorney for the processing of the financial adjustment. The fee is required to be paid prior to the processing of the financial adjustments. It is imminent that due to the errors a delay will be caused and it must also be noted that all applications with the correct information will be processed first.

Please do not hesitate to contact our office for clarity of any uncertainty or queries in this regard,

Yours faithfully

A handwritten signature in black ink, appearing to read 'B.D. Williams', with a long horizontal flourish extending to the right.

MR B.D. WILLIAMS
MANAGER: DEBTORS & CASH
DIRECTORATE REVENUE
Obo The CHIEF FINANCIAL OFFICER