



BRANCH:

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Sub-Office File: .6/1/1 and 7/1/1

CIRCULAR 70 OF 2011
(National Office File 5/2/4/1)

**COLLECTION OF MASTERS' PRESCRIBED FEES FOR DECEASED AND
INSOLVENT ESTATES, TRUSTS AND COPIES OF DOCUMENTS**

1. New Bank Account:

- 1.1 Pursuant to Circular 68 of 2009 issued on 5 November 2009, I wish to inform you that a dedicated bank account has now been opened for the deposit of Masters' Prescribed Fees in respect of deceased and insolvent estates, trusts and copies of documents.
- 1.2 The details of the new bank account are as follows:
NAME OF ACCOUNT: Dept. of Justice & Constitutional Development.
BANK: ABSA
ACCOUNT NUMBER: 4077507497
BRANCH CODE: 632005
REFERENCE: Type of Service required and Master's Office:
e.g. MOH PTA TRUST (for Trusts at Pretoria Office), MOH PTA + Estate number (for deceased and insolvent estates at Pretoria Office) and MOH PTA COPIES (for copies of documents from Pretoria office).
- 1.3 Deposits into the aforementioned bank account held at ABSA Bank must be utilized with effect from 1 SEPTEMBER 2011 as deposits in respect of Masters' Fees into the previous Departmental Account will be rejected from the said date.

2. REFUND OF MASTERS' FEES:

- 2.1 Masters' Prescribed Fees collected are paid over to the National Revenue Fund monthly.

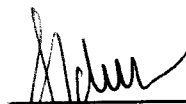
2.2 Should the need arise to refund fees erroneously collected and paid over to the National Revenue Fund, approval must be obtained to make such refunds by completing ANNEXURE DD of the Departmental Financial Instructions (DFI) and submitting same to the Director: Reporting Services (Bookkeeping Section) at National Office.

2.3 When authority is granted by the Bookkeeping Section and ANNEXURE DD is returned the refund must be made by completing a Sundry Payment Advice and the allocation indicated by the Bookkeeping Section must be utilized. Should any Masters' Offices not have BAS Payment facility the said office must make use of the facilities of another office which usually assists in processing payments of the affected office.

3. PAYMENT OF MASTERS' PRESCRIBED FEES BY MEANS OF CHEQUES:

3.1 When Masters' Prescribed Fees are paid by means of a cheque such cheques must be bank guaranteed. The receipting official must ensure that the cheque is guaranteed prior to issuing a receipt. The Bank is notified to reject direct deposits made by means of a cheque which is not guaranteed.

4. Masters' Offices are requested to inform its clients of the changes elucidated in this Circular.



JOHAN JOHNSON 2011/05/16.
ACTING CHIEF FINANCIAL OFFICER
JUSTICE AND CONSTITUTIONAL DEVELOPMENT

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT