Request for Refund
## Request for Refund

Date of request: ______ /______/20_____

Name of company: ___________________________ CRS number: ___________________

Name of applicant: ____________________________________________________________________

Contact details:  
Tel number (w): _____________________________________________________________  
Cell number: ___________________________________________________  
Fax number: _________________________________________________________

Please tick supporting documents attached:

- [ ] Refund form completed in full
- [ ] Cancelled cheque
- [ ] Original stamped bank statement not older than 3 months
- [ ] Original certified copies of director’s identity documents
- [ ] Company identity document, e.g. CK documents
- [ ] Sworn affidavit

### Banking details:

Name of bank: ___________________________________________________________________________________

Branch name: ___________________________________________________________________________________

Branch code: ___________________________________________________________________________________

Account number: ________________________________________________________________________________

Type of account: _________________________________________________________________________________

### Declaration:

I, duly authorised by and on behalf of the company, hereby request a refund of the monies overpaid to the cidb to the abovementioned account.

____________________________ ______________________________
Contractor’s name Contractor’s signature

Accepted on behalf of the cidb:

____________________________ ______________________________
Employee name Employee’s signature

Date

Please submit original documents to your nearest cidb office, or post to: PO Box 2107, Brooklyn Square, Pretoria, 0027. No faxed or emailed documents will be accepted.
1. A request for refund form must be completed in full and signed by the contractor.

2. A confirmation of banking details must be attached. (An acceptable and recognized confirmation of banking details must be in a form of cancelled cheque or an original stamped bank statement not more than 3 months old).

3. On any application where there is a change in the banking details from what we have from the system, the following would be required:
   - An affidavit stating that the contractor has changed banking details and both old and new banking details must reflect.
   - A confirmation of new banking details as on point 2 must be attached
   - A clear certified copies of all directors’ identity documents.
   - Company identity document, e.g. CK documents

4. In an instance where the contractor requires a refund to be paid into his/her personal bank account, the following is required:
   - Affidavit stating the reason why refund must be paid into the personal bank account. (It must reflect the contractor’s personal banking details).
     NB: If the business has more than one owner, an affidavit must not be written/ completed by the beneficiary of a refund, but must be completed by one of the other members and signed by all members.
   - Confirmation of contractor’s personal banking details as in point 2
   - A clear certified copies of all directors’ identity documents.
   - Company identity document, e.g. CK documents

5. For contractors who are not registered with CIDB, the following documents are required:
   - An affidavit or letter on a letterhead (signed by all members) stating the reason for refund.
   - A confirmation of banking details as on point 2 must be attached.
   - A clear certified copies of all directors’ identity documents.
   - Company identity document, e.g. CK documents.
   - Proof of payment.

A refund application will only be processed provided all the necessary supporting documents are attached.