



Woodlands Boulevard Gift Card Request Form

(Completed forms are to be sent to giftcard@woodlandsboulevard.co.za)

Personal Details

Surname: _____
Full Name(s): _____
Identity number of purchaser (FICA requirement): _____
(Copy of ID document must be attached to this form)
Contact Numbers: _____
(Please provide cellular number and land line where possible)
Email Address: _____

Company Details (if not purchasing in personal capacity)

Company Name: _____
Company Physical Address: _____
(Please provide proof of address for FICA)

Company Postal Address: _____

Company Registration Number (if applicable): _____
Company VAT Number (if applicable): _____

Collection Details

Full Name & Surname of Person Collecting Card(s): _____
(If different to above)
ID Number of Person Collecting the Card(s): _____
Signature on Collection: _____
(To be signed on receipt only)
Date: _____

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 below.





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 and reference number to be used.
3. Proof of payment must be emailed to giftcard@woodlandsboulevard.co.za once processed. Only once payment reflects in our 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.
4. 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).
5. 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.
6. 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.

Office Use Only

Request Form	
ID Copy	
Proof of Address	
Invoice & Number	
Authorisation Print-Out	
Proof of Payment	
Bank Statement	
Approval	FM Signature

