



social development
Department:
Social Development
PROVINCE OF KWAZULU-NATAL

POLICY ON LOSS CONTROL

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1. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

- 1.1 **“Loss Control Agent”** means an employee who is entrusted with the responsibility to investigate, report and finalize loss cases and is based at Head Office;
- 1.2 **“Loss Control Sub-Agent”** means Loss Control Sub-Agents situated at District and/ or Institutional level who investigate reported cases and forward these to their Loss Control Agent situated at head office;
- 1.3 **“Department”** means Kwa-Zulu Natal Department of Social Development;
- 1.4 **“Loco”** means the Loss Control Computerized System used to record all losses;
- 1.5 **“Losses”** means any material loss or damage or prejudice to the state or a said person who is or was in the employ of the Province and includes shortages, damages, fruitless or wasteful expenditure and payments;
- 1.6 **“Loss Control Committee”** means the committee of nominated employees at Head Office or District Level charged with examining and evaluating all loss cases submitted to it with the object of determining liability and responsibility for all losses occurred within the Department.
- 1.7 **“Reporting official”** means an employee who identifies the loss and reports the case;
- 1.8 **“SCOA”** means Standard Charter of Accounts;
- 1.9 **“Thefts and Losses”** means a voted funds account on SCOA where debt write –offs are posted into once approval for write –off has been obtained;
- 1.10 **“BAS”** means Basic Accounting System;
- 1.11 **“Replacement value”** means value of which an item of similar nature can be purchased;
- 1.12 **“Ex-Gratia Payments”** means payment granted as favour or compensation;
- 1.13 **“OB”** means occurrence book;
- 1.14 **“AR”** means accident report;
- 1.15 **“IR”** means incident report; and
- 1.16 **“CAS”** means crime administration system

2. INTRODUCTION

The Department has considerable movable assets under its control. As part of the process of managing and safeguarding movable assets it is necessary to ensure, as this policy seeks to do, that all employees utilise state assets in an optimal and responsible manner.

3. PURPOSE

The purpose of this policy is to: -

- (a) outline the procedures, principles and prescripts to be followed by Department when losses, thefts, irregularities, damages or accidents occur; and

- (b) inform employees about the loss control process and their responsibilities with regard to claims and losses.

4. OBJECTIVE

The objectives of this policy are to: -

- (a) ensure the safe-guarding of assets by curtailing and properly accounting for losses;
- (b) provide guidelines for all employees regarding their role in the loss control process; and
- (c) enable the Department to determine whether or not an employee has forfeited State protection thereby addressing the issue of recovery of the State loss.

5. SCOPE AND APPLICABILITY

The Policy applies to all employees in the Department.

6. LEGISLATIVE FRAMEWORK AND OTHER MANDATES

- 6.1 Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 6.2 Treasury Regulations 2005;
- 6.3 Provincial Treasury Instruction Note No. 15;
- 6.4 Transport Circular Number 4 of 2000;
- 6.5 Departmental Cellphone Policy;
- 6.6 Departmental Policy on Asset Management;
- 6.7 Departmental Policy on Inventory Management; and
- 6.8 ICT Computing Equipment Resource Allocation Policy

7. COMPOSITION OF COMMITTEES

7.1 Departmental Loss Control Committee

- (i) Chief Director/Director at Head Office (Chairperson);
- (ii) Loss Control Agent;
- (iii) Representative from Accounting Services: Director
- (iv) Representative from Asset and Fleet Management: Director
- (v) Representative from HRM: Labour Relations Director
- (vi) Representative from Internal Control and Risk Management: Director
- (vii) Representative from each Service Delivery programs: Director
- (viii) Representative from Legal Services: Director
- (ix) Cluster representative/ Chairperson of Head Office committee; and or
- (x) Any other member appointed by the HOD

7.2 Head Office Loss Control Committee

- (i) Chief Director/Director at head office (Chairperson);
- (ii) Loss Control Agent;
- (iii) Representative from Accounting Services: Deputy Director
- (iv) Representative from Asset and Fleet Management: Deputy Director

- (v) Representation from Internal control & Risk Management: Deputy Director
- (vi) Representative from HRM: Labour Relations: Deputy Director; and
- (vii) Representative from Service Delivery programs: Deputy Director.

7.3 District Loss Control Committee

- (i) District Director: (Chairperson)
- (ii) Loss Control Sub-agent
- (iii) Representative from Finance/Corporate Management: Deputy Director
- (iv) Representative from Asset and Fleet Management: Deputy Director
- (v) Representative from Service Delivery programs: Deputy Director

8. REPORTING PROCEDURES

8.1 When an accident, damage or loss occurs, the reporting official must report the loss, damage or accident to the nearest police station within 24 hours of the occurrence or detection. She/he will get a case i.e. OB, AR, IR or CAS number.

