

## MATATIELE LOCAL MUNICIPALITY INDIGENT POLICY

<u>POLICY INFORMATION</u>	
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MRS N N ZEMBE  
ACTING MUNICIPAL MANAGER

28/05/2026  
DATE



CLLR M P STUURMAN  
MAYOR

28/05/2026  
DATE



CLLR N NGWANYA  
SPEAKER COUNCIL

28/05/2026  
DATE

Authority	Date
<b>HOD Approval</b>	
<b>MM Approval</b>	
<b>Council Approval</b>	
<b>Date of next Review</b>	

### Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

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## DEFINITIONS

**“Child headed household” means** a household where both parents are deceased and where all occupants of the property are children of the deceased and are under the legal age to contract for services.

**“Household” means** a registered owner or tenant with or without children who reside on the same premises.

**“Indigent” means** any household or category of households, including a register household, earning a combined gross income, as determined by the municipality annually in terms of a social and economic analysis of its area, which qualifies for rebates/remissions, support or a services subsidy; if child support grants; foster care and disability grant are **not** included when calculating such household income.

**“Indigent Management System”** an electronic management system applied by Matatiele Local Municipality for the management of the register of indigent households.

**“Municipality” means** the Matatiele Local Municipality, established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, councillor, duly authorized agent or any employee acting in connection with this by-law by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councilor, agent or employee;

**“Indigent officer”** an official duly authorised by the municipality, or an employee of a service provider appointed by the municipality, who is responsible for the following:

- (a) to ensure that applications for indigent support are received and assessed.
- (b) to ensure that applications are captured on the Indigent register.
- (c) To ensure that information on applications is verified and that regular audits are executed; and
- (d) To authorise expenditure regarding indigent support.

**‘Occupier’ means** the person who controls and resides on or controls and otherwise uses immovable property, provided that -

- (a) The spouse of the owner of immovable property, which is used by such spouse or owner as a dwelling at any time, shall be deemed to be the occupier thereof.
- (b) Where both spouses reside on immovable property and one of them is an occupier thereof, the other shall also be deemed an occupier.





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**'Indigent register'** means the Microsoft excel database, which must be updated annually, designed to contain all the inputted data contained in the completed indigent application forms which contains the following key information:

- Indigent customer details
- ID numbers.
- Contact details.
- Income.
- Address/Ward No./Village

**'Owner'**, in relation to immovable property, means -

- (a) The person in whom is vested the legal title thereto provided that -
  - (i) The lessee of immovable property which is leased for a period of not less than fifty years, whether the lease is registered or not, shall be deemed to be the owner thereof; and
  - (ii) The occupier of immovable property occupied in terms of a servitude or right analogous thereto shall be deemed the owner thereof.
- (b) If the owner is deceased, insolvent, has assigned his or her estate for the benefit of his or her creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, then the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be;
- (c) If the owner is absent from the Republic or if his or her address is unknown to the municipality, then any person who as agent or otherwise receives or is entitled to receive the rent in respect of such property; or
- (d) If the municipality is unable to determine who such person is, then the person who is entitled to the beneficial use of such property;

**'Premises'** includes any piece of land, the external surface boundaries of which are delineated on -

- (a) A general plan or diagram registered in terms of the Land Survey Act, 1997 (Act No. 8 of 1997) or in terms of the Deeds Registries Act, 1937 (Act No. 47 of 1937).
- (b) A general plan registered in terms of the Sectional Titles Act, 1986 (Act No. 95 of 1986), and situated within the jurisdiction of the municipality.

**'Rates'** means any tax, duty or levy imposed on property by the Council.

## INTRODUCTION

Due to the high level of unemployment and poverty in the municipal area, there are households that are unable to pay for normal municipal services.

It is accepted that large sections of the community cannot exist without intervention, and it is therefore the duty of the municipality to support and to ensure that citizens are able to access their constitutional right to have access to a basic level of services.

