

GNR.1361 of 15 November 1999: Regulations relating to Maintenance

as amended by

Notice

R.1099

R.966

R.1473

Government Gazette

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DEPARTMENT OF JUSTICE

The Minister of Justice has, under [section 44](#) of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)), made the regulations in the Schedule.

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1. Definitions.-In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates-

"sheriff" means a person appointed under section 2 (1) of the Sheriffs Act, 1986 (Act [No. 90 of 1986](#)), and includes a person appointed under section 5 or 6 of that Act as an acting sheriff or deputy sheriff; and

"the Act" means the Maintenance Act, 1998 (Act [No. 99 of 1998](#)).

CHAPTER 1 COMPLAINTS AND INVESTIGATIONS

2. Complaints.-(1) Any complaint that any person legally liable to maintain any other person fails to maintain the latter person, contemplated in section 6 (1) (a) of the Act, shall substantially correspond with [Form A](#) of the [Annexure](#).

(2) A complaint for the substitution or discharge of a maintenance order, contemplated in section 6 (1) (b) of the Act, shall substantially correspond with [Form B](#) of the [Annexure](#).

2A. Locating whereabouts of person who may be affected by order.-(1) (a) A maintenance officer who, in terms of section 7 (3) (a) of the Act, has failed to locate the whereabouts of a person who may be affected by an order, may apply in writing, on a form which corresponds substantially with [Form R](#) of the [Annexure](#), to the maintenance court to issue a direction as contemplated in section 7 (3) (b) of the Act.

(b) An application for a direction as contemplated in [subregulation \(1\) \(a\)](#) shall be lodged with the clerk of the court who shall, within three working days, hand the application for a direction to the maintenance court.

(2) After consideration on the application as contemplated in [subregulation \(1\)](#), the maintenance court may issue a direction in writing on a form which corresponds substantially with [Form S](#) of the [Annexure](#), directing the electronic communications service providers to furnish the court in writing, with the contact information of the person on a form which corresponds substantially with [Form T](#) of the [Annexure](#) as contemplated in section 7 (3) (b) of the Act on the date specified in the direction.

(3) The direction as contemplated in [subregulation \(2\)](#) shall be submitted to the electronic communications service provider in the manner determined by the court which may include-

- (i) registered post;
- (ii) facsimile; or
- (iii) electronic mail:

Provided that proof of submission by registered post and facsimile shall be kept and proof of receipt by the electronic communications service provider can be given by the person who sent by electronic mail.

(4) (a) An electronic communications service provider may lodge an application as contemplated in section 7 (3) (e) of the Act on a form which corresponds substantially with [Form U](#) of the [Annexure](#), before or on the date specified in the direction referred in [subregulation \(2\)](#).

(b) Upon receipt of an application as contemplated in [paragraph \(a\)](#), the maintenance court shall inform the electronic communications service provider, in writing of the outcome of the application on a form which corresponds substantially with [Form V](#) of the [Annexure](#).

(c) The outcome of the application as contemplated in [paragraph \(a\)](#) shall be submitted to the electronic communications service provider, in the manner directed by the maintenance court.

(5) (a) Before a maintenance court directs the State to pay the costs as contemplated in section 7 (3) (j) of the Act, the maintenance officer of such a maintenance court shall inform the maintenance court in writing whether there are available resources on the budget allocated to that court, upon which the maintenance court may direct the State to pay such costs in accordance with the financial prescripts applicable.

(b) If a person is ordered in terms of section 7 (3) (k) of the Act to refund the costs paid by the State, such payment must be made within 30 days after the court has made such an order.

(c) The payment may be made-

- (i) in cash to the clerk of the court whereupon the clerk of the court shall immediately issue the person who makes the payment with a receipt; or
- (ii) by direct deposit or electronic fund transfer into the following account of the Department of Justice and Constitutional Development:

Name of Account:	Department of Justice and Constitutional Development Vote Account
Account:	Deposits
Bank:	ABSA Corporate
Account number:	4053764491
Branch Code:	632005
Reference:	MC Case number Refund

Provided that if a direct deposit or electronic fund transfer is made that proof of payment of such deposits or transfer shall be submitted to the clerk of the court within seven days.

[[R. 2A](#) inserted by GNR.1473 of 21 December 2017.]

3. Investigation by maintenance officer.-(1) A maintenance officer may, in investigating a complaint and with due consideration to expediting the investigation of that complaint, direct the complainant and the person against whom a maintenance order may be or was made to-

- (a) appear on a specific time and date before him or her; and
- (b) produce to him or her on the date of appearance information relating to the complaint and documentary proof of the information, if applicable.

(2) (a) A direction contemplated in [subregulation \(1\)](#) may be given in the manner the maintenance officer deems fit.

(b) The maintenance officer shall keep record of the manner in which the direction was given.

(3) Any person who fails to comply with a direction contemplated in [subregulation \(1\)](#) shall be guilty of an

offence and liable on conviction to imprisonment for a period not exceeding six months.

4. Subpoena.-(1) A subpoena, contemplated in section 9 (2) (b) of the Act-

- (a) for the person in whose favour a maintenance order is to be or was made as well as the person against whom a maintenance order may be or was made, shall substantially correspond with Part A of Form C I of the [Annexure](#); and
 - (b) for other witnesses, shall substantially correspond with Part A of Form C II of the [Annexure](#).
- (2) Part B of Form C I of the [Annexure](#) shall be completed by the opposing party.
- (3) The service of a subpoena referred to in [subregulation \(1\)](#) shall be in accordance with the provisions of [regulation 26 \(1\)](#).
- (4) A return of service of a subpoena referred to in-
- (a) [subregulation \(1\) \(a\)](#) shall substantially correspond with Part C of Form C I of the [Annexure](#); and
 - (b) [subregulation 1 \(b\)](#) shall substantially correspond with Part B of Form C II of the [Annexure](#).
- (5) A subpoena to the person against whom a maintenance order may be or was made must be accompanied by a document in the form set out in [Form G](#) of the [Annexure](#).

5. Subsistence and travelling allowances.-Any person against whom a maintenance order may be made shall on direction of the maintenance court be entitled to the following allowances:

- (a)
 - (i) the allowances as prescribed from time to time for the Public Service if he or she is obliged to be absent for longer than 24 hours from his or her residence or place of sojourn; or
 - (ii) the reasonable actual expenses incurred if he or she is obliged to be absent from his or her residence or place of sojourn for less than 24 hours, if the necessary corroborative documents accompany the claim to the satisfaction of the maintenance officer, or to the expenses as prescribed from time to time for the Public Service:

Provided that the allowances provided for in subparagraphs (i) and (ii) are payable for the full period for which he or she is absent from his or her residence or place of sojourn for purposes of attending the enquiry.