8.2 For vehicles:

The reporting official shall report the accident/incident to the Transport officer.

Accident or incident report and additional supporting documentation i.e. trip authority, garaging authority, statements, sketch plan, photographs and quotations where applicable, shall be submitted to Transport Unit within five (5) working days of the occurrence.

Transport Unit must furnish original copies of the Accident Report with all attachments to the Agent/Sub Agent within 5 working days of receiving them from reporting official. Each case must have its own file regardless of the number of accident that took place.

Agent/sub-agent must keep registers of reported cases and must provide all necessary information required by Loss Control Committee to finalise all loss control cases in their jurisdiction.

8.3 For assets (Other than vehicles):

The reporting official shall report incident to Asset Administrative Officer. Supporting documents i.e. statement and/or affidavit of the responsible official must be submitted to Asset Management Unit within five (5) working days of occurrence.

Asset Management Unit must furnish original copies of the Incident Report to the Agent/Sub Agent within 5 working days. If a number of assets are lost at one time that will be treated as one case but costs will be allocated individually.

Sub-agents must submit quarterly reports to the Loss Control Agent listing all losses reported during that quarter or in the case where no losses occurred, a nil return must be submitted.

9. CLAIMS AGAINST THE STATE (DEPARTMENT)

9.1 The Department must accept liability for all claims arising from acts or omissions of employees which are instituted against the Department or against employees with due consideration of provisions of Treasury Regulations 12.2.1. Provisions of Treasury Regulations 12.2.3 regarding recoveries from responsible employees must be duly noted.

- 9.2 Employees must ensure that under no circumstances should they make admissions or statement to the claimant committing the department.
- 9.3 Transport Section receiving claims against the Department must without delay send them to Loss Control Officer/ Agent within 48hrs with the following:
- (i) Full particulars of the claim and of the event and circumstances that gave rise to them;
 - (ii) The statement of the responsible official and others in which all relevant information is set out in full;
 - (iii) All other relevant documentation, statements by witnesses and other any information that was obtained

10. CLAIMS BY OFFICIALS AGAINST THE STATE

- 10.1. Where an employee lawfully claims to the Department, the relevant Director must without delay submit all relevant documents and statements to the Director of Accounting Services together with additional information, who may submit the information to Legal Services.
- 10.2. The Director of Accounting / legal Services must recommend to the Chief Financial Officer whether in his opinion the claim is to be paid, settled or opposed. The Chief Financial Officer must take the final decision. In the case of payment or settlement, the provisions of paragraph 10 are (*mutatis mutandis*) with necessary changes applicable.
- 10.3 If an employee sustains a personal loss or damage in execution of official duties and is not compensated by his/her insurance, the responsible Director of that employee may submit the matter with full particulars to the Loss Control Agent who will submit to Director of Accounting Services/ Director of Legal Services, who will recommend what action to be taken and send it to Chief Financial Officer for final decision for ex gratia payment. The provision of Treasury Regulations 12.4.1 regarding proof of such loss or damage will apply. It should be noted that employees are encouraged to insure their personal belongings claims of this nature will only be considered in exceptional circumstances.

11. LOSSES OR DAMAGES CAUSED THROUGH ACTS OR OMISSIONS

- 11.1 The provisions of Treasury Regulations 12.7 must be noted and will apply to all cases where employees or former employees caused the Department loss or damage. This includes inventory losses, loss or damage to state vehicles and general assets.
- When it appears that the Department has suffered loss or damage through an act or omission of an employee the matter must be reported in terms of paragraph 8, *supra*.

12. LOSSES OR DAMAGES CAUSED THROUGH CRIMINAL ACTS OR OMISSIONS

- 12.1 When it appears that the Department has suffered losses or damages through criminal acts (fraud, theft, arson, malicious damage, vandalism, etc.) or possible criminal acts or omissions, the employee who becomes aware of such criminal must immediately report the matter to his or her supervisor. The official and supervisor must immediately (within 48hrs) report the matter to SAPS for investigation and obtain a case number (CAS). The matter must then be reported to the Agent/ Sub-agent with full details and particulars of the SAPS case number, the date when the case was reported, name and the place where the case was reported.

- 12.2 The investigation must be followed up monthly by the Agent/ Sub-agent. If prosecution is instituted, the public prosecutor must be requested to ask the Court, in the event of conviction, for an order for payments of the value of loss.
- 12.3 If the request is unsuccessful, the loss control Officer/ Agent must request the state Attorney to institute legal action in those cases where identity and whereabouts of the person whose unlawful act caused the loss, is known or determined.
- 12.4 It must be noted that no items lost as a result of criminal or possible acts may be replaced without prior approval of the loss control committee unless approved by Chief Financial Officer.

13. RECOVERY OF LOSSES AND DAMAGES

- 13.1 Losses and damages suffered because of an act committed or omitted by an official must be recovered from the official if he or she is liable in law. The provisions of Treasury Regulations 12.7 are applicable. If liable in law, amount to be recovered shall be calculated as follows:
- (a) Assets with long life span where practically no depreciation occurs, current amount i.e the cost or price of similar article;
 - (b) Assets that have an accepted bases of depreciation (i.e. certain percentage per annum) at depreciated value;
 - (c) Vehicles: The cost to repair the vehicle based on supporting documents such as a tax invoice, addendum or market value.
 - (d) Stolen or damaged equipment: The replacement value of the stolen or damaged item/s is multiplied by the relevant percentage (indicated below) taking into account the condition of the item prior to the theft.
 - (i) New stores items not yet issued: 100% of the replacement value;
 - (ii) Newly issued: 75% of the replacement value;
 - (iii) Good: 50% of the replacement value;
 - (iv) Fair: 30% of the replacement value, and,
 - (v) Poor: 10% of the replacement value.

14. WRITE OFF OF LOSSES AND DAMAGES

- 14.1 Losses and damages sustained through vis *major* (natural causes) and other unavoidable causes may be written off in terms of Treasury Regulations 12.6.1. Examples are as follows:
- (a) damages to State property as a result of natural causes e.g. hail storms, lightning strikes, hurricanes, floods, etc;
 - (b) fire as a result of an electrical short;
 - (c) damage to electrical/audio visual equipment as a result of unexpected power surges, and,
 - (d) damage to a building due to a burst water pipe which is not as a result of poor maintenance.
- 14.2 losses or damages arising from criminal acts or omissions may be written off in terms of Treasury Regulations 12.5.2 by Accounting Officer or in terms of delegations granted, if after thorough investigation it is found that the loss or damage is irrecoverable.
- 14.3 In addition to the above-mentioned criteria, the Department will consider write-offs of losses/damages/thefts/collisions in the following circumstances:

- (a) Cases which have prescribed in terms section 11 of the Prescription Act no.68 of 1969;
- (b) in those cases, where the debtor cannot be traced,
- (c) losses/damages/thefts/collisions where no source documentation is available to substantiate the case, provided that the Accounting Officer or his/her delegate has satisfied him/herself that all reasonable steps were taken to locate the source documents;
- (d) claims by the State where the responsible person has emigrated without fully liquidating the claim, leaving no assets available which could be used to offset the claim, and the person's whereabouts are unknown;
- (e) amounts due by employees who have left the Department, and are now destitute, provided that the Accounting Officer or his/her delegate has satisfied himself/herself that the former employee is in fact destitute;
- (f) amount owed by employees is less than R5 000.00, where the official is no longer employed by the State, provided that the provisions in the Prescription Act, 1969 (Act No.68 of 1969) have been complied with;
- (g) where amounts owed by persons or institutions, the probability of recovery is remote, and the possibility exists that the costs associated with recovery may exceed the loss.

15. KEY ROLES AND RESPONSIBILITIES

15.1 The Head of Department is responsible for:

- (i) the appointment of Loss Control Agents, Sub-agents and committee members

15.2 The Loss Control Agent is responsible for: -

- (i) training of loss control sub-agents from districts;
- (ii) submitting claims to Legal Services;
- (iii) preparing claim payments as recommended by Legal Services;
- (iv) preparing submission for write-offs;
- (v) updating and maintaining loss control register;
- (vi) updating and maintaining LOCO system;
- (vii) preparing monthly reconciliation between LOCO and BAS;
- (viii) preparing and submit monthly status reports;
- (ix) ensuring investigations on losses are conducted;
- (x) performing secretariat duties in loss control committee meetings;
- (xi) presenting loss cases to Loss Control Committee meetings;
- (xii) developing and maintaining departmental policies relating to loss; and
- (xiii) preparing submissions for loss write-offs.

15.3 The Loss Control Sub-agent is responsible for: -

- (i) updating and maintaining loss control register;
- (ii) conducting investigations on Losses;
- (iii) performing secretariat duties in loss control committee meetings; and
- (iv) presenting loss cases to Loss Control Committee meetings.

