

Tel: (012) 670 90 10 or (012) 670 90 22 or from outside of South Africa 00 27 12 6709010 or 00 27 12 6709022

Email: info@gmtm.co.za

Website: <http://www.gmtm.co.za>

Fax: 0865510082

Applicants Particulars (Oct 2014) Please Print or Type

Surname: Full Names:

ID No: Email:

Cell: Tel No: (H) (W)

Courier Address

Special Instructions

Transaction Details (Give detailed description) check against invoice if interpreted correctly:

	Surname	Full Names	Request
1			
2			
3			
4			
5			
6			

Documents needed per application. (Client Sheet plus Indemnity Form plus indicated forms)

	Transaction	Documents Needed	Estimated Lead Time
1	Birth Certificates for Births up to 2000	Application Form	4 to 12 weeks
2	Birth Certificates for Births from 2000	Application Form plus completed BI24	4 to 12 weeks
3	Marriage Certificates for Marriages up to 2000	Application Form	4 to 12 weeks
4	Marriage Certificates for Marriages from 2000	Application Form plus BI 30	4 to 12 weeks
5	Death Certificates	Application Form	4 to 12 weeks
6	Letter of No Impediment	Application form and copy of ID	4 to 12 weeks
7	Police Clearance Certificate	Application, Fingerprints and copy of ID	15 working days
8	SANDF Exemption Letter	Application form and copy of ID or Passport	15 working days
9	Authentication of Degrees and Medical cert	Original documents	3 working days
10	Authentication/Apostille at DIRCO		3 working days
11	Legalisation at Embassy		5 working days
12	Official translation of Documents		5 working days

Cost and Fees: Includes Fees at Government Departments but Excludes Semi Government and Embassy Fees:

Note: We are not VAT Vendors	Fee in R		Deposit on Invoice	Balance on Completion
	See Exchange Rates on Website			
Abridged Certificates	435		435	0
Unabridged Certificates Normal lead Time	745		745	0
Unabridged Certificates Expedited to 20 working days if successful	1390		745	645
Vault Copies	1390		745	645
Police Clearance Certificate	395		395	0
SANDF Exemption letter	895		535	360
Letter of No Impediment	895		535	360
Authentication of Documents per Department or Institution	R 150 per document with a minimum fee of R 450		450	
Authentication/Apostille at DIRCO or High Court	R 150 per document with a minimum fee of R 450		450	
Legalisation at Embassy's (Fee excludes Embassy Document Fee)	R 150 per document with a minimum fee of R 450		450	
Courier Fee in South Africa	150			150
Courier Fees outside of South Africa	525			525
Forex Fees if paid from outside of South Africa	170 per transaction		170	170
Dependant on type of document and languages involve	795 from per document.		TBA	TBA