

ANNUAL ACCREDITATION FEE FOR 2018/2019 FINANCIAL YEAR

Prior to the commencement of each financial year, an invoice for annual accreditation fees gets issued, the invoice covers the period from April until the end of March of the following year. The quotations and invoices for the 2017/18 financial year annual fees will be issued from February to April 2018.

In instances where the accredited facilities' supply chain management (SCM) processes requires that a purchase order be generated first, we urge those facilities to advise us by **Wednesday 31 January 2018**.

As per the SANAS Fees document (P14), payment is due by **31 May 2018** unless a payment arrangement has been made and approved. It is of the utmost importance that the payment arrangement request is done in writing and send to the relevant finance staff indicated below. The cut-off date for the submission of payment arrangement requests is on 31 May 2018. The request must be e-mailed to SANAS Business Manager on: angeliqueb@sanas.co.za.

If payment nor arrangement is not in place by the 01st of June 2018, suspension due to non-payment will be enforced. Suspension for non-payment will be valid for 3 months. Should the facility not be reinstated by the end of suspension period, a 10% administrative fee will be added to the total annual fees invoiced amount.

Should you have any queries or concerns, please contact the following Finance personnel:

- Debtors Administrator: Elwina Daniels – 012 394-3521, elwinad@sanas.co.za
- Business Manager: Angelique Brits – 012 394-3773, angeliqueb@sanas.co.za

CONTACT INFORMATION

SANAS website: www.sanas.co.za | **Main Switchboard No:** +27 (0) 12 394-3760 | **General Fax No:** +27 (0) 12 394-0526 |
Physical Addresses: the dti Campus, Block G, Ground Floor | 77 Meintjies Street, Sunnyside, Pretoria | **SANAS Knowledge
Transfer Centre:** 121 Muckleneuck Street Nieuw Muckleneuk | Pretoria | 0002 | Private Bag X23 | Sunnyside | Pretoria | 0132