15.4 The Departmental Loss Control Committee is responsible for:

- (i) reviewing and ensuring implementation of recommendations of District Loss Committees;
- (ii) deliberating on issues and cases relating to departmental losses;
- (iii) ensuring that loss cases are dealt with in a fair, transparent and equitable manner;
- (iv) providing guidance to Loss Control Agent where a case requires clarity; and
- (v) ensuring maintenance of Loss Control Register.

15.5 The District Loss Control Committee is responsible for:

- (i) deliberating on cases presented to the District loss control committee and make recommendations;
- (ii) examining and evaluating loss cases in order to apportion responsibility;
- (iii) ensuring that loss cases are dealt with in a fair, transparent and equitable manner; and
- (iv) monitoring of Loss Control Register.

16. NON-COMPLIANCE

An employee who fails to comply with this policy shall be guilty of an act of misconduct.

17. REVIEW, MONITORING AND EVALUATION

The Policy will be monitored, evaluated and reviewed after three (3) years or as when the need arises.

18. EFFECTIVE DATE

This policy is effective on the date of approval.

19. TITLE OF THE POLICY

The policy shall be called Policy on Loss Control.

20. POLICY APPROVAL

This policy supersedes all other policies in existence. This Policy is approved with effect from the 15 day of April In the year 2019....

Approved/Not Approved



.....
Ms. NG Khanyile
HEAD OF DEPARTMENT
DEPARTMENT OF SOCIAL DEVELOPMENT

**HEAD OF DEPARTMENT
DEPARTMENT OF SOCIAL DEVELOPMENT**

ANNEXURE 1

Statement

(cracked/chipped windscreen, damages, thefts etc)

I,....., employed as.....(rank)
in the Directorate, stationed at(office)
hereby state that on at about .. I was in charge of and
responsible for

Describe equipment and when the incident occurred below:

.....

The incident was reported to the SAPS Station Case
number.....

DECLARATION BY RESPONSIBLE PARTY

I submit the following reason/s why, in terms of Section 76(1)(b) and 76(4)(a) of the Public Finance
Management Act (see overleaf), I consider that I should not be held responsible for any of the costs which
will be incurred by the Province as a result of the incident described above.

.....
.....
.....
.....
.....
.....

INITIALS AND SURNAME..... RANK.....

SIGNATURE: DATE

DECLARATION BY SUPERVISOR

I have personally interviewed and am satisfied that s/he appreciated the
implications of the contents of the above statement.

INITIALS AND SURNAME

RANK

SIGNATURE.....

DATE



Vehicle Collision between two motor vehicles

Driver:

Directorate..... Division/Office

Initials and Surname Rank

Persal no..... ID number

Drivers license code..... Driver's License number.....

Contact details.....

Vehicle:

Government vehicle registration number

Make, model & year

Odometer reading

Condition of vehicle prior to accident/damage

(Please indicate damage with a circle (pages 5, 6 or 7))

.....

.....

.....

Details and address of private party

Initials and Surname of private party..... ID number

(if applicable)

Postal

Residential

Telephone No. Vehicle registration No.

Make and model

Vehicle register No. (from the license disc)

Details of damage to private vehicle (if any)

Witnesses:

1. Name of witness/passenger (Delete which is not applicable).....

Address:

Telephone No.

2. Name of witness/passenger (Delete which is not applicable).....



Address

Telephone no.....

Injured person/s:

1. Initials and surname of injured person

Address

Telephone no.....

2. Initials and surname of injured person.....

Address

Telephone no.....

General:

Approximate time..... Place..... Date.....

Approximate speed of State vehicle km/h Other vehicle km/h

Reported to Departmental Transport Officer at (If applicable)

Date.....

Reported to South African Police Services at (Place)

Case number (AR, CAS, CR, OB etc)

Reported to supervisor (Initials and surname).....

Designation

Date.....

Conditions (tick where applicable)

Blacktop	
Gravel	
Wet	
Dry	
Surface good	
Surface poor	
Road steep	
Road level	



Statement by supervisor (indicating negligence or otherwise)

The driver of the official vehicle was authorised to drive the vehicle at the time of the incident (*Yes/No)
Was the driver of the official vehicle under the influence of alcohol or a drug at the time of the incident?
(*Yes/No)
The driver was acting in the course and scope of his duties at the time of the incident (*Yes/No)
The driver of the vehicle was on his authorised route at the time of the incident (*Yes/No)
If the driver deviated from his/her route, what was his reason and how many kilometers were traveled?
(*Delete which is not applicable).