[Para. (a) substituted by GNR.966 of 6 September 2017.]

- (b) Whenever the person-
 - (i) has to make use of railway transport to attend the enquiry, he or she shall be issued with a rail warrant for a return ticket for the class in which presumably he or she would ordinarily travel or such other class as a maintenance officer may deem appropriate, and the decision of the maintenance officer in this respect shall be final; or
 - (ii) makes use of railway transport without a rail warrant having been issued to him or her, an amount equal to the fare at government rate shall be paid to him or her: Provided that if a maintenance officer is satisfied that the payment of such amount would in any particular instance be unreasonable, he or she may order that an amount equal to the actual fair be paid to the person.
- (c) Whenever suitable railway transport is not available and a person against whom a maintenance order may be made makes use of any other means of public transport to attend the enquiry, an amount equal to the fare for the forward and return journey along the shortest convenient route shall be paid to him or her: Provided that if more than one such other means of public transport is available, the fair for the least expensive thereof shall be paid.
- (d) Whenever suitable public transport is not available and a person against whom a maintenance order may be made makes use of his or her own or hired transport to attend the enquiry, he or she is entitled to a transport allowance as prescribed from time to time for the Public Service.

[Para. (d) substituted by GNR.966 of 6 September 2017.]
- (e) Whenever suitable public transport is available and a person against whom a maintenance order may be made makes use of his or her own or hired transport to attend the enquiry, the amount referred to in subparagraph (d) may be paid for a forward and return journey not exceeding 300 kilometres: Provided that if a maintenance officer is satisfied that the circumstances in a particular instance justify the use of transport other than public transport for a distance in excess of 300 kilometres, he or she may order that the amount referred to in subparagraph (d) or such lesser amount as may be deemed equitable in the circumstances be paid for such longer distance, and the decision of a maintenance officer in this respect shall be final.
- (f) If a maintenance officer is satisfied that the use of such transport is warranted, he or she may grant approval for a person against whom a maintenance order may be made to make use of air transport at government expense to attend the enquiry.

6. Statements by witnesses.-(1) A statement in writing by a person, other than a person against whom a maintenance order may be made, contemplated in section 12 (1) of the Act, shall-

- (a) be signed by the person who made it; and
- (b) contain a declaration by such person to the effect that it is true to the best of his or her knowledge and belief and that he or she made the statement knowing that he or she may be guilty of an offence if he or she wilfully stated anything therein which he or she knew to be false.

(2) If the person who makes a statement in terms of [subregulation \(1\)](#) cannot read such statement, the statement shall-

- (a) be read to him or her by the person taking down the statement before the statement is signed by the person making the statement; and
- (b) be endorsed by the person who so read the statement to the effect that it was read.

7. Notification to admit statements by witnesses.-A notification, contemplated in section 12 (2) (c) of the Act, to the person against whom a maintenance order may be or was made requiring his or her consent for the admission of a statement as evidence, shall substantially correspond with [Form D](#) of the [Annexure](#).

CHAPTER 2 MAINTENANCE AND OTHER ORDERS

8. Maintenance and ancillary orders.-Any order of a court made under [Chapter 4](#) of the Act, excluding an order contemplated in section 17 or 18 of the Act, shall substantially correspond with [Form E](#) of the [Annexure](#).

9. Notices.-(1) (a) A notice, contemplated in section 16 (3) (a) of the Act, to any person who is obliged by any contract to pay money on a periodical basis to a person against whom a maintenance order has been made, shall substantially correspond with Part A of [Form F](#) of the [Annexure](#).

(b) The service of a notice referred to in [paragraph \(a\)](#) shall be in accordance with the provisions of [regulation 26 \(1\)](#) or [\(2\)](#), as the case may be.

(c) The return of service of a notice referred to in [paragraph \(a\)](#), if such notice is served in accordance with the provisions of [regulation 26 \(1\)](#), shall substantially correspond with Part B of [Form F](#) of the [Annexure](#).

(2) (a) A notice, contemplated in section 16 (3) (b) of the Act, by a person referred to in [subregulation \(1\)](#) and who has been discharged from his or her contractual obligation, shall substantially correspond with Part C of [Form F](#) of the [Annexure](#).

(b) A notice referred to in [paragraph \(a\)](#) shall be submitted to the maintenance officer of the court where the maintenance order was made in any manner convenient to the relevant person, subject thereto that the person who submits the notice shall keep record of the manner in which the notice was submitted.

10. Orders by consent.-(1) The consent of a person against whom a maintenance order may be made, contemplated in section 17 of the Act, shall substantially correspond with Part A of [Form G](#) of the [Annexure](#).

(2) Any order made in accordance with the consent referred to in [subregulation \(1\)](#) shall substantially correspond with Part B of [Form G](#) of the [Annexure](#).

(3) The return of a maintenance officer, police officer, sheriff or maintenance investigator showing that a copy of an order by consent referred to in [subregulation \(2\)](#) was delivered or tendered to the person who consents to the maintenance order, shall substantially correspond with Part C of [Form G](#) of the [Annexure](#).

11. Orders by default.-(1) An order by default, contemplated in section 18 (1) of the Act, shall substantially correspond with Part A of [Form H](#) of the [Annexure](#).

(2) A notice to the person against whom an order by default, referred to in [subregulation \(1\)](#), was made shall substantially correspond with Part B of [Form H](#) of the [Annexure](#).

(3) The return of a maintenance officer, police officer, sheriff or maintenance investigator showing that a copy of an order by default referred to in [subregulation \(1\)](#) was delivered or tendered to the person against whom the order was made, shall substantially correspond with Part C of [Form H](#) of the [Annexure](#).

(4) (a) An application for the variation or setting aside of an order by default, contemplated in section 18 (4) (b) of the Act, shall substantially correspond with Part A of [Form I](#) of the [Annexure](#).

(b) A notice of an application for the variation or setting aside of an order by default, contemplated in section 18 (4) (c) of the Act, to the person in whose favour such order was made, shall substantially correspond with Part B of [Form I](#) of the [Annexure](#).

(c) A person who applied for the variation or setting aside of an order by default shall submit a notice referred to in [paragraph \(b\)](#) to the person in whose favour the order was made in any manner convenient to him or her, subject thereto that the person who submits it the notice shall keep record of the manner in which the notice was submitted.

