



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

✉ 6 DELMAS 2210

☎ 013 665 6023

📠 013 665 2913

Website: www.victorkhanyelm.gov.za

FINANCIAL SERVICES

APPLICATION TO BE REGISTERED AS AN INDIGENT

NOTE:

1. *THIS APPLICATION IS TO BE COMPLETED BY THE PERSON RESPONSIBLE FOR THE PAYMENT OF THE ACCOUNT (PAGES 1 – 7)*
2. *COPIES OF MUNICIPAL ACCOUNT, IDENTIFICATION DOUMENTS, PENSION CERTIFICATES AND PROOF OF INOME MUST BE ATTACHED TO THE APPLICATION FORM*

1. DATE OF APPLICATION:

2. SURNAME:

3. FIRST NAMES:

4. I.D NUMBER:

5. RESIDENTIAL ADDRESS:

SECTION & HOUSE NUMBER:

TELEPHONE NUMBER: (H)..... (W).....

(C).....

WARD NUMBER:

MUNIPAL ACCOUNT NUMBER:

6. GENDER

MALE

FEMALE

7. AGE:

20- 25		41- 45		60- 65	
26- 30		46- 50		66- 70	
31- 35		51- 55		71+	
36- 40		56- 60			

8. MARITAL STATUS:

MARRIED		CUSTOMARY MARRIAGE	
SINGLE		WIDOWED	
DIVORCED		LIVING TOGETHER	

9. NUMBER OF PEOPLE IN THE HOUSEHOLD AND PERSONAL DETAILS

	RELATIONSHIP	SURNAME & INITIALS	GENDER	BIRTH DATE/ AGE	CURRENT STATUS OF EMPLOYMENT	EMPLOYER / SCHOOL	EDUCATIONAL LEVEL / SKILL	DISABILITY
1.								
2.								
3.								
4.								
5.								
6.								

7.								
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10. Income of household per month

Indicate monthly income for each person in the household proof must be supplied (e.g. payslip)

	MUNICIPAL ACCOUNT HOLDER	OTHER	OTHER	MONTHLY INCOME
	Name	Name	Name	
OLD AGE PENSION (GOV)				
DISABILITY PENSION				
PENSION FROM PREVIOUS WORK				
BUSINESS FROM HOME SPAZA/ SHEBEEN ETC				
RENTING PART OF HOUSE				
UIF				
OTHER: SPECIFY				
TOTAL INCOME PER HOUSEHOLD				

SIGNATURE APPLICANT

DATE:

PROCEDURE FOR INDIGENT VERIFICATION

11. WARD COMMITTEE VERIFICATION

I ward committee member, hereby verify that the above mentioned applicant information is correct

SIGNATURE WARD COMMITTEE: **DATE:**

12. WARD COUNCILLOR

I councillor Hereby confirm that information verified by ward committee member is true and correct. Therefore, I recommend that the subsidy be grant to the applicant.

SIGNATURE: **DATE:**

ADMINISTRATION OF INDIGENT SUPPORT

An Applicant must complete an official Indigent Management Registration Form, supported by the following documents:

- A valid South African Identity Document.
- An affidavit by the applicant mentioning each member and beneficiary in the household by name and Identity Number and declaring the status of income for each member and beneficiary.
- If unemployed, an affidavit stating since when the Applicant has been unemployed.
- A copy of three months' Bank statements where an Applicant is self-employed.
- A copy of a salary advice where an Applicant is employed.
- A Letter of Authority where the Applicant is the Executor of a Deceased Estate.
- SASSA Confirmation Letter for applicants who are receiving any grants from the State.
- The Applicant is the registered owner, legal tenant or occupier of the Relevant Qualifying Property, the Property details must be supplied with a copy of the monthly Account Statement and/or Prepaid Meter Token

Check list

ID Copy	
Affidavit	
Three months Bank Statement if Self-Employed	
Salary advice if Employed	
Letter of Authority	
Sassa Confirmation Letter	
Municipal Statement	
CSI Report	

SECTION 89 – DECEASED ESTATES

Children who have lost both parents and who have inherited fixed property and subject to the inability of the estate to pay arrear Municipal Accounts can register as Indigents on the Indigent Register and the Municipality can write off the arrears on such fixed property due to the Municipality upon application and 17 - Indigent Support Policy successful consideration of the application. Documentation Required in Application of Indigent Status for this Specific Registration:

- Certified copy of the South African ID of Account Holder and all occupants of the Property.
- Certified copy of the Death Certificate.
- Proof of Income of the Applicant.
- SASSA Confirmation Letter.
- Proof of Grant-Main Applicant and Children claimed for.
- School Reports.
- Bank Statement of the Applicant if applicable
- Sworn Affidavit by the Applicant declaring any source of income.
- Latest Municipal Account Statement and latest prepaid electricity token if applicable.
- Copy of Rental Agreement if renting from Municipal Property.
- For all other private property rentals, Certified ID copy of the owner and written confirmation that the Applicant has permission to stay in the property at cost of the owner.

Check List:

ID Copy of Acc Holder	
ID Copies of Occupants	
Death Certificate	
Proof of income	
Sassa Confirmation Letter	
Proof of Grant Applicant & Children	
School Reports	
Bank statement	
Applicants affidavit(Income)	
Municipal Statement	
Rental agreement	

FOR OFFICE USE

CHECKED BY:

INDIGENT OFFICER:

NAME.....SIGNATURE..... DATE.....

FORM VERIFICATION:

NAME.....SIGNATURE.....DATE.....