

NDLAMBE LOCAL MUNICIPALITY

MEMORANDUM FROM THE OFFICE OF THE

DIRECTOR: FINANCE

(To be completed in **triplicate.**)



TO: THE DIRECTOR INFRASTRUCTURAL SERVICES
ATTENTION: WATER & SANITATION/ELECTRICAL ENGINEERING

DATE:/...../20.....

ROUTE NO.:

ACCOUNT NO.:

REQUEST TO CHECK WATER- AND OR ELECTRICITY METER(S)

The following meter(s) seems to have a problem and you are kindly requested to investigate and implement corrective steps to enable the Finance Directorate to render a proper consumer account in terms of Council Policy and By-Laws:

Name:	Water Meter No.:
Address:	Electricity Meter No. :
	Reason for request:

 DIRECTOR: FINANCE

RETURN TO: DIRECTOR FINANCE

FINDING/WORK DONE:

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METER DETAIL	OLD METER: WATER/ELECTR.	NEW/REPLACEMENT METER
Meter number:		
Reading before work done:		
Reading after work done:		
Make of meter:		
Type of meter:		
Size of meter:		

WORK DONE BY:

DATE:

 DIRECTOR: INFRASTRUCTURAL SERVICES