12. Variation or setting aside of orders.-(1) Upon the variation or the setting aside of an order contemplated in section 19 of the Act, the maintenance officer shall, in the manner he or she deems fit, inform-

- (a) the person required to make a payment in terms of the maintenance order;
- (b) the person in whose favour the maintenance order has been made; and
- (c) the person on whom a notice referred to in section 16 (3) (a) of the Act has been served, of the variation or the setting aside of the order by a notice which shall substantially correspond with [Form J](#) of the [Annexure](#).

(2) The maintenance officer shall keep record of the manner in which the notice referred to in [subregulation \(1\)](#) was submitted.

13. Substitution or discharge of maintenance orders.-On receipt of a notice of the substitution or discharge of a maintenance order, contemplated in section 22 of the Act, the registrar or the clerk of the court where the maintenance order concerned was issued, or where the sentence concerned was imposed, as the case may be, shall-

- (a) file the order with the original documents applicable to the case;
- (b) in the case of an order substituting a maintenance order, record the particulars of the new order on the order which is being substituted; and
- (c) in the case of an order discharging a maintenance order, record on the order which is being discharged that the order has been discharged.

14. Transfer of maintenance orders.-(1) The clerk of the court where a maintenance order was issued shall, when the maintenance order is to be transferred in terms of section 23 (1) of the Act-

- (a) retain certified copies of all orders or judgements, including previous amended orders, and documents with regard to the record of payment which are applicable to the particular case; and
- (b) send by registered post all the original documents referred to in [paragraph \(a\)](#) to the clerk of the maintenance court where the person in whose favour the maintenance order was made resides.

(2) On receipt of the maintenance order referred to in [subregulation \(1\)](#), the clerk of the maintenance court shall register the order by numbering it with the following consecutive number for maintenance cases for the year during which it was received.

15. Appeals against orders.-(1) An appeal in terms of section 25 of the Act shall be noted within 20 days of the date of the order appealed against and a cross-appeal shall be noted within seven days of the noting of the first-mentioned appeal.

(2) An appeal or cross-appeal shall be noted by delivery, within the period prescribed in [subregulation \(1\)](#) to the clerk of the maintenance court concerned and to the other party, of a notice stating-

- (a) whether the whole or part only of the order is appealed against and, if a part only, then what part; and
- (b) the grounds of appeal, specifying the findings of facts or rulings of law appealed against.

(3) The officer who presided at an enquiry shall-

- (a) within 14 days of the noting of an appeal; or
- (b) if the proceedings at the enquiry were taken down or recorded in shorthand or by mechanical means, within 14 days after a transcription of the shorthand notes or mechanical record of the proceedings has been placed before such officer by the clerk of the maintenance court concerned,

transmit to the clerk of the maintenance court a statement in writing setting out-

- (i) the facts he or she found to be proved;
- (ii) his or her reasons for any finding of fact specified in the notice of appeal as appealed against; and
- (iii) his or her reasons for any ruling on any question of law or for the admission or rejection of any evidence so specified as appealed against.

(4) (a) The clerk of the maintenance court concerned shall, notwithstanding the provisions of [regulation 24 \(3\) \(b\)](#), if the proceedings at an enquiry were taken down or recorded in shorthand or by mechanical means and an appeal has been noted, forthwith cause the shorthand notes or the mechanical record of the proceedings to be transcribed.

(b) The person who noted an appeal shall bear the costs of the transcription contemplated in [paragraph \(a\)](#): Provided that if the maintenance officer is satisfied that such person is unable to pay the costs, the costs or part of it shall be paid by the State.

(5) After an appeal has been noted in terms of [subregulation \(1\)](#) the appeal shall be prosecuted as if it were an appeal against the decision of a magistrate in a civil matter and the rules regulating the conduct of the proceedings of the several provincial and local divisions of the High Court in so far as they relate to civil appeals from the magistrates' courts shall, with the necessary changes, apply to any such appeal.

(6) The clerk of the maintenance court shall transmit the record of the proceedings at the enquiry, certified by the presiding officer as a true record of proceedings, or a transcription of any shorthand notes or mechanical record of such proceedings, certified as prescribed by [regulation 24 \(3\) \(c\)](#), to the registrar of the division of the High Court concerned within seven days of the receipt by him or her of a notice that the appeal has been set down for hearing.

(7) (a) If the person in whose favour a maintenance order may be or was made notes an appeal or cross-appeal, as the case may be, and he or she cannot afford legal representation he or she shall inform the clerk of the maintenance court accordingly.

(b) The clerk of the maintenance court shall-

- (i) inform the Director of Public Prosecutions concerned immediately of the appeal or cross-appeal and that the person in whose favour the maintenance order was made cannot afford legal representation;
- (ii) on receipt of the statement of the presiding officer referred to in [subregulation \(3\)](#) furnish the Director of Public Prosecutions concerned with a copy of all relevant documentation; and
- (iii) within seven days of the receipt by him or her of a notice that the appeal has been set down for hearing notify the Director of Public Prosecutions concerned accordingly.

CHAPTER 3 CIVIL EXECUTION

16. Enforcement of maintenance or other orders.-(1) An application for-

- (a) the authorisation of the issue of a warrant of execution;
- (b) an order for the attachment of emoluments; or
- (c) an order for the attachment of any debt,

as contemplated in section 26 (2) (a) of the Act, shall substantially correspond with [Form K](#) of the [Annexure](#).

(2) Pursuant to section 26 (2A) of the Act, the maintenance officer or clerk of the court at the request of the maintenance officer, shall furnish the particulars of a person against whom an order has been made in terms of section 26 (2) of the Act, to any business identified by the maintenance officer, which has as its object the granting of credit or is involved in the credit rating of persons, on a form which corresponds substantially with form W of the [Annexure](#).

[[R. 16](#) substituted by GNR.1473 of 21 December 2017.]

17. Warrant of execution.-(1) A warrant of execution, contemplated in section 27 of the Act, shall-

- (a) substantially correspond with [Form L](#) of the [Annexure](#); and
- (b) be prepared in triplicate.

(2) The person in whose favour the order was made shall prepare Part A of [Form L](#) of the [Annexure](#) and thereafter lodge the said form with the clerk of the maintenance court concerned.

(3) On receipt of the warrant of execution referred to in [subregulation \(2\)](#) the clerk of the maintenance court

shall issue the warrant of execution if he or she is satisfied that

- (a) authorisation for the issuing of a warrant of execution was granted; and
 - (b) the warrant of execution has been properly prepared, by preparing Part B of [Form L](#) of the [Annexure](#).
- (4) The clerk of the maintenance court shall after the warrant of execution has been issued
- (a) return the original warrant of execution and one copy thereof to the person in whose favour the order was made; and
 - (b) file the second copy of the warrant of execution in the relevant file.
- (5) Any change on the warrant of execution shall be initialled by the clerk of the maintenance court.
- (6) The person authorised to execute a warrant of execution shall complete Part C and, if applicable, Part D of [Form L](#) of the [Annexure](#) and return the form to the clerk of the maintenance court.

18. Particulars of persons authorised to execute warrant of execution.—A maintenance investigator or maintenance officer shall submit to the person in whose favour the order was made particulars of the person authorised to execute the warrant of execution.

19. Application for the setting aside of a warrant of execution.—(1) An application for the setting aside of a warrant of execution by a person against whom such warrant has been issued, contemplated in section 27 (3) of the Act, shall substantially correspond with Part A of [Form M](#) of the [Annexure](#).

(2) (a) A notice of an application for the setting aside of a warrant of execution, contemplated in section 27 (6) (a) of the Act, shall substantially correspond with Part B of [Form M](#) of the [Annexure](#).

(b) A person who applied for the setting aside of a warrant of execution shall submit the notice referred to in [paragraph \(a\)](#) to the person in whose favour the warrant of execution was issued in any manner convenient to him or her, subject thereto that the person who submits the notice shall keep record of the manner in which the notice was submitted.

20. Attachment of emoluments.—(1) An application for the suspension, amendment or rescission of an order for the attachment of emoluments, contemplated in section 28 (2) (a) of the Act, shall substantially correspond with Part A of [Form N](#) of the [Annexure](#).

(2) (a) A notice of an application for the suspension, amendment or rescission of an order for the attachment of emoluments, contemplated in section 28 (2) (b) of the Act, shall substantially correspond with Part B of [Form N](#) of the [Annexure](#).

(b) A person who applied for the suspension, amendment or rescission of an order for the attachment of emoluments shall submit the notice referred to in [paragraph \(a\)](#) to the person in whose favour the order for the attachment of emoluments was made in any manner convenient to him or her, subject thereto that the person who submits the notice shall keep record of the manner in which the notice was submitted.

(3) (a) A notice, contemplated in section 29 (1) of the Act, to an employer shall substantially correspond with Part A of [Form O](#) of the [Annexure](#).

(b) The service of a notice referred to in [paragraph \(a\)](#) shall be in accordance with the provisions of [regulation 26 \(1\)](#) or [\(2\)](#), as the case may be.

(c) The return of service of a notice referred to in [paragraph \(a\)](#), if the notice is served in accordance with the provisions of [regulation 26 \(1\)](#), shall substantially correspond with Part B of [Form O](#) of the [Annexure](#).

(4) (a) A notice, contemplated in section 29 (2) of the Act, by the employer that the person against whom the order for the attachment of emoluments was made has left his or her service, shall substantially correspond with Part C of [Form O](#) of the [Annexure](#).

(b) The notice referred to in [paragraph \(a\)](#) shall be submitted to the maintenance officer of the court where the order was made in any manner convenient to him or her, subject thereto that the person who submits the notice shall keep record of the manner in which the notice was submitted.

21. Attachment of debts.—(1) An application for the suspension, amendment or rescission of an order for the attachment of debts, contemplated in section 30 (2) of the Act, shall substantially correspond with Part A of [Form P](#) of the [Annexure](#).

(2) (a) A notice of an application for the suspension, amendment or rescission of an order for the attachment of debts, contemplated in section 30 (2) of the Act, shall substantially correspond with Part B of [Form P](#) of the [Annexure](#).

(b) A person who applied for the suspension, amendment or rescission of an order for the attachment of debts shall submit a notice referred to in [paragraph \(a\)](#) to the person in whose favour the order for the attachment of debts was made in any manner convenient to him or her, subject thereto that the person who submits the notice shall keep record of the manner in which the notice was submitted.

21A. Furnishing of personal particulars of person convicted.—Pursuant to section 31 (4) of the Act, the maintenance officer shall furnish the personal particulars of a person who has been convicted of an offence in terms of section 31 (1) of the Act to any business identified by the maintenance officer, which has as its object the granting of credit or is involved in the credit rating of persons, on a form which corresponds substantially with form W of the [Annexure](#).

[[R. 21A](#) inserted by GNR.1473 of 21 December 2017.]

CHAPTER 4 OFFENCES AND ORDERS RELATING TO PROSECUTIONS

22. Complaints of failure to comply with orders.—A complaint regarding a failure to make a payment in accordance with a maintenance order shall substantially correspond with [Form Q](#) of the [Annexure](#).

23. Recovery of arrear maintenance.—(1) The clerk of the court shall submit a certified copy of an order made by the court in terms of section 40 of the Act to the clerk of the civil court for registration of such order.

(2) The clerk of the civil court shall—

- (a) register the order referred to in [subregulation \(1\)](#) by numbering it with the following consecutive case number for the year during which it is registered; and
- (b) inform the maintenance officer of the maintenance court where the maintenance order was made and the person in whose favour the order was made of the registration and the number of the case.

(3) The provisions of the Act relating to civil execution shall, with the necessary changes, apply in respect of the execution of an order referred to in [subregulation \(1\)](#).

CHAPTER 4A POWERS OF MAINTENANCE INVESTIGATORS [Chapter 4A inserted by GNR.1099 of 2006.]

23A. Powers, duties and functions of maintenance investigator.—(1) A maintenance investigator must have his or her letter of appointment in his or her possession when exercising any power or performing any duty in terms of the Act or these regulations.

(2) A maintenance investigator may, for the purpose of performing his or her functions in terms of the Act—

- (a) examine a person who is likely to give material or relevant information about any complaint relating to maintenance;
- (b) direct a person to identify himself or herself to the satisfaction of the maintenance investigator; and
- (c) request a person to sign for a document, relevant to a complaint relating to maintenance, received from the maintenance investigator.

(3) A maintenance investigator may, for the purpose of service of process of any maintenance court, or service of subpoenas or summonses in respect of criminal proceedings instituted for failure to comply with a maintenance order—

- (a) call upon a member of the South African Police Service as defined in [section 1](#) of the South African Police Act, 1995 (Act [No. 68 of 1995](#)), to render assistance to him or her where resistance to the service of the process of the maintenance order or the service of subpoenas and summonses have been met or reasonably anticipated;
- (b) if a maintenance investigator encounters or reasonably anticipates resistance as described in [subparagraph \(a\)](#), request assistance from the Station Commissioner of the nearest police station and must, upon making such request for assistance, furnish particulars of the complaint in which he or she met resistance or the reason why he or she anticipates resistance.

[[Reg. 23A](#) inserted by GNR.1099 of 2006.]

24. Record of proceedings.-(1) (a) The proceedings at an enquiry shall be recorded by keeping minutes of-

- (i) any maintenance order, including any provisional maintenance order as defined in the Reciprocal Enforcement of Maintenance Orders Act, 1963 (Act [No. 80 of 1963](#)) and the Reciprocal Enforcement of Maintenance Order (Countries in Africa) Act, 1989 (Act [No. 6 of 1989](#)), made at any enquiry, and of any refusal to make any such maintenance order;
- (ii) any variation of a maintenance order;
- (iii) any evidence given at the enquiry and of any objection to any evidence given or tendered at the enquiry and of any ruling by the court; and
- (iv) the proceedings generally.

(b) The maintenance court shall mark each document put in evidence and note such mark on the record.

(2) The statement by an officer presiding at an enquiry referred to in [regulation 15 \(3\)](#) shall become part of the record.

(3) (a) The proceedings at an enquiry shall be recorded by the officer presiding at the enquiry or by any person appointed or designated thereto by the court, either generally or specially for the purpose of a particular enquiry, to take down or record the proceedings in shorthand or by mechanical means.

(b) No shorthand notes or mechanical record of the proceedings shall be transcribed unless an officer designated to preside in the court concerned otherwise directs.

(c) Any shorthand notes or any transcription thereof or any mechanical record of the proceedings shall be certified as true notes of such proceedings or as a true transcription of such notes or record by the person taking down such notes or making such record or transcription, as the case may be, and any such transcription shall thereupon become part of the record of the proceedings.

(4) No person other than an officer in the Public Service, a person against whom a maintenance order has been or is to be made, a person in whose favour a maintenance order has been or is to be made, or the legal representative of any such person shall have access to any record referred to in this regulation, except with the leave of the presiding officer then holding office in the court in which the enquiry is to be or was held.

(5) The record of the proceedings at a maintenance enquiry shall be accessible on payment of the fees prescribed in Table E of Annexure 2 to the Magistrates' Courts Rules.

25. Photographs of persons subject to maintenance orders.-(1) The maintenance officer shall, on receipt of photographs of a person against whom the maintenance court has made a maintenance order-

- (a) endorse on the back of each photograph the personal particulars of the person;
- (b) file one photograph in the relevant maintenance file; and
- (c) attach the other photograph to the relevant maintenance cards, if such a system is in use or appropriately deal with such other photograph in the manner he or she deems fit.

(2) The maintenance officer may make a photograph of a person against whom the maintenance court has made a maintenance order available to any person exercising or performing any power, duty or function in terms of the Act.

(3) The photographs of a person against whom the maintenance court has made a maintenance order shall become part of the maintenance record.

26. Service of documents.-(1) (a) A document referred to in [regulation 4 \(1\)](#), [9 \(1\) \(b\)](#) or [20 \(3\) \(b\)](#), together with a copy thereof, shall be delivered to a police officer, sheriff or maintenance investigator who shall, subject to the provisions of this regulation, forthwith serve it upon the person referred to in the said document by delivering a copy of the document in one of the following manners:

- (i) To the said person personally;
- (ii) at the said person's residence or place of business to a person apparently not less than 16 years of age and apparently residing or employed there: Provided that for the purpose of this paragraph, "residence" means, when a building is occupied by more than one person or family, that portion of the building occupied by the person upon whom service is to be effected;
- (iii) at the said person's place of employment to a person apparently not less than 16 years of age and apparently in authority over the said person or, in the absence of such a person in authority, to a person apparently not less than 16 years of age and apparently in charge at the said person's place

of employment; and

- (iv) in the case of a juristic person, at its registered office or main place of business within the area of jurisdiction of the court concerned, to a director or a responsible employee thereof.

(b) A police officer, sheriff or maintenance investigator shall, on request by the person on whom a document is served, exhibit to him or her the original of the document.

(c) Where the person upon whom a document is to be or may be served keeps his or her residence or place of business closed and thereby prevents the police officer, sheriff or maintenance investigator from serving the document, it shall be sufficient to affix a copy thereof to the outer or principal door or security gate of such residence or place of business, or to place such copy in the post-box at such residence or place of business.

(2) A notice referred to in [regulation 9 \(1\) \(b\)](#) or [20 \(3\) \(b\)](#) shall be served by the maintenance officer or maintenance investigator upon the person referred to in the said notice by

- (a) handing a copy of the notice to the said person personally and endorsing the original notice to this effect; or
- (b) sending the notice by facsimile to the said person, in which case proof thereof must be kept, and by sending a copy of the notice by registered post to the said person.

27. Short title.—These regulations shall be called the Regulations relating to Maintenance, and shall come into operation on 26 November 1999.

Annexure

Form A

APPLICATION FOR MAINTENANCE ORDER

[[Regulation 2 \(1\)](#)]

COMPLAINT IN TERMS OF [SECTION 6 \(1\) \(a\)](#) OF THE MAINTENANCE ACT, 1998
(ACT [NO. 99 OF 1998](#))

[Annex. amended by GNR.1473 of 21 December 2017.]

Reference No.

[*This information should, as far as possible, be given in order to investigate the complaint.*]

I,

(full name)

(called "the complainant")

born on

(date)/age

identity number

living at

telephone number

working at

telephone number

nearest police station

hereby *declare under oath/truly affirm as follows:

1.

(full name)

(called "the defendant")

born on

(date)/age

identity number

living at

telephone number

working at

telephone number

nearest police station

is legally liable to maintain *me and/or the following child(ren), who is/are under my care:

born on

born on

born on
 born on
 born on
 born on
 born on
 born on
 born on
 born on

2.* The defendant is legally liable to maintain me because

*The child(ren) mentioned is/are under my care because

3. The defendant has since not supported *myself/the said child(ren) and has made *no contribution towards maintenance/the following contribution towards maintenance:

4. I request that the defendant be ordered to make the following contribution(s) towards maintenance:

A *weekly/monthly contribution of-

R	in respect of myself (complainant)	
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)

The first payment should be made on and after that on or before the day of each succeeding *week/month. All payments should be made to in favour of ;

and/or

other contributions (for example medical and dental costs, school fees, fees to tertiary institutions, schoolwear, expenses for sport and/or cultural activities, birth expenses and maintenance for child(ren) from birth):

5. Particulars of my assets and *monthly/weekly income and expenditures (supported by documentary proof, where possible) are as follows:

Assets

Fixed property		R
Investments		R
Savings		R
Shares		R
Motor vehicles		R
Other:		R
		R
		R
		R
		R

Income

Gross salary		R
Minus: Deductions		
	Tax	R
	Medical aid	R
	Pension	R
	Other:	R
		R
		R
		R
Total nett salary		R
Other income (state source of income)		R
		R
		R
Total income		R

Expenditure

			Self	Child(ren)	Total
1	Lodging (bond repayment/levy/rent/board)				
2	Food	Groceries			
		Meat			
		Bread and milk			
		Fruit and vegetables			
3	Household expenditure	Water and electricity/gas/paraffin			
		Rates and taxes			
		Maintenance (cleaning materials)			
		Laundry/dry-cleaning			
		Baby food			
		Lunches			
		Toiletries			
		Telephone			
		Domestic worker			
		Garden services			
		Insurance (short term)			
4	Clothing	Clothes and shoes			
		School uniforms			
		Sports clothes			
5	Personal care (including hair care/cosmetics, etc)				
6	Transport	Bus			
		Car			
		Instalments			
		Maintenance			
		Fuel			
		Licences			
		Insurance			
		Taxi			
		Lift club			
		Parking			
		Other			

7	Educational expenditure	School fees After school care Crèche/day care Insurance (study policy) Books Stationery Outings Sports Extramural Other school expenditure			
8	Medical expenditure	Doctor/dentist/etc Medication Hospital Other medical expenditure			
9	Insurance	Life Annuity House owners/house holders			
10	Pocket money/allowances				
11	Holidays				
12	Maintenance, replacement and repairs of items	House Household appliances Kitchenware Linen, towels, etc *Bicycles/bikes/scooters Other items			
13	Entertainment and recreation (incl M-Net)				
14	Personal loans				
15	Security alarm system				
16	Membership fees				
17	Religious contributions/charities				
18	Gifts				
19	TV licence				
20	Reading material	Books Newspapers Periodicals			
21	Lease/Hire-purchase payments	Furniture Appliances Other			
22	Pets	Food Veterinary surgeon ("vet") Licence			
23	Other (not specified above)				
	Total expenditure				

Dated at _____ this _____ day of _____

Signature of Complainant

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the complainant the following questions and wrote down *his/her answers in *his/her presence:
 - (a) Do you know and understand the contents of the declaration?
Answer _____
 - (b) Do you have any objection to taking the prescribed oath?
Answer _____
 - (c) Do you consider the prescribed oath binding on your conscience?
Answer _____
2. I certify that the complainant acknowledged that *he/she knows and understands the contents of this declaration. The complainant uttered the following words *"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the contents of the declaration are true". The *signature/mark of the complainant was affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname

(block letters)

Designation (Rank)

Ex Officio Republic of South Africa

Business address

(street address must be stated)

Dated at _____ this _____ day of _____

* Delete whichever is not applicable

Form B

SUBSTITUTION OR DISCHARGE OF EXISTING MAINTENANCE ORDER

[[Regulation 2 \(2\)](#)]

COMPLAINT IN TERMS OF [SECTION 6 \(1\) \(b\)](#) OF THE MAINTENANCE ACT, 1998
(ACT [NO. 99 OF 1998](#))

Reference No.

[*This information should, as far as possible, be given in order to investigate the complaint.*]

I,

(full name)

(called "the deponent")

born on

(date)/age

identity number

living at

telephone number

working at

telephone number

nearest police station

hereby *declare under oath/truly affirm as follows:

1.

(full name of person against whom maintenance order was made)

born on

(date)/age

identity number

living at

telephone number

working at

telephone number
nearest police station
was ordered by

(Court)

on the day of to pay-

(a) on a *weekly/monthly basis with effect from /the following
towards the maintenance of child(ren) the sum of-

R	in respect of the complainant	
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on
R	in respect of	(name of child), born on

All payments should have been made to
in favour of

and/or

(b)

(other contributions, for example medical and dental costs, school fees, fees to tertiary institutions, schoolwear, expenses for sport and/or cultural activities, birth expenses and maintenance for child(ren) from birth).

A copy of the order is attached.

2. *Good cause/reason exists for the **substitution** of the said maintenance order as follows:

(a) A *weekly/monthly payment with effect from in the amount of-

R	in respect of the complainant	
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)

The first payment must be made on and after that on or before the day
of each succeeding *week/month. All payments should be made to

in favour of;

and/or

(b)

(other contributions, for example medical and dental costs, school fees, fees to tertiary institutions, schoolwear, expenses for sport and/or cultural activities, birth expenses and maintenance for child(ren) from birth);

OR

*good cause/reason exists for the **discharge** of the said maintenance order.

3. The cause/reason for the *substitution/discharge of the maintenance order is-

4. Particulars of my assets and *monthly/weekly income and expenditures (supported by

documentary proof, where possible) are as follows:

Assets		
Fixed property		R
Investments		R
Savings		R
Shares		R
Motor vehicles		R
Other:		R
		R
		R
		R
		R
Income		
Gross salary		R
Minus: Deductions		
	Tax	R
	Medical aid	R
	Pension	R
	Other:	R
		R
		R
		R
Total nett salary		R
Other income (state source of income)		R
		R
		R
		R
Total income		R

Expenditure		Self	Child(ren)	Total
1	Lodging (bond repayment/levy/rent/board)			
2	Food			
	Groceries			
	Meat			
	Bread and milk			
	Fruit and vegetables			
3	Household expenditure			
	Water and electricity/gas/paraffin			
	Rates and taxes			
	Maintenance (cleaning materials)			
	Laundry/dry-cleaning			
	Baby food			
	Lunches			
	Toiletries			
	Telephone			
	Domestic worker			
	Garden services			
	Insurance (short term)			
4	Clothing			
	Clothes and shoes			
	School uniforms			

		Sports clothes
5	Personal care (including hair care/cosmetics, etc)	
6	Transport	Bus Car Instalments Maintenance Fuel Licences Insurance Taxi Lift club Parking Other
7	Educational expenditure	School fees After school care Crèche/day care Insurance (study policy) Books Stationery Outings Sports Extramural Other school expenditure
8	Medical expenditure	Doctor/dentist/etc Medication Hospital Other medical expenditure
9	Insurance	Life Annuity House owners/house holders
10	Pocket money/allowances	
11	Holidays	
12	Maintenance, replacement and repairs of items	House Household appliances Kitchenware Linen, towels, etc *Bicycles/bikes/scooters Other items
13	Entertainment and recreation (incl M-Net)	
14	Personal loans	
15	Security alarm system	
16	Membership fees	
17	Religious contributions/charities	
18	Gifts	
19	TV licence	
20	Reading material	Books Newspapers

