

B U D G E T & T R E A S U R Y

Dear Valued Customer

UPDATING OF CUSTOMER PERSONAL DETAILS

In an attempt to ensure that all our customer's personal details are up to date to ensure that information are directed to the correct contact address and or number/s, you are kindly requested to complete the information below, should your information be incorrect or outdated.

INFORMATION TYPE	PLEASE COMPLETE THIS COLUMN
Account Number	<input type="text"/>
Surname	<input type="text"/>
Initial/s	<input type="text"/>
First Name/s (Individual, Business or other name)	<input type="text"/>
ID Number or Business Registration Number	<input type="text"/>
Postal Address	<input type="text"/>
Contact Person	<input type="text"/>
E-Mail Address	<input type="text"/>
Home Contact Number	<input type="text"/>
Fax Number	<input type="text"/>
Work Contact Number	<input type="text"/>
Cell Number	<input type="text"/>
3 rd Party Tel Number	<input type="text"/>
3 rd Party Contact Number	<input type="text"/>

IF A BUSINESS ACCOUNT, CAPACITY IN WHICH THE APPLICATION IS MADE: _____
(e.g. DIRECTOR, TRUSTEE, SOLE OWNER, PARTNER, etc)

DATE: _____ SIGNATURE: _____

Kindly complete the above and return the completed letter back in any of the following ways:

- Fax 041-506-1300/ 1304 or 5684
- E-mail to address: customer care@mandelametro.gov.za
- Post to P O Box 834, Port Elizabeth 6000
- Hand in at any Customer Care Centre

Yours faithfully
for **CHIEF FINANCIAL OFFICER**
BUDGET AND TREASURY DIRECTORATE