



## Client Registration Form & Debit Order Instruction

### CLIENT / BUSINESS INFORMATION

Business Name: \_\_\_\_\_

☐

Company

☐

Closed Corp.

☐

Trust

☐

Partnership

☐

Sole Proprietor

Trading as Name (if applicable): \_\_\_\_\_

Business Reg No.: \_\_\_\_\_

VAT No.: \_\_\_\_\_

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

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

Postal Code: \_\_\_\_\_

Industry / Sector: \_\_\_\_\_

Business Owner Name & Surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Contact Person Name & Surname: \_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

E-mail Address (Accounts): \_\_\_\_\_

E-mail Address (Newsletter) : \_\_\_\_\_

### THE AGREEMENT:

1. I/We truly affirm that the content of this registration form is true and correct.
2. I/We agree that it remains my/our obligation to inform/update WJB Labour Consultants (Pty) Ltd of any changes to the above information.

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
AUTHORISED SIGNATURE



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### WJB CONSULTANTS (PTY) LTD

### FEE STRUCTURE

WJB Consultants assist you the employer with Labour Related Matters within your business. WJB the ultimate Labour Law solution for employers.

☐ MONTHLY FEES:

Tick the appropriate options in the boxes below:

No. of Employees: FIXED MONTHLY FEE

- |               |                          |                                      |
|---------------|--------------------------|--------------------------------------|
| 01-05         | <input type="checkbox"/> | R 1,500* (excluding traveling costs) |
| 06-20         | <input type="checkbox"/> | R 3,300* (excluding traveling costs) |
| 21-50         | <input type="checkbox"/> | R 6,000                              |
| 51-100        | <input type="checkbox"/> | R 12,000                             |
| 101-200       | <input type="checkbox"/> | R 20,000                             |
| 201-300       | <input type="checkbox"/> | R 25,000                             |
| 301-400       | <input type="checkbox"/> | R 30,000                             |
| 401-1000      | <input type="checkbox"/> | R 40,000                             |
| 1000 +        | <input type="checkbox"/> | to be determined                     |
| Special Price | <input type="checkbox"/> | R _____                              |

☐ Labour Audit (additional)  
R4000-00 once-off.

#### PREFERRED METHOD OF PAYMENT:

- ☐ Manual Electronic Fund Transfer (EFT)
- ☐ Automatic Debit Order (please complete Debit Order Instruction) \*Available for Monthly Fee payers only.

#### THE AGREEMENT:

- a) I/We hereby register as a client of WJB Consultants (Pty) Ltd (WJB) and agree to abide by the terms and conditions of WJB inclusive of any decision that WJB may take from time to time.
- b) I/We hereby release WJB from any liability or claims in respect of any act committed in the execution of their responsibilities.
- c) I/We truly confirm that the content of this registration form is true and correct.
- d) This agreement binds the client for a minimum period of three (6) months, whereafter the client must give WJB thirty (30) days written notice if the client wishes to cancel this agreement.
- e) Where applicable, payment for a disciplinary hearing, conciliation or arbitration must be paid to WJB at least seven (7) days prior to any proceedings; and proof of payment thereof provided to WJB.
- f) The above fees do not include any proceedings beyond the finalisation of a matter at the CCMA or a bargaining council.
- g) It is the responsibility of the client to inform WJB of the date of any upcoming matter at least seven (7) days prior to the date of said process, failing which WJB cannot guarantee its availability for such representation.
- h) Where applicable, lodging costs will be charged not exceeding R 800 per night.
- i) The fee structure is based on initial information in respect of employees and caseload provided by the client. WJB reserves the right to review the fee structure in its sole discretion from time to time should become apparent that the information provided by the client was incorrect and/or that the client's circumstances have changed.
- j) WJB reserves its right to increase the monthly fees and/or additional fees of the client, by a minimum of an inflation-related rate, every 12 months from the date of registration.
- k) I hereby consent to WJB disclosing my information to its third-party service providers.
- l) Travel will be charged at a rate of R 4,18 / km where applicable.

☐ Ad hoc SERVICES:

Disciplinary Hearing	R3,500 / hearing (For the first 3 hours; R1,500 /hr thereafter)
In limine / Rescission	R3,800 total fee -R2,000 representation -R1,800 drafting docs
Conciliation	R2,000 Fixed Fee
Arbitration	R6,000 / day
Other Consultations	R,1500 / hour

#### WJB SERVICES:

- Unlimited access to the WJB Hotline
- Disciplinary Hearings
- Union Negotiations
- Retrenchment Consultations
- Strike Management
- CCMA and Bargaining Council Representation
- Assistance with Compliance Matters
- Assistance with Exemption Applications
- Regular legislative updates
- Private Security Industry updates

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

AUTHORISED SIGNATURE



## Client Registration Form & Debit Order Instruction

### WJB DEBIT ORDER INSTRUCTION

I/We the undersigned: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch Name: \_\_\_\_\_ Branch Code: \_\_\_\_\_

Beneficiary's Name: **WJB Consultants (Pty) Ltd**

Beneficiary Address: **28 Fortress Rd, Rhodesfield, Kempton Park, Gauteng, 1619**

Your Reference: **W J B**

WJB Reference: \_\_\_\_\_

Debit Amount: R \_\_\_\_\_ - 0 0

#### THE AGREEMENT:

- a) I/We hereby instruct and authorise WJB to draw against my/our account with the bank referred to above, the monies indicated in this instruction. The aforesaid drawing shall continue on a recurring, monthly/quarterly/semi-annually/annual basis, until cancelled as stipulated below. All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally. I/We further request, instruct and authorise you also to draw against my/our account with the bank referred to herein any increases in fees implemented at the sole discretion of WJB.
- b) I/we hereby request, instruct and authorise you to draw against my/our account for ad-hoc legal fees or unpaid monthly/quarterly/semi- annually or annual membership fees with a mid-month debit run when required.
- c) I/We understand that the withdrawals hereby authorised will be processed by computer through the prevailing banking systems, and I/we also understand that details of each withdrawal will be printed on my/our statement or on an accompanying voucher.
- d) In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day. Furthermore, if there are insufficient funds to meet the obligation, authorisation is granted to track the account and represent the instruction for payment as soon as sufficient funds are available in the account. Tracking is only applicable to Debit Order payments.
- e) I/We agree that although this Authority and Mandate may be cancelled at my/our bank by me/us, such cancellation will not cancel this Agreement.
- f) I/We understand that I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you.
- g) Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank (whichever it is or will be).
- h) I/We agree to pay any bank charges pertaining to this debit order instruction.
- i) I/we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.
- j) I/We acknowledge that the party hereby authorised to affect the drawing (s) against my/our account may not cede or assign any of its rights to any third party without my/our written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without the prior written consent of the authorised party.

NOTE: Please return signed agreement via e-mail to [johann@wjblabour.co.za](mailto:johann@wjblabour.co.za)

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
AUTHORISED SIGNATURE