The municipality must therefore always strive to fulfil the constitutional objectives as contemplated in Section 152 of the Constitution and to meet the criteria for a credible indigent policy as laid down in the Credible Indigent Policy Assessment Framework, 2008, provided by the Department of Local Government.

The successful implementation of this policy depends totally on affordability and the social analysis of the area as should be included in the municipality's IDP. Regarding affordability the foundation is laid in section 74 of the Municipal Systems Act, 2000, which stipulates that poor households must have access to basic service through tariffs that cover only the operating and maintenance costs.

The Matatiele Local Municipality therefore adopts an indigent support policy which embodies an indigent support Indigent not only providing procedures and guidelines for the subsidisation of service charges to indigent households in its area of jurisdiction, but also to increase the quality of life of the beneficiaries by assisting them to exit from indigence.

### 1. POLICY PRINCIPLES

In recognition of the abovementioned National Framework the Matatiele Local Municipality undertakes to promote the following principles:

To ensure that the Equitable Share received annually will be utilised for the benefit of the poor only and not to subsidise rates and services charges of those who can afford to pay.

- 1.2 To promote an integrated approach to free basic service delivery; and
- 1.3 To engage the community in the development and implementation of this policy.



## **2. POLICY OBJECTIVES**

In support of the above principles the objectives of this policy will be to ensure the following:

- 2.1 The provision of basic services to the community in a sustainable manner within the financial and administrative capacity of the Council.
- 2.2 The financial sustainability of free basic services through the determination of appropriate tariffs that contribute to such sustainability through cross subsidisation.
- 2.3 Establishment of a framework for the identification and management of indigent households including a socio-economic analysis and an exit strategy.
- 2.4 The provision of procedures and guidelines for the subsidisation of basic charges and the provision of free basic energy to indigent households.
- 2.5 To ensure co-operative governance with other spheres of government; and
- 2.6 To enhance the institutional and financial capacity of the municipality to implement the policy.

## **3. THE LEGISLATIVE FRAMEWORK**

This policy is designed and implemented within the framework of the following legislation:

- The Constitution of the RSA, 1996;
- The Municipal Systems Act, 2000 (Act 32 of 2000);
- The Municipal Finance Management Act, 2003 (Act 56 of 2003);
- The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000);
- The Promotion of Access to Information Act, 2000 (Act 2 of 2000);
- The Municipal Property Rates Act, 2004 (Act 6 of 2004).

## **4. QUALIFICATION CRITERIA**

Qualification criteria for indigent support shall be determined by the municipality from time to time, provided that until the Matatiele Local Municipality determines otherwise, the following criteria shall apply:

- 4.1 The applicant must be a resident within the municipal area.
- 4.2 The applicant must be in possession of a valid South African identity document.



- 4.3 The combined or joint gross income of all occupants or dependants in a single household which receives services from the municipality may not exceed the thresholds determined by the municipality annually during consideration of the budget for the next financial year. The guideline relating to the household income threshold is an income of not less than two state pensions per month.
- 4.4 The applicant must be the owner or tenant who receives municipal services and is registered as an account holder on the municipal financial system; except that the requirement of being registered as an account holder does not apply to households in informal settlements where no accounts are rendered nor in rural areas where no accounts are rendered.

Any occupant or resident of the single household referred to above may not own more than one property in the municipal area.

- 4.6 A tenant can apply for the benefits in respect of the charges he/she is billed for while the landlord remains liable for all ownership related charges such as rates.
- 4.7 The account of a deceased estate, may be subsidised if the surviving spouse or dependants of the deceased who occupy the property, applies for assistance.

## 5. TARGETING OF INDIGENT HOUSEHOLDS

The effective targeting of indigent households and the implementation of this policy will depend largely on the social analysis included in the IDP, the LED initiatives and other poverty relief Indigents of the Matatiele Local Municipality. The socio-economic information and performance indicators contained in these documents must form the basis for the targeting of indigent households.

