

AARTO 25 - APPLICATION FOR REFUNDING OF MONIES

INSTRUCTIONS FOR COMPLETING THE FORM

- (a) This form must be completed in full and in black ink and the declaration must be properly completed.
- (b) The application must be accompanied by a certified copy of the deposit slip/s and/or proof of payment of the specific payments.
- (c) Individuals need not complete the first two lines of Part C.
- (d) Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a duly authorised representative (Surname, First names, ID number, cell, email, etc.) on the reverse side hereof.
- (e) The duly completed form and certified copies of the deposit slip/s may be submitted as follows:
 - (i) A clearly legible scanned copy of the form and deposit slips may be e-mailed to **admin@aarto.gov.za**; or
 - (ii) The form together with the slips may be faxed to **086 662 8861**; or
 - (iii) Posted to the following address: **AARTO – Application for Refunding of Monies, Private Bag X147, Pretoria, 0001.**
- (f) A form that has not been properly completed or submitted without the certified copies of the deposit slip/s will not be processed.
- (g) A copy of the completed form as well as any attachments, confirmations or acknowledgements received, must be kept for your own records.