Notice 2/2018: Urgent Notice Regarding Payment for Obstacle Applications

PAYMENT REFERENCE REQUIREMENT

When making payment (bank deposit or EFT) for the application and approval of obstacles, applicants are requested to use the following payment reference:

1. Where a Customer ID has been allocated:

    a. And when an invoice or proforma invoice has been issued:

Reference Code to be used	Convention for Coding
FAOnnnn-NNNNNN	Customer ID (starting with FAO) followed by a dash (-) followed by the invoice or proforma invoice number (NNNNNN). Eg: FAO9999-INV1234 FAO9999-QT12345

    b. Or when an invoice or proforma invoice has NOT been issued:

Reference Code to be used	Convention for Coding
FAOnnnn-RRRRRR	Customer ID (starting with FAO) followed by a dash (-) followed by YOUR unique reference number (RRRRRR). Eg: FAO9999-MY1234

2. Where a Customer ID has NOT been allocated:

    a. And when an invoice or proforma invoice has been issued:

Reference Code to be used	Convention for Coding
FAO-CCCCC-NNNNN	FAO followed by a dash (-) followed by an easily identifiable abridged name of your company (CCCCC) followed by a dash (-) followed by the invoice or proforma invoice number (NNNNNNN). Eg: FAO-MYCOMP-INV123456 FAO-MYCOMP-QT12345

    b. Or when an invoice or proforma invoice has NOT been issued:

Reference Code to be used	Convention for Coding
FAO-CCCCCRRRRR	FAO followed by a dash (-) followed by an easily identifiable abridged name of your company (CCCCCC) followed by

	YOUR unique reference number (RRRRR). Eg: FAO-COMPA1234

PROOF OF PAYMENT

Applicants are requested to email a copy of the proof of payment to the Obstacle section for verification. The proof of payment is to be accompanied by the invoice, proforma invoice, or where an invoice or proforma invoice has not been issued, attach a table listing the following information:

1. Company Name
2. Customer ID (where allocated)
3. Payment Reference Code (see above for payment reference to be used)
4. Site Name
5. Site ID
6. Unit Cost (See CAA website for latest fees)
7. Total Amount

Example:

Company Name	My Company Name	
Customer ID	FAO9999 (if allocated)	
Payment Reference Code	FAO9999-MY1234	
Site Name	Site ID	Amount
Site Name 1	Site ID 1	R 870.00
Site Name 2	Site ID 2	R 870.00
Site Name 3	Site ID 3	R 870.00
etc		
	TOTAL	R 2610.00

The proof of payment and invoice/proforma invoice/table must be emailed to the Obstacle section (obstacles@caa.co.za) with the subject line "Proof of Payment" followed by a dash (-) followed by the company name.

Eg. Proof of Payment - My Company Name

Please note that the fee for the issuing of an approval for the erection of a cellular telephone mast or any other obstacle related fees are subject to change. Always refer to the CAA's website for the latest published fees.

Contact the Obstacle Inspectorate for more information or for clarification.