Against the background of such socio-economic analysis, the municipality must within its financial and institutional capacity decide which targeting approach or option should be applied.

Depending on capacity the municipality may apply any or a combination of the following targeting methods:

Targeting approach	Application
1. Service levels	Lowest service levels normally in informal settlements and rural areas.



2. Service consumption  
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Metered services in urban and rural areas.

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3. Property value	Indigent households are subsidised 100% of their rates levies.
4. Household income	Threshold shall determine in terms of socio-economic analysis.
5. Geographical (Zonal) targeting	Specific areas (rural or urban) where households are regarded as poor irrespective of service level.

## 6. EXTENT OF INDIGENT SUPPORT

The extent of the monthly indigent support granted to indigent households must be based on budgetary allocations for a particular financial year and the tariffs determined for each financial year.

Within the abovementioned budgetary process, and in striving to create a situation where poor households will be granted access to a full social package, the following assistance and support may be granted:

### 6.1 Electricity

Each registered indigent household shall receive electricity fully subsidised to a maximum of 50 kWh per month. This subsidy may also apply to registered indigent households in rural areas where the municipality is the electricity supplier while agreements with Eskom, where the latter is the supplier, may be negotiated to support such households.

### Refuse removal

Each registered indigent household shall be fully subsidised for refuse removal as provided for in the annual budget.

### 6.3 Property Rates

Each registered indigent household shall be subsidised for property rates as provided for in the annual budget and subject to the provisions of the Municipal Property Rates Act, 2006.

### 6.4 Burials

In the event of the death of a member of an indigent household, the municipality may exempt the household from the cost of digging and preparation of a grave, provided that the burial takes place in a municipal cemetery.

### 6.5 Transfer of properties





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In the event of the death of the title holder of a property in an indigent household, the municipality may enter into agreements with local attorneys, the Legal Aid Board or the provincial law society for the administration of the estate and the transfer of the property into the name of the successor at the lowest possible cost.

### 6.6 Food security

Where the need exists, the municipality may enter into agreements with registered non-profitable organisations to establish soup kitchens or other forms of food supply.

### 6.7 Education

The municipality may, upon application by a school hostel where accommodation is provided for school-going children from rural and urban areas, consider the subsidization or/ a reduced tariff of a percentage of the monthly municipal account.

### Basic Energy

Indigent households in informal settlements where limited or no electricity is available, may be provided with alternative energy sources including, but not limited to: paraffin, liquefied petroleum gas, etc., provided that procurement of service providers or services shall be subject to the Supply Chain Management regulations of the municipality and that the support given does not exceed the level of support given to other indigent households.

## 7. INDIGENT HOUSEHOLDS IN RETIREMENT CENTRES AND OLD AGE HOMES

Indigent consumers living in retirement centres or old age homes shall be eligible to qualify for assistance and support in terms of this policy, subject to the following rules and procedures:

- 7.1 The onus will be on the Board of Trustees/Managing Agent (hereinafter referred to as the representative) to apply to the municipality, for indigent status to be granted in respect of water and sanitation, energy and refuse on behalf of the owners of those units, who meet the criteria and conditions for qualification.
- 7.2 The onus will be on the unit owner to apply to the municipality for indigent status to be granted in respect of property rates and related charges.



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- 7.3 The representative will submit applications to the Chief Financial Officer.
- 7.4 The Indigent Officer must verify all applications and he or she must notify:
- 7.4.1 The representative, whether an application was successful or not, with regard to the water and sanitation, energy and refuse; and
- 7.4.2 The unit owner whether an application was successful or not, with regard to the property rates and other related charges.
- The Chief Financial Officer will credit the monthly municipal account:-
- 7.4.3.1 Water and Sanitation, Energy and refuse account of Retirement Centre or Old Age Home with water and sewerage charges, the amount of which will be calculated by dividing the total number of kilolitres of water consumed by the number of units in the complex, but up to a maximum of 200 liters of water per day for each unit that qualifies for assistance.
- 7.4.3.2 General rates and refuse charges account of the unit owner with the full amount charged.
- 7.4.5 The representative must, in respect of monthly water, refuse credits allowed under indigent support, ensure that such credits are off-set against the monthly levies of the relevant individual units; such representative also being required, once every twelve months, or at such intervals as may be determined by the municipality, to provide proof to the Chief Financial Officer that the monthly levies of poor households which qualify for assistance, have been adjusted by the amounts credited to the account of the Retirement Centre or Old age Home.

## **8. ASSISTANCE PROCEDURES**

### **8.1 Communication**

The municipality must develop a communication strategy in terms of which communities will be informed and educated to have a clear understanding of this policy and its implementation. Regular information dissemination and awareness campaigns must be undertaken to eliminate unrealistic expectations both in terms of qualifying for subsidy as well as service delivery in general and methods of communication may include, but will not be limited to:

- 8.1.1 Ward committees, cdw's, and ward clerks;
- 8.1.2 Traditional leaders, where applicable;





- 8.1.3 Community based organisations.
- 8.1.4 Local radio stations and newspapers;
- 8.1.5 Municipal accounts.
- 8.1.6 Imbizo's and road shows; and
- 8.1.7 Jamborees where government and municipal officials are made available to assist residents with applications such as ID applications, pension- and social grant applications, etc.

## **8.2 Institutional arrangements**

The municipality must designate existing staff or appoint officials or engage properly Community Development Workers who have been trained in terms of the municipality's directions to assist with the implementation and development of this policy and must establish appropriate registration points in its area, the cost of which may be funded through the equitable share allocation.

## **8.3 Application/Registration**

A person applying for indigent support must complete a formal indigent support application form approved by the municipality. Such forms will be available at approved registration points provided by the municipality and shall be dealt with in terms of the Procedures Manual.

## **8.4 Assessment & Screening of Applicants**

Upon registration of an application, all information must be verified by the Indigent Officer with the aid of CAAT'S verification tool/system.

## **8.5 Recommendation**

Once the verification has been completed the Indigent Management System must generate a recommendation based on the information captured in the database.

## **8.6 Right of appeal**

An applicant who feels aggrieved by a decision taken in respect of his or her application may lodge an appeal in terms of section 62 of the Municipal Systems Act, 32 of 2000.

# **9. PROCESS MANAGEMENT**

## **9.1 Applications**

Except for Property and Zonal Targeting the indigent application form should be completed in full and then captured onto the relevant indigent register and accounting system.

## **9.2 Validity period**

The indigent register will be valid for a period of twelve months after which the applicants will be required to reapply. The application period will only be open once in a financial year (the register will be updated once a year).



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### 9.3 Death of Registered Applicant

In the event that the approved applicant passes away the heir/s of the property must re-apply for indigent support, provided that the stipulated criteria are met.

### 9.4 Publication of Register of Indigent Households

Names of indigent beneficiaries must be open for public perusal and comment. Written objections from the public must be referred to the Indigent Officer who will be responsible for investigating the validity of the complaint and referral to the Indigent Committee for appropriate action.

### 9.5 Arrears and excess usage of allocations

9.5.1 Upon registration as an indigent household, the arrears on the account of the applicant will be kept pending for a period of at least six months after which it may be written off.

9.5.2 No interest may be calculated on the arrears as contemplated in 10.4.1.

9.5.3 If the applicant exits from the indigent support programme within the six months period in 10.4.1, the arrears will be re-instated and will be subject to the credit control and debt collection policy of the municipality.

### 9.6 Termination of Indigent Support

Indigent Support will be terminated under the following circumstances:

9.6.1 Upon death of the accountholder or the head of the household where no accounts are rendered.

9.6.2 At the end of the 24 months' cycle, except in the case of pensioners and child-headed households.

9.6.3 Upon sale of the property in respect of which support is granted.

9.6.4 When circumstances in the indigent household have improved to the extent where the income threshold as determined is exceeded.