If Yes/No specify:

.....
.....
.....
.....
.....
.....

Initials and Surname of Supervisor..... Signature.....
Designation Date.....

I concur/do not concur with the Supervisor’s statement.

I hereby certify that he/she* can/cannot be regarded as being negligent for the following reason/s:

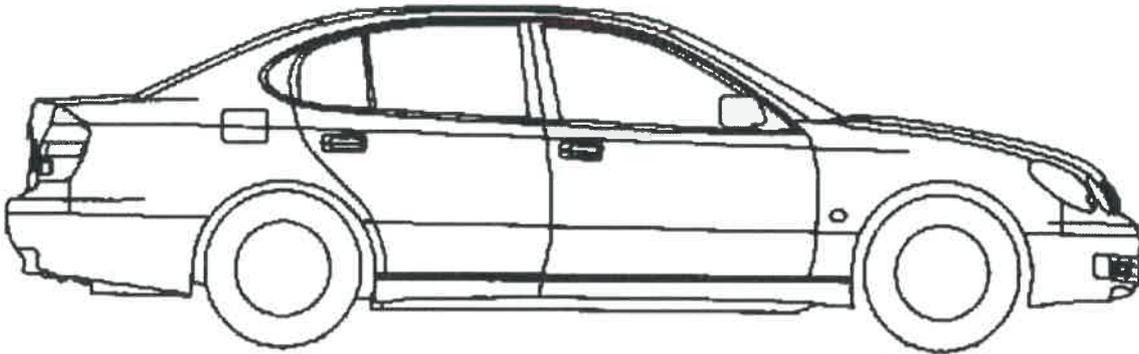
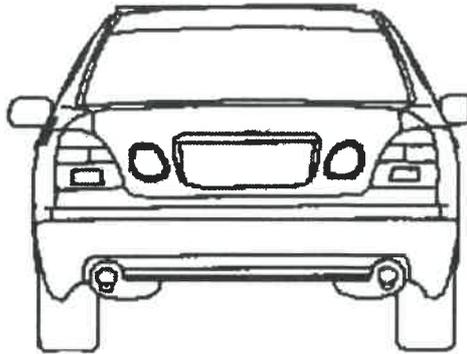
.....
.....
.....
.....
.....

Head of Directorate/Sub-Directorate’s recommendation:

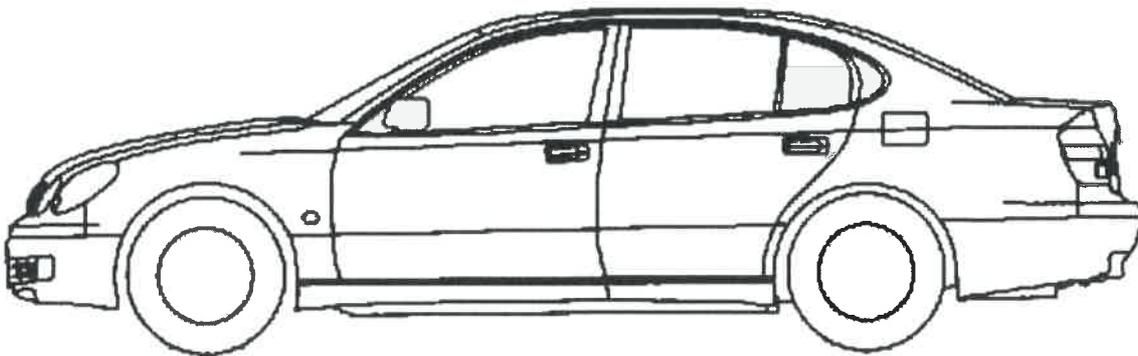
Disciplinary action (where applicable): yes / no

.....
.....
.....
.....
.....

