

Beneficiary / Payment to: **Municipal Council of Windhoek**
Abbreviation name: **WHKMUN**
Beneficiary Postal Address: **PO Box 59 Windhoek**
Payee Statement reference: **WHKMUN**

This signed Authority and Mandate refers to the contract between me/us and the Municipal Council of Windhoek "hereinafter referred to as "**City of Windhoek**" dated ("**the Agreement**").

I/We hereby authorize City of Windhoek to issue and deliver payment instructions to their Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on and continuing until this Authority and Mandate is terminated by me/us by giving you, notice in writing of not less than 5 (five) ordinary business days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions authorized to be issued, must be issued and delivered monthly.

In the event that the payment day falls on a Sunday, or recognized public holiday in the Republic of Namibia, the payment day will automatically be the very next ordinary business day. Furthermore, if there are insufficient funds in my/our account to meet the obligation, you are entitled to re-present the instruction for payment to my account for a period of days (.....) (Number in words) days.

Due to the customary early payment of salaries in December, I hereby authorize you to present my December payment instructions earlier, aligned with my salary payment date. Furthermore, if there are insufficient funds in my/our account to meet the December obligation, you are entitled to re-present the instruction to my/our account for payment as soon as sufficient funds are available for a period of days (.....) (Number in words) days.

I/We understand that the payments hereby authorized will be processed through a computerized system provided by the Namibian Banks. I/We also understand that details of each payment will be printed on my/our bank statement. The bank statement must contain a reference number for identification, which must be included in the said payment instruction and if provided to me/us should enable me/us to identify such transaction as linked to this payment instruction authorization. This number must be added to this form in Section F before the issuing of any payment instruction.

C. Mandate

I/We acknowledge that all payment instructions issued by City of Windhoek shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

D. Cancellation

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which City of Windhoek have collected while this Authority was in force, if such amounts were legally owing to City of Windhoek.

E. Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such cession or assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

F. Agreement Reference Number

This Agreement reference number is **WHKMUN**

G. Assisted by

.....
Full Name & Surname Signature Date