

Tel: (012) 670 90 10 or from outside of South Africa 00 27 12 6709010 or Cell: 071 839 9381
 Email: tmcsainfo@gmail.com Website: <http://www.allcertificates.co.za> Fax: 0865510082

Applicants Particulars (April 2016) **Please Print or Type**

Surname: _____ Full Names: _____

ID No: _____ Email: _____

Cell: _____ Tel No: (H) _____ (W) _____

Courier Address: Please print carefully and give all relevant information

Transaction Details (Give detailed description) check against invoice if interpreted correctly:

	Surname	Full Names	Request
1			
2			
3			
4			
5			
6			

Documents needed per application. (Client Sheet plus Indemnity Form plus indicated forms)

	Transaction	Documents Needed	Deposit R	Final Payment R	Total R	Intended Lead Time
1	Unabridged Birth Certificates	Application Form plus Bi 24/1, BI288	1500	1500	3000	5 to 10 days
2	Unabridged Marriage Certificates for Marriages up to 2000	Application Form	1500	1500	3000	5 to 10 days
3	Unabridged Marriage Certificates for Marriages from 2000	Application Form plus BI 30	1500	1500	3000	5 to 10 days
4	Unabridged Death Certificates	Application Form	1500	1500	3000	5 to 10 days
5	Letter of No Impediment	Application form and copy of ID	1490	745	745	From 3 weeks
6	Authentication/Apostille at DIRCO			495		
10	Legalisation at Embassy			495 plus cost		
11	Official translation of Documents			Quotation		

Special Instructions or additional information:

I the undersigned acknowledge that I have read and accepted the Terms, Conditions, Fees and undertake to pay the relevant fees on receipt of the invoice.

Signed here on the _____ day of _____ 20_____

Initials and surname _____ Signature _____

VERY IMPORTANT: This page must be signed for order to commence.

Notes to application.

Dear Client,

Thank you for the opportunity to be of service.

We specialise in expediting Home affairs documents and to succeed we only take on a limited amount of applications per week and we have a maximum application in process at any time. With every application we will confirm when we can commence with the process.

Our aim is to obtain the certificates within 5 working days with a maximum lead time of 10 working days.

We on average obtain more than 90% of our applications within 10 working days.

The lead time commences the first working day after we have received the required deposit.

Fees and Cost:

- a) Unabridged Birth, marriage and Death certificates:
 - Deposit R 1500
 - Payment on completion R 1500
- b) Letter of No Impediment unfortunately cannot be expedited and takes approximately 3 weeks.
 - Deposit R 745
 - Balance on completion R 745.
- c) Fees not included in certificate Fee:
 - Forex fees of R 285 per payment from outside of South Africa including paypal.
 - Courier fees in South Africa of R 150
 - Courier fees international R 625
 - Authentication fees.

Lead time commences the first working day after the deposit reflects in our bank account.

Just a few notes to make life easier.

- Please supply all information required.
- Kindly write in block letters.
- We will only accept applications where we are sure of a more than 90% chance of success.

On receipt of your application and we are comfortable with the information supplied we will send an invoice with payment.

On receipt of the payment we will proceed with the application.

Regards

Tessa