



**ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA**

**Completion instructions:**

1. Please complete all the fields marked with \*. If this information is not provided, study material will not be issued out to the Requester.
2. Please give a description of the item required as well as the quantity per item (e.g. Study Guide only or DVD only or Study Guide and DVD).
3. Always ensure that the NQF Level is included in the description of the item required so that we dispatch the correct item.
4. Please provide the correct delivery or postal address (for those who require mailing of items).

*Requester Surname and Initials		*Requester Firm Name	
*Municipality where the Firm is located		*Name of the contact person in the firm	
*Requester EAAB Individual Reference Number		*Requester ID number	
*Requester Firm Registration number (as per CIPRO)		*Requester Firm Skills development Levy Number	
*Date of placing the Order		*Requester Contact number	
*Requester Email address		*Requester's Postal address (for delivery of study material purposes)	

***\*Please note that these fields are compulsory for the request to be processed further.***

Description:	Quantity:	Price if applicable:	Subtotal if applicable:
<b>TOTAL</b>			

***\* Please note: All requested items are to be collected from the EAAB Offices in Johannesburg at no cost or mailed to the Requester at a cost of R60.00 per file to be posted (cost of mailing and packaging), payable upfront before requested item/s is/are issued out to the Requester. The Requester will be informed via e-mail once requested item/s is/are ready for collection or have been mailed (in this case the Requester will be informed of the tracking number which the Requester need to note for use when checking the items at Post Office). Where applicable, prices (incl. mailing costs) quoted are subject to change. NB: The NQF 5 study guide is made of two files and R60.00 will apply per file.***



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**UNDERTAKING BY REQUESTER**

*I hereby declare that my firm is an SME in terms of the provisions of the Small Companies Act.*

*The core business of my firm falls within the scope of Services SETA.*

*I hereby undertake to notify the EAAB of any errors identified on the items received from the EAAB within 7 days of receiving the items. I also hereby undertake to return any such items at my own cost should in order for wrong item/s to be replaced with the correct item/s.*

*I hereby undertake to comply with copyright requirements and will not duplicate any of the material obtained from EAAB without receiving written consent from the EAAB.*

**Signature by Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Name of EAAB official dispatching the study material		Signature of EAAB official who issued out the study material	
Type and number of study guide issued out	DVD only	Study Guide	Both the Study Guide and DVD
Date of dispatching study material		Date of capturing the order on the system/database	
Sales Order Number		Tracking number for mailed orders	

**Banking details for payment and details for submitting the completed form and payment proof:**

<b>Banking details</b>	<b>Submission of completed form and payment proof</b>
Bank Name: ABSA Bank Account No: 1790170535 Branch Code: 632005 A/C Name: Estate Agency Affairs Board	Email: <a href="mailto:molly@eaab.org.za">molly@eaab.org.za</a> Fax: 0866 138 760 Enquiries Tel: 011 731 5663