- | | | |
|----|-------------------------------|----------------------------------|
| | | Periodicals |
| 21 | Lease/ Hire-purchase payments | Furniture
Appliances
Other |
| 22 | Pets | Food
Vet
Licence |
| 23 | Other (not specified above) | |

Total expenditure

Dated at _____ this _____ day of _____

Signature of Deponent

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the deponent the following questions and wrote down *his/her answers in *his/her presence:
 - (a) Do you know and understand the contents of the declaration?
Answer _____
 - (b) Do you have any objection to taking the prescribed oath?
Answer _____
 - (c) Do you consider the prescribed oath binding on your conscience?
Answer _____
2. I certify that the deponent acknowledged that *he/she knows and understands the contents of this declaration. The deponent uttered the following words *"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the contents of the declaration are true". The *signature/mark of the deponent was affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname

(block letters)

Designation (Rank)

Ex Officio Republic of South Africa

Business address

(street address must be stated)

Dated at _____ this _____ day of _____

* Delete whichever is not applicable

Form C I

SUBPOENA IN TERMS OF [SECTION 9 \(2\)](#) OF THE
MAINTENANCE ACT, 1998 (ACT [NO. 99 OF 1998](#))

[[Regulation 4 \(1\) \(a\)](#)]

[A document in the form set out in [Form G](#) must accompany the subpoena to the person against whom a maintenance order may be/was made.]

Reference No.

Maintenance Court (Magistrate's Court)	Court/Room No.	Date of inquiry
--	----------------	-----------------

A. Subpoena

and/or

*(bb)

(other contributions, for example medical and dental costs, school fees, fees to tertiary institutions, schoolwear, expenses for sport and/or cultural activities, birth expenses and maintenance for child(ren) from birth);

*(ii) the discharge of the existing maintenance order.

3. To the person against whom a maintenance order may be made/was made:

Your attention is drawn to-

- (a) [section 17 \(1\)](#) of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)), in terms of which you may consent in writing (on the attached document) to the making, in your absence, of an order against you for the payment of maintenance; and
- (b) [section 18 \(1\)](#) of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)), in terms of which an order by default may be issued against you if the maintenance court is satisfied that you have knowledge of this suppoena and still failed to appear before the maintenance court.

Dated at this day of

Maintenance Office/Clerk of the
Maintenance Court

B. Particulars regarding assets, income and expenditure of opposing party:

4. Particulars of my assets and *monthly/weekly income and expenditures (supported by documentary proof, where possible) are as follows:

Assets

Fixed property	R
Investments	R
Savings	R
Shares	R
Motor vehicles	R
Other:	R
	R
	R
	R
	R

Income

Gross salary	R
Minus: Deductions	
Tax	R
Medical aid	R
Pension	R
Other:	R
	R
	R
	R
Total nett salary	R
Other income (state source of income)	R
	R
	R
	R
Total income	R

Expenditure

			Self	Child(ren)	Total
1	Lodging (bond repayment/levy/rent/board)				
2	Food	Groceries			
		Meat			
		Bread and milk			
		Fruit and vegetables			
3	Household expenditure	Water and electricity/gas/paraffin			
		Rates and taxes			
		Maintenance (cleaning materials)			
		Laundry/dry-cleaning			
		Baby food			
		Lunches			
		Toiletries			
		Telephone			
		Domestic worker			
		Garden services			
		Insurance (short term)			
4	Clothing	Clothes and shoes			
		School uniforms			
		Sports clothes			
5	Personal care (including hair care/cosmetics, etc)				
6	Transport	Bus			
		Car	Instalments		
			Maintenance		
			Fuel		
			Licences		
			Insurance		
		Taxi			
		Lift club			
		Parking			
		Other			
7	Educational expenditure	School fees			
		After school care			
		Crèche/day care			
		Insurance (study policy)			
		Books			
		Stationery			
		Outings			
		Sports			
		Extramural			
		Other school expenditure			
8	Medical expenditure	Doctor/dentist/etc			
		Medication			
		Hospital			

		Other medical expenditure			
9	Insurance	Life			
		Annuity			
		House owners/house holders			
10	Pocket money/allowances				
11	Holidays				
12	Maintenance, replacement and repairs of items	House			
		Household appliances			
		Kitchenware			
		Linen, towels, etc			
		*Bicycles/bikes/scooters			
		Other items			
13	Entertainment and recreation (incl M-Net)				
14	Personal loans				
15	Security alarm system				
16	Membership fees				
17	Religious contributions/charities				
18	Gifts				
19	TV licence				
20	Reading material	Books			
		Newspapers			
		Periodicals			
21	Lease/ Hire purchase payments	Furniture			
		Appliances			
		Other			
22	Pets	Food			
		Vet			
		Licence			
23	Other (not specified above)				
	Total expenditure				

C. Return of service

- I, _____, certify that I have-
- *(a) delivered a copy of the subpoena to personally [\[regulation 26 \(1\) \(a\) \(i\)\]](#);
or
 - *(b) offered a copy of the subpoena for delivery to personally [\[regulation 26 \(1\) \(a\) \(i\)\]](#);
or
 - *(c) delivered a copy of the subpoena to _____, a person apparently not younger than the age of 16 years and apparently residing or employed at the *residence/place of employment/place of business of _____, since he/she could not conveniently be found [\[regulation 26 \(1\) \(a\) \(ii\) or \(iii\)\]](#);
or
 - *(d) *affixed/placed a copy of the subpoena to/in the *outer/principal door/security

gate/post box of the *residence/place of employment/place of business of
, since he/she prevented the service
by keeping his/her *residence/place of employment/place of business closed
[[regulation 26 \(1\) \(c\)](#)].

Dated at this day of

*Maintenance Investigator/Sheriff/Police
Officer

* Delete whichever is not applicable

Form C II
SUBPOENA IN TERMS OF [SECTION 9 \(2\)](#) OF THE
MAINTENANCE ACT, 1998 (ACT [NO. 99 OF 1998](#))

[[Regulation 4 \(1\) \(b\)](#)]

Reference No.

