



GAUTENG PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

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Ref: Revenue collection

TO : All GDARD Clients
All GDARD Staff

FROM : The Chief Financial Officer
Mr. Abdullah Ismail

DATE : 10 November 2015

SUBJECT: CHANGING BANK ACCOUNT WITH RESPECT TO REVENUE COLLECTION FOR THE GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT WITH EFFECT 16th NOVEMBER 2015

1. The Gauteng Department of Agriculture and Rural Development (GDARD) would like to inform all its Clients and Officials of the change in Bank Accounts of the Department previously utilized to deposit Revenue for Services rendered with effect 16th November 2015.
2. Clients and Officials in GDARD need to take note of the new Referencing Rule to be utilized on each Bank Account for relevant Services rendered as the correct Referencing Rules need to be used for each Bank Account opened with immediate effect as no Deposit will be accepted by First National bank if the correct Referencing Rules were not utilized.
3. Herewith please find the new Bank Accounts detail to be used for all Deposits made into the GDARD Accounts for the various Service provided by the Department:

3.3. CONSERVATION SERVICES BANK ACCOUNT: NEW ACCOUNT

BANK	First National Bank – FNB		
Account Name	AGRIC&RURAL DEV-CONS.SERV		
Account Number	62567280939	Branch	Commercial Account Services
Account Type	Cheque Account	Branch Code	210-554

Referencing Rule to be used for the above Bank Account (CONS):

Consists of Minimum six (6) - Maximum of twenty (20) Alpha and Numeric Characters - First four (4) Characters should be CONS (Alpha) - (Fixed), followed by one (1) Character P/J (Alpha) - (Fixed), followed by a Minimum of any one (1) Character (Alpha) - Maximum of any Fifteen (15) Characters (Alpha).

Regional Office Pretoria – CONSP followed by the Name of the Client/Company and add XXXX to ensure fields are completed with 20 characters, e.g.: CONSPUNIVERSALTROPHYXX.																			
Regional Office Johannesburg – CONSJ followed by the Name of the Client/Company and add XXXX to ensure fields are completed with 20 characters, e.g.: CONSJCAMBANOSANDSONX																			
CONSERVATION PERMITS				Regional office: P-Pretoria & J-Johannesburg	Applicant's name; if less than 15 characters fill up with alpha X														
4					15														
*A					*A/N														
C	O	N	S		P	U	N	I	V	E	R	S	A	L	T	R	O	P	H
C	O	N	S	J	C	A	M	B	A	N	O	S	A	N	D	S	O	N	X

Examples - Valid References	Examples - Invalid References
CONSPUNIVERSALTROPHY	CONSKU NIVERSALTROPHY
CONSJCAMBANOSANDSONX	CONSRCAM BANOSANDSONX
CONSJFULLGOLDTROPHY	CONSBPUNIVERSAL TROPHY

CONSPGAMINGHEADS	CONSGPGGAMEHEADS
CONSJHUNTINGMEMORY	CONSAAINDIGPLANTSEEMS

For any Referencing queries, please do not hesitate to Contact the following Officials:

Directorate	NAMES & SURNAMES	Telephone Number	EMAIL ADDRESS
Conservation	Violet Ndongeni	(012) 316-1638	Violet.Ndongeni@gauteng.gov.za
	James Tsholedi	(012) 316-1638	James.Tsholedi@gauteng.gov.za
	Thabo Mbhele	(011) 240-3042	Thabo.Mbhele@gauteng.gov.za
	Heidy Potgieter	(011) 240-3043	heidy.potgieter@gauteng.gov.za

4. Clients and Officials need to take note that by not using the correct Reference Numbers as indicated in all (3) above for the specific Bank Accounts provided, Deposits will not be process by First National Bank but will be rejected automatically.

It is therefore imperative the GDARD Officials inform Client of these Referencing Rules and that Clients are provided with the correct Reference Numbers when Deposit are made.

Mr. Abdullah Ismail
Chief Financial Officer
Date: