

TYPE OF APPLICATION: RELEASE OF GUARANTEE (OR REFUND OF AMOUNT PAID *IN LIEU* OF THE GUARANTEE)

The e-mail must contain the correct description of the property//township as well as the file reference number of the Council and copies of the following documents must be attached to the e-mail:

1. The letter from the township owner/registered owner requesting the refund/release of the guarantee, which letter must include the full details of the banking account in which the refund must be deposited.
2. A duly signed and initialled Power of Attorney authorising the applicant to act on behalf of the registered owner/township owner.
3. A duly signed and initialled resolution of the company/partnership/close corporation /other legal entity [if applicable].
4. The memorandum from the applicable Municipal Entity requesting the guarantee at section 29.(1) [or 82] stage.
5. The Invoice (proof that the guarantee has been paid) OR a copy of the (paper) guarantee submitted.
6. If the guarantee amount was paid per EFT, proof of the EFT payment and the Journal Entry issued by Finance.
7. If VAT was indicated separately on the abovementioned Invoice, then the township owner/registered owner must submit its/his VAT INVOICE for the transaction.
8. A memo or e-mail from the specific Municipal Entity confirming that the guarantee can be released.
9. Proof of payment of the applicable administrative fee.