9.6.5 If the applicant is found to have lied about his/her personal circumstances or has furnished false information regarding indigent status, in which case the following will apply:

9.6.5.1 All arrears will become payable immediately.

9.6.5.2 Stringent credit control measures will apply; and

9.6.5.3 The applicant will not be eligible to apply for indigent support for a period of child years.

9.6.5.4 Should a newly approved applicant that has received benefits from the municipality for rates and refuse subsidy, sell the property within 24 (twenty-four) months of receiving such benefits, the status will be revoked and the debt will be debited to the affected account.





### **9.7 Audit and review**

The municipality may conduct regular audits of the indigent register regarding the information furnished by applicants, possible changes in status, the usage of allocations and debt collection measures applied and where necessary review the status of applicants. The frequency of such audits will depend on the institutional capacity of the municipality to do so. It is proposed that at least monthly targeted audits and reviews are undertaken, with a complete review scheduled for at least every 5 years.

### **9.8 Exit Indigent**

Members of households registered as indigent must be prepared to participate in exit Indigents co-ordinated by the municipality in collaboration with other government departments and the private sector.

As part of its broader poverty reduction Indigent the municipality undertakes to provide for the participation and accommodation of indigent persons in its local economic development (LED) initiatives and in the implementation of integrated development Indigents where possible.

The municipality must promote exit from indigence by -

- 9.8.1 Identifying indigents for inclusion in public works projects.
- 9.8.2 Initiating local job creation projects such as cleansing operations, small infrastructure projects, etc;
- 9.8.3 Facilitation of opportunities to enter the informal trade market;
- 9.8.4 Facilitation of food security projects; and
- 9.8.5 Liaison with National and Provincial departments to include indigent persons in their public works Indigents.

## **10. MONITORING AND REPORTING**

10.1 The Chief Financial Officer must report monthly to the Municipal Manager via the municipality's Service Delivery and Budget Implementation Plan to enable the Municipal Manager to report to Council and other interested parties. Such report shall reflect on:

- 10.1.1 Number of indigent households' applications received.
- 10.1.2 Amount of subsidy allocated per benefit category.

Amount of debt accumulating and debt recovery information (number of customers; enquires; default arrangements; growth or diminishing of arrear debtors; ideally divided into wards, domestic, state, institutional and other such divisions).

- 10.1.4 Performance against targets set in respect of indigent support and poverty relief and regarding the following:



- 10.1.4.1 Number of applications for indigent support dealt with.
- 10.1.4.2 Time taken to process and finalise applications.
- 10.1.4.3 Site visits undertaken.
- 10.1.4.4 Awareness initiatives; and
- 10.1.4.5 Exit initiatives.
- 10.1.5 Changes in the registered status of indigents.

## **11. INDIGENT STEERING COMMITTEE**

11.1 An indigent steering committee shall be established with the purpose of monitoring the indigent related activities. This shall include and not limited to:

- Status of the register / and challenges affecting indigent register.
- Expenditure for indigent subsidy.
- Budget for indigent subsidy.

11.2 The committee shall meet at least once a quarter.

11.3 The committee shall be composed of the following employees:

- Budget and Treasury Departmental standing committee.

## **12. CAPACITY BUILDING**

12.1 The municipality must ensure that all officials and councillors are appropriately capacitated in Free Basic Services in terms of the following key areas:

- Database management
- Demand and revenue management
- Policy and by-law implementation

## **13. REQUIRED DOCUMENTS FOR INDIGENT APPLICATION**

### **OWNER ALIVE AND LIVING IN PROPERTY**

#### **REQUIRED DOCUMENTS:**

- ID (certified)
- Proof of income of all occupants (including SASSA; school report, payslip or letter from employer)

### **OWNER DECEASED**

#### **REQUIRED DOCUMENTS:**

- Death certificate and ID of deceased (all certified)
- Letter of authority, confirmation from social development



- ID copies of occupants (certified)
- Proof of income of all occupants (including SASSA; school report, payslip or letter from employer)

## **CHILDHEADED HOUSEHOLDS**

### **REQUIRED DOCUMENT**

- Death Certificate and ID Copy of the deceased
- Letter of authority
- ID Copies of all occupiers
- Proof of income of all occupiers (SASSA, affidavit, school report, payslip, letter from employer)

## **ANY OTHER SITUATIONS**

### **REQUIRED DOCUMENT**

- Affidavit stating situation
- ID Copies of all occupiers
- Proof of income of all occupiers (SASSA, affidavit, school report, payslip, letter from employer)

#### SECTION 30: GENERAL VALUATION AND PREPARATION OF VALUATION ROLLS

- 1) A municipality intending to levy a rate on property must cause a general valuation to be made of all properties in the municipality, and must prepare a valuation roll of all properties in terms of such valuation.
- 2) All rate able properties in a municipal area must be valued during such general valuation, including all properties fully or partially excluded from rates in terms of Section 17 of the present Act. However, if the municipality does not intend to levy rates on its own property, on public service infrastructure owned by a municipal entity, on rights in properties, and on properties in respect of which it is impossible or unreasonably difficult to establish a market value because of legally insecure tenure resulting from past discrimination, the municipality is not obliged to value such properties as part of the valuation process.
- 3) A municipality may also apply to the Minister for exemption for the obligation to value properties excluded from rates in terms of Section 17 if the municipality can demonstrate that the valuation of such properties is too onerous for it, given its financial and administrative capacity.
- 4) Properties, which have not been valued, because of any of the foregoing considerations, must nevertheless be included in the valuation roll.

#### SECTION 31: DATE OF VALUATION

- 1) For the purposes of general valuation, a municipality must determine a date that may be not more than 12 months before the start of the financial year in which the valuation roll is to be first implemented.
- 2) The general valuation must reflect the market values of properties in accordance with market conditions, which apply as at the date of the valuation, and in accordance with any other applicable provisions of the present Act.

#### SECTION 32: COMMENCEMENT AND PERIOD OF VALIDITY OF VALUATION ROLLS

- 1) A valuation roll takes effect from the start of the financial year following completion of the public inspection period required by the present Act, and remains valid for that financial year or for one or more subsequent financial years, as the municipality may decide, but in total not for more than four financial years.
- 2) Section 32 (2) provides for the extension of the period of the validity of the valuation roll by the MEC for Local Government, but only up to a period of five financial years, and only in specified circumstances.

#### SECTION 46: GENERAL BASIS OF VALUATION

The market value of a property is the amount the property would have realized if sold on the date of valuation in the open market by willing seller to a willing buyer.

#### SECTION 47: VALUATION OF PROPERTY IN SECTIONAL TITLE SCHEMES

When valuing a property, which is subject to a sectional title scheme, the valuer must determine the market of each sectional title unit in the scheme.

#### SECTION 77: GENERAL

A municipality must regularly, but at least once a year, update its valuation roll by causing a supplementary valuation roll to be prepared, or the valuation roll itself to be amended.

#### **CERTIFICATE OF ENDORSEMENT:**

The Agreement to this Policy shall come into effect on the date of endorsement and shall cease only in the event where such changes/variations has been reduced to writing and been signed by the Accounting Officer. Unless in the event where any changes in any applicable Act, Legislation has jurisdiction to supersede.

\_\_\_\_\_  
**For and on behalf of Municipality**

\_\_\_\_\_  
**As witness for Municipality**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

#### **MATATIELE LOCAL MUNICIPALITY**

APPLICATION FOR EXEMPTIONS  
ALL CATEGORIES OF PROPERTIES

#### **PLEASE NOTE:**

**A separate form must be completed for every property**

#### **1 Property and owner details**

Erf number or name and number of farm:	Full name of the person who is filling in this form (the "contact person"):
Portion number:	Telephone number of contact person:
Physical address of property:	Physical address of the contact person:
Full name of owner:	



Identity number / Registration number of owner:	Postal address of the contact person:
---	---------------------------------------

2 Category of use:

Tick the appropriate box

Tick	Description of use	Qualifying characteristics and documentation required:
	<b>Cemeteries and crematoriums</b>	Registered in the names of private persons and operated not for gain

	<b>Public service Infrastructure</b>	Public Services providing essential services to the community – relevant department to apply
	<b>Public Benefit Organizations</b> (listed as (i) – (x) below)	A certified copy of the Tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962) must accompany this application:
	(i) Health care institutions	Properties used exclusively as a hospital, clinic and mental hospital, including workshops used by the inmates, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or to charitable purposes within the municipality.
	(ii) Registered Welfare institutions	Properties used exclusively as an orphanage, non-profit retirement villages, old age home or benevolent institution, including workshops used by the inmates, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or to charitable purposes within the municipality
	(iii) Educational institutions	Property belonging to educational institutions declared or registered by law and not operated for gain.
	(iv) Independent schools	Property used by registered independent schools for educational purposes only.
	(v) Charitable institutions	Property belonging to not-for-gain institutions or organizations that perform charitable work.
	(vi) Sporting bodies	Property used by an organization whose sole purpose is so use the property for sporting purposes on a non-professional basis and not operated for gain.
	(vii) Cultural institutions	Properties declared in terms of the Cultural Institutions Act, Act 29 of 1969 of the Cultural Institutions Act, Act 66 of 1989.
	(viii) Museums, libraries, art galleries and botanical gardens	Registered in the name of private persons, open to the public and not operated for gain.



	(ix) Youth development organizations	Property owned and/or used by organizations for the provision of youth leadership or development programmes.
	(x) Animal welfare	Property owned or used by institution / organizations for the provision exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.
	<b>f) Private Conservancies and private land managed for conservation</b>	Property or a portion of a property which is subject to a management plan approved in terms of the National Environmental Management: Biodiversity Act 10 of 2004 or other relevant Acts and regulations. The existence of a conservancy management plan must be confirmed in writing by the relevant local organ of state namely The Eastern Cape Department of Economic Development and Environmental Affairs.

**3 Please submit and attach on a separate page any further comments relating to exemptions you may have.**

I, the undersigned,

Full names: \_\_\_\_\_

Declare under oath that the property listed above is used for the purposes referred to in paragraph 2 above.

\_\_\_\_\_  
Signature

Thus done and signed in my presence before me at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ the deponent having confirmed that he knows and understands the contents of this affidavit, that he has no objection to taking the prescribed oath and that he considers the oath as binding on his conscience.

\_\_\_\_\_  
Commissioner of oaths

Full names, Capacity and Address: \_\_\_\_\_

**PLEASE NOTE:**

**4 Rebates applied for: (tick the appropriate box)**

No	Description of rebate	Tick this box
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1	no municipal roads next to the property	
2	no municipal sewerage to the property	
3	no municipal electricity supply to the property	
4	water is not supplied by the municipality	
5	no refuse removal that is provided by the municipality	
6	at least 10 full time farm labourers are employed by the farming operation conducted from the property who are paid at least the minimum wage set by government for the farming sector	
7	the owner provides permanent residential property to farm workers and such property is registered in the name of these farm workers	
8	residential properties of workers are provided with potable water	
9	residential properties of workers are electrified by the owner	
10	residential properties of workers are provided with sanitation in the form of flush toilets (water borne sewerage)	
11	the farmer avails his land / buildings to be used for cemetery, education and / or recreational purposes of the farm worker's children or the nearby community	
12	the land complies with the principles set out in the National Environmental Management: Biodiversity Act 10 of 2004 and maintains its status as defined in such Act relating to Biodiversity land management categories 1 and 2. (Verification in writing by The Eastern Cape Department of Economic Development and Environmental Affairs and / or SANBI (the South African National Biodiversity Institute) is to be attached to this application form)	

Please submit and attach on a separate page any further comments relating to rebates you may have.

I, the undersigned,

Full names: \_\_\_\_\_

Declare under oath that the circumstances listed above which relate to the rebates listed in the above table exist and are true and correct in respect of the property for which rebates are applied.

\_\_\_\_\_  
Signature

Thus done and signed in my presence before me at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_  
the deponent having confirmed that he knows and understands the contents of this affidavit,  
that he has no objection to taking the prescribed oath and that he considers the oath as binding on his  
conscience.



# MATATIELE

LOCAL MUNICIPALITY

102 Main Street,  
Matatiele  
P.O. Box 35,  
Matatiele, 4730  
**Tel:** 039 737 3135  
**Fax:** 039 737 3611

Commissioner of oaths  
Full names, Capacity and Address: \_\_\_\_\_

\_\_\_\_\_

Tick the appropriate box

Tick	Qualifying characteristics and documentation required	Rebate:
	Residential property owners who are both the permanent occupants and the sole owners of the property concerned and who are <u>registered indigents</u> in terms of the Councils indigent management policy.	100 % of the rates based on the rateable value.
	Residential property owners who are over 60 years of age, who are both the permanent occupants and the sole owners of the property concerned and whose aggregate joint household income is proved to be to the satisfaction of the municipal manager not to exceed R3 000 per month, or such other amount as the Council may from time to time determine.	100 % of the rates based on the rateable value up to R100 000, 50 % of the rates based on the rateable value above 100 000 but below R150 000 <u>and</u> 40% of the rates based on the rateable value above R150 000.
	Applicants who are: Medically unfit, disabled and retired due to medical reasons and whose aggregate household income is proved to be to the satisfaction of the municipal manager not to exceed R3 000 per month, or such other amount as the Council may from time to time determine.  <ul style="list-style-type: none"> <li>Applicants qualify irrespective of age on condition that an acceptable medical certificate be produced to Council.</li> <li>The maximum income must not exceed the perk laid down by Council from time to time.</li> <li>The Applicant must be a registered owner of the property, living on the property and have occupied it for at least 5 years.</li> </ul>	100 % of the rates based on the rateable value up to R100 000,  50 % of the rates based on the rateable value above 100 000 but below R150 000  <u>and</u>  40% of the rates based on the rateable value above R150 000.



	<ul style="list-style-type: none"> <li>• The Applicant cannot be a registered owner of more than one property in the Municipal area.</li> </ul>	
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Please submit and attach on a separate page any further comments relating to rebates you may have.

5 The following documentation should be submitted:

- a) Certified copies of the identity documents of the owners of the property;
- b) Any documents proving the income of the applicants including bank statements or salary slips;
- c) A medical certificate in respect of persons applying on the grounds of being medically unfit, disabled or retired due to medical reasons.

6 Kindly note that the Municipality reserves the right to request the applicant/s to attend an interview and / or undergo a further medical examination by a medical practitioner designated by the Municipality and / or produce a medical certificate which is acceptable to the Municipality prior to a final decision being made in respect of this application.

I, the undersigned,

Full names: \_\_\_\_\_

Declare under oath that I am an owner of the property referred to above in respect of which this application is made and that I am a person referred to in paragraph 2 above who qualifies for additional rebates which are applied for in this application.

\_\_\_\_\_  
Signature

Thus done and signed in my presence before me at \_\_\_\_\_ on the \_\_\_\_\_ day of the deponent having confirmed that he knows and understands the contents of this affidavit, that he has no objection to taking the prescribed oath and that he considers the oath as binding on his conscience.





**MATATIELE**  
LOCAL MUNICIPALITY

102 Main Street,  
Matatiele  
P.O. Box 35,  
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**Tel:** 039 737 3135  
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Commissioner of oaths  
Full names, Capacity and Address:

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