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 Republic of South Africa  
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<b>STOP ORDER APPLICATION FORM</b>	<b>DATE</b>								
		D	D	M	M	Y	Y	Y	Y

I, (FULL NAME) .....

IDENTITY NUMBER																	
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TELEPHONE (WORK)																	
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CELL																	
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Hereby authorise (name of employer) ..... to deduct the amounts indicated below from my MONTHLY / FORTNIGHTLY / WEEKLY SALARY / WAGE for the periods indicated

COMMENCING FROM									END DATE								
	D	D	M	M	Y	Y	Y	Y		D	D	M	M	Y	Y	Y	Y
THE AMOUNT IS TO BE CREDITED TO MUNICIPAL ACCOUNT NUMBER																	

Pre-paid Meter No. ....  
 Arrear instalments of R ..... for ..... months/fortnights/weeks.  
 Current monthly account R ..... (Estimated amount) for indefinite period.  
 TOTAL R .....

Signed on this ..... day of ..... 20 ..... at Port Elizabeth / Uitenhage / Despatch  
*(Delete which is not applicable)*

ACCOUNT HOLDER SIGNATURE: .....  
 TOTAL GROSS INCOME PER HOUSEHOLD: R .....

KINDLY NOTE THAT THE STOP ORDER/ARRANGEMENT WILL ONLY COME INTO EFFECT ONCE THIS FORM HAS BEEN FAXED BACK/RETURNED, COMPLETED AS REQUIRED.

**NB: WHEN MAKING PAYMENTS PLEASE QUOTE ABOVE ACCOUNT NUMBER AGAINST THE AMOUNTS**

**Account beneficiary: Nelson Mandela Bay Municipality**  
**Absa current account**  
**Account number: 40-7953-3842**  
**Branch Code: 632005**

I HEREBY CERTIFY THAT THE ABOVE-MENTIONED AMOUNTS WILL BE DEDUCTED FROM ..... / ..... / 20 .....  
 EMPLOYEES MONTHLY / FORTNIGHTLY / WEEKLY SALARY / WAGES AND FORWARDED TO THE CITY TREASURER, PORT ELIZABETH  
 AT P O BOX 834 BY THE 7<sup>TH</sup> OF EACH MONTH.

STAMP OF EMPLOYER / BANK	..... SIGNATURE OF EMPLOYER/BANK OR AUTHORISED REPRESENTATIVE
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ASSISTED BY: .....  
(Staff name & signature)

1. I agree:
  - 1.1 To convert to a pre-payment electricity meter if I am presently using a credit meter, and;
  - 1.2 that disconnected electricity and/or restricted water supplies will only be restored after the reconnection fee, plus the current account together with an arrear instalment, as indicated above, have been paid; the onus being on me to report back after the second instalment has been paid.
- 2 I realise that failure to pay any instalment and/or the monthly current account on or before the due date shall entitle the Nelson Mandela Bay Municipality to:
  - 2.1 institute legal action by taking default judgement against me and handing the matter over to the Metro's attorneys to recover all unpaid instalments and current accounts rendered; and/or
  - 2.2 to disconnect my electricity supply (i.e. credit or prepaid supply); and/or
  - 2.3 to restrict or disconnect my water supply.
- 3 I further,
  - (a) Certify that the stop order cannot be rescinded until all the arrear instalment payments, as indicated above have been made while I am employed by the abovementioned employer; and
  - (b) I will monitor my account and will be responsible to check constantly that the stop order is sufficient. If it is not, I will pay in the shortfall or increase the amount of the stop order to avoid interest and possible disconnection of services.
- 4 I hereby declare that the abovementioned conditions have been explained to me and that I understand the consequences if I do not adhere to them.
- 5 How to submit this form:
  - Return completed form to fax 041-506 1304
  - E-mail form to address [customercare@mandelametro.gov.za](mailto:customercare@mandelametro.gov.za)
  - Hand deliver form to the clerk who assisted you