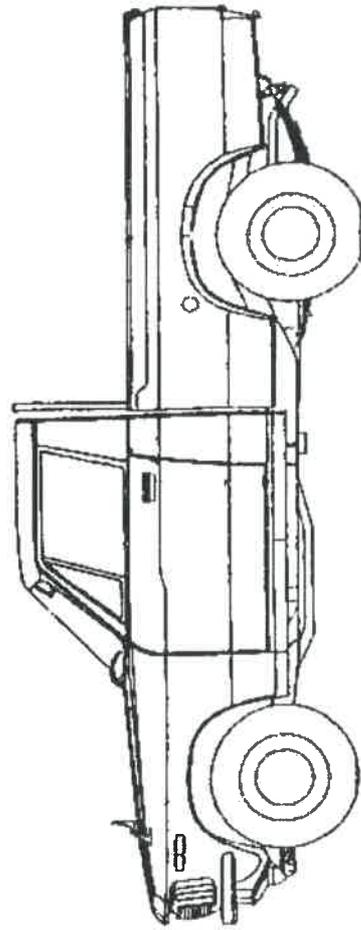
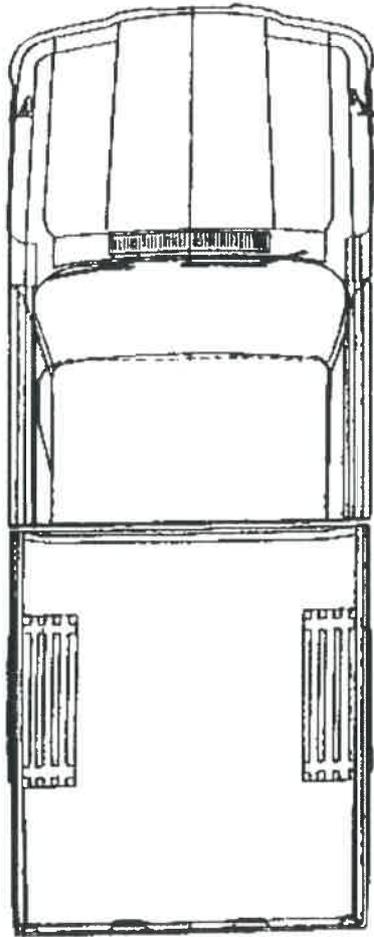
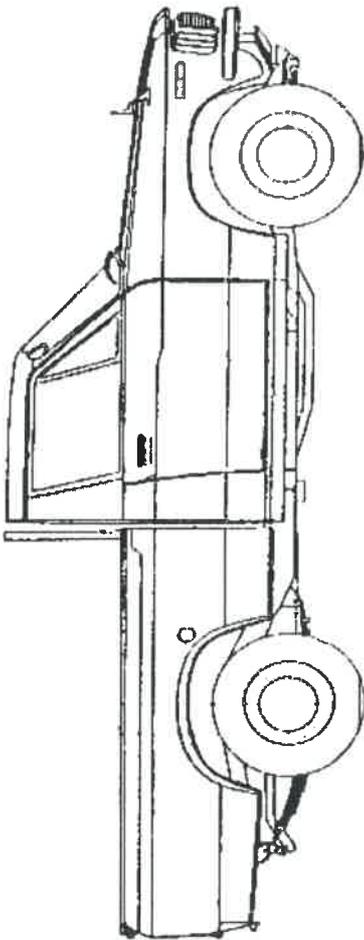
Initials and Surname of Head of Directorate / Sub-Directorate
Designation
Date.....

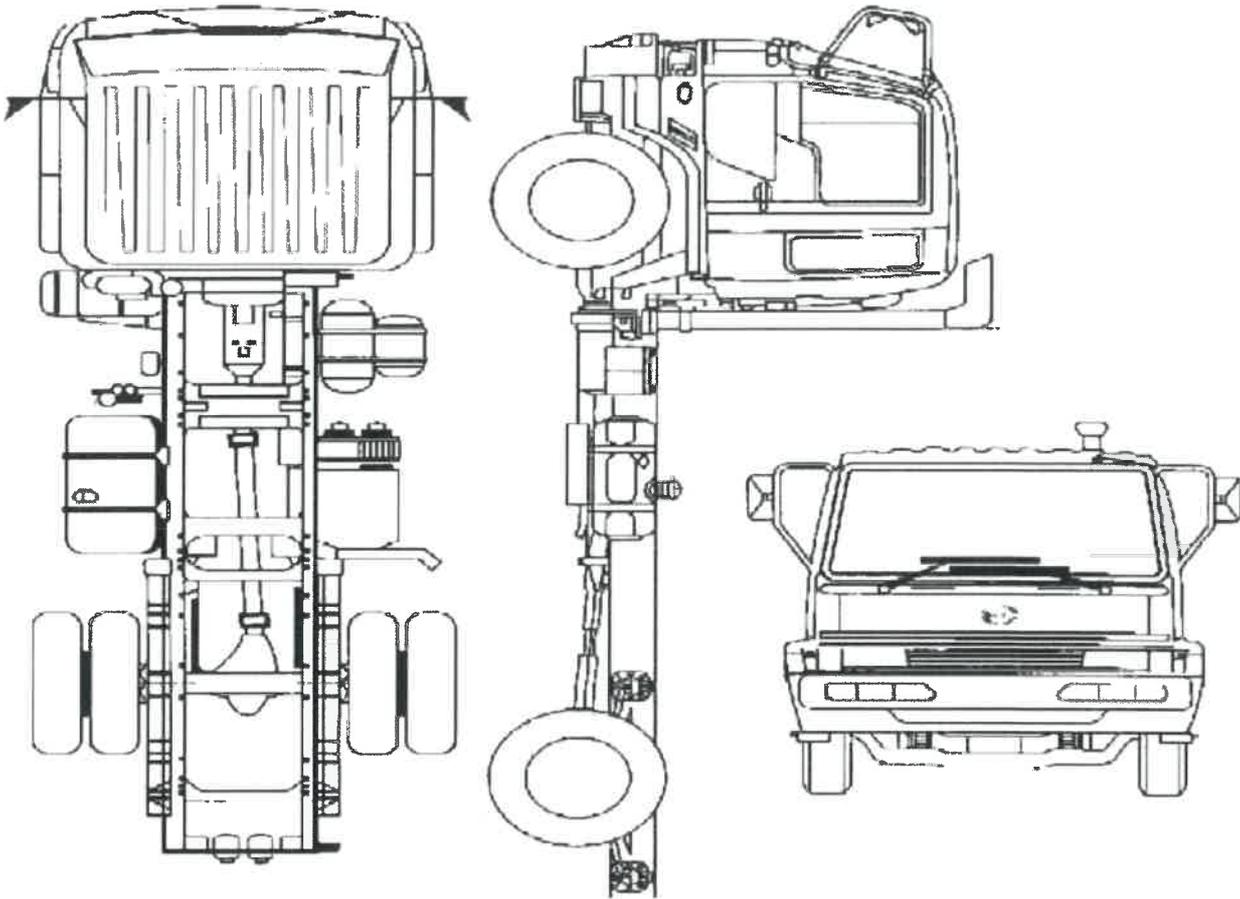


21



2







Determination of Liability

(cracked/chipped windscreen, damages, thefts, etc)

TO BE SIGNED BY AN OFFICIAL AT LEVEL 9 OR HIGHER

A

Vehicle registration number	
Equipment serial number	
Date of incident	
South African Police Services case number	
South African Police Services station reported to	
Responsible driver/official: Surname and initials Identity number: Persal number :	

B * Delete which is not applicable

1. The above-mentioned official was/was not* on official duty at the time of the incident.
2. I hereby certify that s/he* can/cannot* be regarded as negligent for the following reason/s:
3. If the official is found negligent due to deviation **PLEASE** indicate the reason and number of kilometers.

.....

SIGNATURE	INITIALS AND SURNAME	RANK

SENIOR GENERAL MANAGER /GENERAL MANAGER RECOMMENDATION (WHERE APPLICABLE):

DISCIPLINARY ACTION: YES / NO

COMMENTS:

SIGNATURE..... DATE.....



ANNEXURE 5

Case Type Categories

0001	Claims Against the State
0002	Compensation Claims
0003	Criminal / Negligence (other)
0004	Criminal / Negligence (Public Service Persons)
0005	Debt Write – off
0006	Ex Gratia Payments
0007	
0008	Fines
0009	Firearms / Ammunition
0010	Fruitless Expenditure
0011	Livestock
0012	Loss / Damage to Land / Buildings
0013	Miscellaneous Losses
0014	Other Revenue
0015	Supplies / Equipment / Deficits
0016	Vehicle Collisions / Damage
0017	Vehicle Theft / Loss
0018	Vis Major (Natural Disasters)
0019	Claims by the State
0020	Medico Legal Claims (Health)
0021	Theft / Attempted Theft Cheques
0022	Theft / Attempted Theft Social Pension Monies
0023	Irrecoverable Hospital Fees
0024	Attempted Fraud Cases
0025	Actual Fraud Cases
0026	Board of Survey
0027	Irrecoverable Rental (Works)
0028	Safe & Strongroom Keys
0029	Removal of Vehicles
0030	Social Pension Money Shortages / Surpluses
0031	Subsistence and Transport
0032	Nutrition Advances Write – off (Health)
0033	Nutrition NNSDP
0034	Theft of Drugs / Medicines
0035	Expired Drugs / Medicines
0036	Theft / Damage / Loss of Cellphones
0037	Theft of Computers
0038	Medical Supplies / Equipment



ACKNOWLEDGEMENT OF DEBT

between

_____ (hereinafter referred to as "the Debtor")

and

THE KWAZULU-NATAL DEPARTMENT OF
(hereinafter referred to as "the Creditor")

