



## Woodlands Mall Gift Card Request Form

(Completed forms are to be sent to [giftcard@woodlandsboulevard.co.za](mailto:giftcard@woodlandsboulevard.co.za))

### Personal Details

Surname: \_\_\_\_\_

Full Name(s): \_\_\_\_\_

Identity number of purchaser (FICA requirement): \_\_\_\_\_

(Copy of ID document for FICA **must** be attached to this form)

Contact Numbers: \_\_\_\_\_

(Please provide cellular number and land line where possible)

Email Address: \_\_\_\_\_

### Company Details (if applicable)

Company Name: \_\_\_\_\_

Company Physical Address: \_\_\_\_\_

(Proof of address for FICA not older than three months **must** be attached to this form)

Company Postal Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Company Registration Number (if applicable): \_\_\_\_\_

Company VAT Number (if applicable): \_\_\_\_\_

### Gift Card Details

Quantity of Cards Requested and Value per Card: \_\_\_\_\_

(e.g. 3 x R200; 10 x R1000)

Signature of Purchaser: \_\_\_\_\_

Date: \_\_\_\_\_

By signing the above you are accepting the terms and conditions of sale as reflected on page 2.

### Gift Card Collection Details

Full Name & Surname of Person Collecting Card(s): \_\_\_\_\_

ID Number of Person Collecting the Card(s): \_\_\_\_\_

Signature on Collection: \_\_\_\_\_

(To be signed on receipt only)

Date of collection: \_\_\_\_\_

(To be dated on collection only)

**PLEASE NOTE THE TERMS AND CONDITIONS ON PAGE 2.**



### Terms and Conditions of Sale

1. EFT purchases of gift cards can only be processed from Monday to Friday, 8am – 5pm (standard office hours).
2. On receipt of the above complete form, along with the required documentation, an invoice will be generated for the gift card purchase and sent to you along with the relevant bank details.
3. Please use your company name as payment reference.
4. Proof of payment must be emailed to [giftcard@woodlandsboulevard.co.za](mailto:giftcard@woodlandsboulevard.co.za) once processed. Only once payment reflects in the gift card account can the gift cards be created and issued for collection, generally 24 – 36 hours after payment. You will be notified via email once the cards are ready for collection.
5. Payment by cheque is not permitted.
6. Collection of the cards can only take place during standard office hours at the Centre Management Offices (offices are situated in the basement parking garage beneath FNB and Spur).
7. Value per gift card cannot exceed R5 000 on any one card. In the event that more than R5 000 is requested for one card, a second and/or subsequent cards will be issued with the balance.
8. Cards should be treated like cash; they *cannot be re-issued or replaced* in the event of loss or theft unless the card number can be given.

### What documents are acceptable as proof of residence?

1. **Utility bill**, e.g. municipal water and lights account or property managing agent statement
2. **Bank statement** from another bank on an official bank document or form
3. **Municipal councillor's letter**
4. **Tax certificate**
5. **Recent active lease or rental agreement**
6. **Municipal rates and taxes invoice** not older than three months
7. **Account statement** from a NCR (National Credit Regulator) registered service provider (NCR number must be visible/recorded on the document)
8. **Security service providers** registered with PSIRA (Private Security Industry Regulatory Authority), e.g. Chubb, ADT (PSIRA number must be visible/recorded on the document)
9. **Telephone or cellular telephone statement**
10. **Official SARS document** (not eFiling documentation)
11. **Valid television license renewal letter**
12. **Television license renewal/confirmation letter**
13. **Subscription TV, e.g. MultiChoice statement**
14. **Home loan statement** from another financial institution
15. **Long/short term insurance policy documents** from another Financial Services Provider (FSB number must be visible/recorded on the document)
16. **Motor vehicle registration/license documents**
17. **Body corporate/governing body letter or statement**
18. **Official employer letter** for employees residing on company/institution premises
19. **Official university/technikon/college or tertiary institution registration letter**
20. **Affidavit to confirm address** (only applicable to individuals)
21. **Posted traffic fine** from a Metro police department (E-toll statements are not accepted)
22. **Medical aid statement or policy document** (policy number must be visible on the document)

### Office Use Only

Request Form	Mohau
ID Copy	Mohau
Proof of Address	Mohau
Over R10 000?	Judy
Batch Load Proof	Mohau
Invoice Number	Mohau
Proof of Payment	Mohau
Bank Statement	Mohau
Card Activation	Girlie
Authorisation Print-Out	Mohau
Ready for Collection	Mohau