



DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

Enquiries : Miss A Singh
Extension : 2237
Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENT
MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE
ALL DEPARTMENTAL TRANSPORT OFFICERS

PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 19 OF 2005: CONTACT DETAILS AND CORRECT DEPARTMENT NAMES TO BE SUBMITTED TO SERVICE PROVIDERS

1. At the Departmental Transport Officers Forum held on 11 August 2005, a concern was raised by the representative from Glenrand MIB that refund cheques were being returned due to incorrect Department names being reflected on the cheques. New cheques therefore need to be issued resulting in additional charges for both the issuing of cheques and postage costs. In addition to the aforementioned, the financial implications to the Departments must be considered as the Department needs to reflect such as a credit in their books.
2. In order to eliminate this problem, it would be appreciated if the correct names of the respective Departments could be forwarded to Glenrand MIB, together with the contact details of the official to whom the cheques need to be forwarded. The representative from Wesbank Corporate has also indicated that the same information be made available to him. The contact details of the officials to whom the aforementioned information must be submitted to, are as follows:

	GLENRAND MIB	WESBANK CORPORATE
Contact Person:	Ms D Lekalakala	Mr D Verster
Tel No:	012 – 4211051	033 - 3426419
Fax No:	012 - 362 6540	033 – 3429767
E-mail:	DorrisL@glenrandmib.co.za	dverster1@wesbank.co.za
Postal Address	P O Box 11326 HATFIELD 0028	P O Box 3068 PIETERMARITZBURG 3200

3. In view of the above, kindly ensure that the requested information is forwarded to the Service Providers as a matter of urgency.

A. Singh
30/8/2005

For Head: Transport

h: policies/circ/circ 2005/PTM Circular 13 of 2005.contact details of officials to SP

cc: Ms D Lekalakala – Glenrand MIB
Mr D Verster – Wesbank Corporate

MOTOR TRANSPORT SERVICES DIRECTORATE

Street Address: 230 Prince Alfred Street, Pietermaritzburg, 3201, Republic of South Africa
Postal Address: Private Bag X9013, Pietermaritzburg, 3200, Republic of South Africa
Tel: (27) (33) 345-3321 – Fax: (27) (33) 345 5325
Internet: <http://www.kzntransport.gov.za/home.htm>