1. The Debtor hereby acknowledges herself / himself to be truly and lawfully indebted to the Creditor in the sum of R _____ (_____) (hereinafter referred to as "the capital sum"), being in respect of _____ together with interest thereon at prevailing rates.
2. The Debtor acknowledges that the terms and conditions contemplated below shall regulate the repayment of all and any monies due, owing and payable to the Creditor arising out of the Debtor's indebtedness to the Creditor.
3. The Debtor shall repay the capital sum and interest in monthly installments of R _____ (_____), the first installment to be paid on _____, with each subsequent installment to be paid on the **fifteenth day** of each and every succeeding month until the whole of the capital sum and the interest payable thereon, shall have been paid.
4. All payments are to be made at the offices of the Creditor at _____
or at such other place or places in the Republic of South Africa as the Creditor may direct from time to time, provided that the payments may be made –
 - 4.1 by cheque, postal order or in cash;
 - 4.2 by way of a monthly deduction from the Debtor's salary; or
 - 4.3 as a deduction in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999), from any monies that may be due to the Debtor, including but not limited to, monies due by the Creditor or by the Government Pension Fund.
5. The Debtor acknowledges that all amounts paid in terms hereof will be allocated firstly towards interest and thereafter towards capital, and the failure to make payment of any instalment on the due date shall cause the full balance still owing to become immediately due and payable without the necessity of having to give the Debtor notice thereof.
6. The Debtor hereby renounces the benefits of the legal exceptions of *non causa debiti, non numeratae pecuniae, errore calculi*, and *revision of accounts*, the full force, meaning and effect of which the Debtor declares herself /himself to be fully acquainted with.
7. The parties choose as their *domicilium citandi et executandi* for all purposes of this Acknowledgement of Debt including the giving of any notice and/or the service of any process:

Debtor: _____

Creditor: _____

8. Either of the parties hereto shall be entitled to change their *domicilium* to any address in the Republic of South Africa provided that any notice of a change of such an address shall be given in writing and shall be delivered or sent by prepaid registered post or by hand by the one party to the other in which case such changed address shall serve as such *domicilium* of the party who has given such notice.
9. Any notice or process addressed by either party to the other shall be deemed to have been received by the addressee thereof:
 - 9.1 on the date of delivery thereof if delivered by hand to the addressee; or
 - 9.2 seven days after the date of posting thereof, including the date of posting, if posted by prepaid registered post.
10. For the purposes of all or any proceedings herein the parties hereby consent to the jurisdiction of the Magistrate's Court otherwise having jurisdiction under section 28 of the Magistrate's Court Act, 1944 (Act No. 32 of 1944), notwithstanding that such proceedings are



otherwise beyond the jurisdiction of the Magistrate's Court, and this clause shall be deemed to constitute the required written consent conferring jurisdiction upon the said Court pursuant to section 45 of the said Act.

11. Any indulgence or extension of time granted to the Debtor by the Creditor in relation to any breach or default by the Debtor in terms hereof shall not be deemed to constitute a waiver of any of these rights granted under this agreement and any indulgence which may be shown the Debtor under this agreement in respect of the payment of any monies hereunder, shall in no manner prejudice in the Creditor's rights to insist thereafter on the strict fulfillment of the Debtor's obligations under this agreement.

13. Any costs, including attorney and client costs and collection commission, incurred by the Creditor arising out of a breach of this agreement by the Debtor, shall be borne by the Debtor.

14. A certificate by a duly authorised official of the Creditor as to the amount owing and that same is due and payable, shall be deemed to be prima facie proof of the amount outstanding from time to time.

SIGNED AT _____ ON THIS THE ____ DAY OF _____ 200 ____.

AS WITNESS:

1. _____
_____ **DEBTOR**

2. _____
_____ **CREDITOR**



Enquiries :	Telephone:	Private Bag:
Imibuzo :	Ucingo :	Isikhwama Seposi:
Navrae :	Telefoon :	Privaat Sak:

Reference:	Fax :	Date :
Inkomba :	Isikhahlemezi:	Usuku :
Verwysing:	Faks :	Datum :

Back up Section Motor Licensing Bureau

Fax number : 033 – 3425011

To whom it may concern,

Collision involving _____ and _____ on _____ .

This office and the State Attorney (KwaZulu – Natal) requires the details for _____ to institute a claim against the private party.

It would be appreciated if you could assist this department in furnishing the name, address and telephone number (if possible) of the registered owner of vehicle _____ on _____.

Your assistance will be greatly appreciated.

HEAD OF DEPARTMENT: