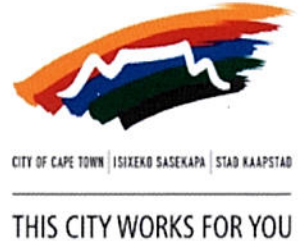


Civic Centre
12 Hertzog Boulevard
PO Box 655
Cape Town, 8000
Ask for: E Kotze
Tel: (021) 400 9123
Fax: (021) 400 5499
Ref: Admin Fee
E-mail: evert.kotze@capetown.gov.za

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Vra vir: E Kotze
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Verw:



DIRECTORATE REVENUE : DEBTORS and CASH : RATES CLEARANCES, DEEDS & REFUNDS

Date/Datum: 07 JUNE 2012

**Attention: Property Committee
Cape Law Society**

Conveyancing Attorneys
City of Cape Town

PAYMENT OF FINANCIAL VALUES FOR SECTION 118 CERTIFICATES

It is important to apply the correct payment method as previously communicated regarding the above matter. Payments of financial values made for Section 118 certificates, must be made by the transferring attorney themselves to avoid the rejection and/or prolong the processing of the issuing of a Rates Clearance Certificate.

Payments can be made via a trust cheque or alternatively via an electronic or internet payment. The City of Cape Town kindly request that the attorneys reframe from instructing / advising their clients to pay the financial values directly to Council with immediate effect.

Payments are made incorrectly (I refer to a previous communication on this matter), with no guarantee that payment will be honoured, thus impacting on the 3rd party vendors whom in itself has problems of its own.

To avoid an additional administrative burden, financial adjustments, financial control and levying the transferring attorney with the administrative cost thereof, the following process will apply:

- Any application for a Section 118 certificate received where payment was made the buyer or seller or a third party, the application will not be dealt with, within the service level agreement time frame.
- The application will only be processed after the aforementioned period. Resulting in a further delay while the incorrect payments are being transferred to the correct accounts via the financial adjustment process.

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

Yours faithfully



BD Williams
Manager: Debtors & Cash
Directorate Revenue
City of Cape Town
OBO Chief Financial Officer