

**BUDGET AND TREASURY: SCHEDULE OF APPROVED MISCELLANEOUS CHARGES:2018/19 FINANCIAL YEAR**

	<b>2018/2019 Approved Charges</b>
1. <b><u>Issuing of Municipal Valuation Certificate</u></b> (per Certificate per property)	R 50
2. <b><u>Issuing of Rates Clearance Certificate</u></b> (per Certificate per property)	R 100
3. <b><u>Issuing of Certificate of outstanding debts (closures and sheriff's requests)</u></b> in respect of a certificate per property when required for purposes other than for rates clearances	R 75
4. <b><u>Issuing a copy of any property valuation documentation</u></b> document, valuation site plan, valuation form (per property) per set of document	R 75
5. <b><u>Issuing of a Certificate of Deposits held</u></b>	R 75
6. <b><u>Issuing of Printed Copies of Accounts /Tax invoice/Statement - one statement and/or page</u></b>	
6.1. One statement / or per page	R29 per page
6.1.1 Statements from Archives (COLD) system per page	R29 per page
6.1.2. Hard Copies: 1 to 36 months statements - R29 per page with a maximum charge of R250	R29 per page (maximum charge R250)
6.1.3. Hard Copies: 36 months statements and more - R29 per page with a maximum charge of R500	R29 per page (maximum charge R500)
6.2. Email statements directly from Consolidated Billing System (CBS)	No charge
6.3. A copy of the current month's statement	No charge
6.4 Maximum charge	R 1,529
7. <b><u>Search fee for account information</u></b> fee for every hour or part thereof	R120 per hour
8. <b><u>Special Meter Readings</u></b>	R 263
9. <b><u>Electricity disconnection/reconnection (urban)</u></b>	
9.1 account in arrear - supply sealed off note 1: Fee covers both disconnection and reconnection note 2: Fee is charged separately for disconnection and reconnection	R 318
9.2 Removal of Wires (unauthorised reconnection)	R 570
10. <b><u>Water restriction/disconnection/reconnection</u></b>	
10.1 Disconnection and Reconnection note 1: Fee charged separately for disconnection and reconnection	R 318
10.2 Restriction of Service (Water)	R 318
11. <b><u>Disconnection and Reinstatement of Services</u></b>	
11.1 Disconnection/ Blocking of prepaid electricity meters and reinstatement of electricity	R 318
11.3 Disconnection/ Restriction and reinstatement of water meter supply	R 318
11.4 Disconnection of water upon request by property owner by installation of a solid washer	R 318
11.5 Disconnection/ blocking of electricity upon request by property owner	R 318
12. <b><u>Proof of Address</u></b> (per address)	R 48
13. <b><u>Issuing of Legal Documentation</u></b>	
13.1 Rescindment of Judgement Letter	R 165
13.2 Letter to debtor indicating arrangement has been concluded	R 48
13.3 Copy of Final Demands, Summonses and Judgements	R 48
14. <b><u>Issuing of a VAT Certificate</u></b>	R 48
15. <b><u>Issuing of a Billing Clearance Certificate</u></b>	
15.1 Medium to Large businesses - R95 for 3 copies of certificate (valid for 30 days)	R95(3 copies of certificate)
15.2 Small Business and Domestic (other) - R41 for 3 copies of certificate (valid for 30 days)	R41(3 copies of certificate)
15.3 Additional copies - R29 per page per certificate	R29 per page per certificate
16. <b><u>Issuing of a Valuation Roll CD</u></b> Sale of computer data	R 1,115
17. <b><u>Deads Office Search</u></b> (if information on billing system is correct)	R 48
18. <b><u>Issuing of Account Balance Confirmation Letter</u></b> (to confirm that account is up to date)	R 48

19. <b><u>Search fee for Rates and Valuations</u></b>	R120 per hour
note: for every hour or part thereof	
20. <b><u>Tender Document Fees payable by tenderers</u></b>	
note: tender documents up to R10 000 000	R 396
Up to R50 000 000 (80/20 scoring principal)	R 566
tender documents above R50 000 000 (90/10 scoring principal)	R 1,133
21. <b><u>Assistance to the Poor (ATTP) Tracing Fees</u></b>	R 96
22. <b><u>Issuing of a Manual Accounts Reconciliation</u></b>	R140 per hour
fee for every hour or part thereof	
23. <b><u>Assistance to the Poor (ATTP) : ATTP Customers are Exempted from payment of any Miscellaneous Charges.</u></b>	No charge