



**CREDIT ORDER INSTRUCTION FORM**  
**Department of GCIS**

SUPPLIER DETAILS		CREDIT ORDER INSTRUCTION																			
<b>COMPANY'S FULL TRADING NAME</b> _____ <small>(please print clearly)</small> _____		<ol style="list-style-type: none"> <li>1. I/We hereby request and authorise you to pay any amounts which accrue to me/us to the credit of my/our account with the mentioned bank.</li> <li>2. I/We understand that the credit tranfer hereby authorised will be processed by computer through a system known as the "ACB Electronic Fund Service", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any acco is not customary for banks to furnish bank statements.)</li> <li>3. I/We also understand that a payment advice will be supplied by the Department of GCIS in the normal way, and that it will indicate the date on which funds will be available in my/our account.</li> <li>4. This authority may be cancelled by me/us by giving thirty day's notice by pre-paid/registered post.</li> <li>5. I / We will not hold the Department of GCIS liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to the Department prior to payment.</li> </ol> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 20%;"></div> <div style="border-bottom: 1px solid black; width: 20%;"></div> <div style="border-bottom: 1px solid black; width: 20%;"></div> </div> <p align="center" style="margin-top: 5px;"> <small>Initials and Surname      Authorised Signature      Date</small> </p> <p align="center" style="margin-top: 10px;"><b><u>DETAILS OF MY/OUR BANK ACCOUNT</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-right: 1px solid black; width: 60%;">Name of Bank</td><td>_____</td></tr> <tr><td style="border-right: 1px solid black;">Name of Branch</td><td>_____</td></tr> <tr><td style="border-right: 1px solid black;">Branch Code</td><td>_____</td></tr> <tr><td style="border-right: 1px solid black;">Account Name</td><td>_____</td></tr> <tr><td style="border-right: 1px solid black;">Account Number</td><td>_____</td></tr> <tr><td style="border-right: 1px solid black;">Account Type*</td><td>_____ If Cheque Account, attach a blank, cancelled cheque</td></tr> </table> <p style="font-size: small; margin-top: 5px;">*Please enter numeric value:</p> <table style="width: 100%; font-size: x-small;"> <tr> <td>1 = Cheque Account</td> <td>4 = Bond Account</td> </tr> <tr> <td>2 = Savings Account</td> <td>5 = (Not in use)</td> </tr> <tr> <td>3 = Transmission Account</td> <td>6 = Subscription Account</td> </tr> </table>		Name of Bank	_____	Name of Branch	_____	Branch Code	_____	Account Name	_____	Account Number	_____	Account Type*	_____ If Cheque Account, attach a blank, cancelled cheque	1 = Cheque Account	4 = Bond Account	2 = Savings Account	5 = (Not in use)	3 = Transmission Account	6 = Subscription Account
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<b>ENTERPRISE REGISTRATION NUMBER</b> _____ <small>(Please attach a copy of the Registration Certificate)</small>																					
<b>OR SMME NUMBER</b> _____ <small>(Please attach a copy of the Registration Certificate)</small>																					
<b>VAT NUMBER</b> _____																					
<b>IDENTITY NUMBER</b> _____																					
<b>BUSINESS ADDRESS</b> Street: _____ Suburb: _____ City: _____ Telephone and area code: ( _____ ) _____ Fax number and area code: ( _____ ) _____																					
<b>POSTAL ADDRESS</b> Street: _____ Suburb: _____ City: _____ Code: _____																					
<b>PAYMENT ADDRESS</b> Street: _____ Suburb: _____ City: _____ Code: _____																					
Please complete this form and forward it to:  Department of GCIS Private Bag X745 PRETORIA 0001	<p align="center" style="font-size: small;"><u>FOR INTERNAL USE ONLY</u></p> <b>LOGIK Request Number:</b> _____  <b>LOGIS Supplier Number:</b> _____  <b>Filing Number:</b> _____	<b>DATE STAMP OF BANK</b>	<b>FOR COMPLETION BY BANK OFFICIAL:</b> Bank account details are hereby certified as being correct:  Name: _____ ID Number: _____  Signature: _____																		