Maintenance Court (Magistrate's Court)	Court/Room No.	Date of inquiry
--	----------------	-----------------

In the maintenance enquiry between-

(person in whose favour maintenance order is to be/was made)

and

(person against whom maintenance order may be/was made)

A. Subpoena

1. To any person authorised to serve process:

You are hereby directed to-

(a) subpoena the following persons(s):

Name of witness:

ID No./Date of birth:

Address:

No. of rail warrant:

Name of witness:

ID No./Date of birth:

Address:

No. of rail warrant:

- (i) to appear in person before the above-mentioned court at 09:00 on the date stated above; and
 - (ii) to remain present until excused by the court,
- to give evidence at an enquiry, in terms of [section 10](#) of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)), instituted by the maintenance officer;

- (b) serve on each of the above-mentioned person(s) a copy of this subpoena and report to this Court what you have done with regard to it; and
- (c) request the above-mentioned person(s) to produce the following at the enquiry:
 - (i)
 - (ii)
 - (iii)

2. Warnings to the person(s) who is/are hereby subpoenaed as (a) witness(es):

- (i) If your above-mentioned address changes before the proceedings are finalised or before you are officially advised that you are no longer required as a witness you must inform the maintenance officer of the above-mentioned court thereof.
- (ii) If you fail to comply with the above-mentioned warning and this subpoena you may be arrested and on conviction sentenced to a fine or a term of imprisonment.

Dated at _____ this _____ day of _____

Maintenance Office/Clerk of the
Maintenance Court

B. Return of service

I, _____, certify that I have-

- *(a) delivered a copy of the subpoena to _____ personally
[[regulation 26 \(1\) \(a\) \(i\)](#)];
- or
- *(b) offered a copy of the subpoena for delivery to
personally [[regulation 26 \(1\) \(a\) \(i\)](#)];
- or
- *(c) delivered a copy of the subpoena to _____, a person
apparently not younger than the age of 16 years and apparently residing or
employed at the *residence/place of employment/place of business of
since he/she could not conveniently be found [[regulation 26 \(1\) \(a\) \(ii\)](#) or [\(iii\)](#)];
- or
- *(d) *affixed/placed a copy of the subpoena to/in the *outer/principal door/security
gate/post box of the *residence/place of employment/place of business of
since he/she prevented the service by keeping
his/her
*residence/place of employment/place of business closed [[regulation
26 \(1\) \(c\)](#)].

Dated at _____ this _____ day of _____

*Maintenance Investigator/Sheriff/Police
Officer

* Delete whichever is not applicable

Form D

NOTIFICATION TO ADMIT STATEMENTS BY WITNESSES

[[Regulation 7](#)]

NOTICE IN TERMS OF [SECTION 12 \(2\) \(c\)](#) OF THE MAINTENANCE ACT,
1998 (ACT [NO. 99 OF 1998](#))

[This notice shall be served on the person concerned at least 14 days before the hearing of
the enquiry.]

Reference No. _____

In the maintenance enquiry between-

(person who applies for maintenance order)

and

(person against whom maintenance order may be made)

to be held on at with regard
to the payment of maintenance in respect of

To: (person against whom maintenance order may be made)
of (address)

1. You are hereby notified that it is intended to submit the attached statement(s) made by-

and the attached document(s), referred to in the statement(s), as evidence in the above-mentioned enquiry.

2. The information contained in the(se) document(s) shall be regarded as evidence as if the person(s) who made the(se) statement(s) has(have) given oral evidence, unless you object thereto to the maintenance officer of the above-mentioned court at least seven days before the commencement of the enquiry.

Dated at this day of

Maintenance Investigator/Sheriff/Police
Officer

Form E
MAINTENANCE ORDER IN TERMS OF [SECTION 16](#) OF THE
MAINTENANCE ACT, 1998 (ACT [NO. 99 OF 1998](#))

[\[Regulation 8\]](#)

Reference No.

[[Form G](#) must be used in the event of an order by consent and [Form H](#) must be used in the event of an order by default.]

In the maintenance matter between:

(person who applies for maintenance order)
and

(person against whom order is made)

1. In terms of the provisions of [section 16 \(1\) \(a\)](#) and/or [\(b\)](#) of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)), it is ordered that-

(full name of person against whom order is made)

identity number

living at

and working at

*(a) shall pay on a *weekly/monthly basis with effect from
towards the maintenance of *the complainant and/or the following child(ren)
the sum of-

R	in respect of the complainant	
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child)
R	in respect of	(name of child),

the first payment must be made on and after that on or
before the day of each succeeding *week/month
to

in favour of _____ ;
and/or _____
(b)

(other contributions, for example medical and dental costs, school fees, fees to tertiary institutions, schoolwear, expenses for sport and/or cultural activities, birth expenses and maintenance for child(ren) from birth).

- *2. It is further ordered that the maintenance order, dated _____ made by the _____ is hereby substituted by the above-mentioned maintenance order.
- *3. In terms of the provisions of [section 16 \(2\)](#) of the Maintenance Act, 1968 (Act [No. 99 of 1998](#)), it is ordered that-

(person(s) who is/are obliged by any contract to pay money on a periodical basis to _____ person against whom maintenance order was made)
of _____ (address(es))
make on behalf of the person against whom the order in paragraph (1) above was made the following payments:

Dated at _____ this _____ day of _____

Magistrate

* Delete whichever is not applicable

Form F
NOTICE TO MAKE MAINTENANCE PAYMENTS ON BEHALF OF PERSON
AGAINST WHOM MAINTENANCE ORDER WAS MADE

[[Regulation 9](#)]

NOTICE IN TERMS OF [SECTION 16 \(3\)](#) OF THE
MAINTENANCE ACT, 1998 (ACT [NO. 99 OF 1998](#))

Reference No. _____

In the maintenance matter between:

(person in whose favour maintenance order was made)
and

(person against whom maintenance order was made)

A. Notification in terms of section 16 (3) (a)

[This notice shall be served on the undermentioned person(s) within seven days after the day on which the order was made.]

To:
(person(s) who is/are obliged by any contract to pay money on a periodical basis to above-mentioned person against whom maintenance order was made))

of _____ (address(es))

1. You are hereby informed of the attached order of court in terms of which you are directed to make the payments as specified. Please note that these payments must be given priority over any other order of court requiring payments to be made from any other moneys due to the person against whom the maintenance order was made.
2. If you are discharged from your contractual obligation you shall within seven days after the day on which you are so discharged give notice thereof on Part C of this form to the maintenance officer of the court where the attached maintenance order was made. This notice may be submitted to the maintenance officer in any manner convenient to you, but you must keep record of the manner in which the notice was

submitted.

3. Warning:

If you, without good reason, refuse or fail to-

(a) make any payment in accordance with the attached order; or

(b) furnish the maintenance officer with the notice provided for in Part C of this form,

you shall be guilty of an offence and may be sentenced to a fine or to imprisonment for a period not exceeding six months.

Dated at _____ this _____ day of _____

Maintenance Officer/Clerk of the
Maintenance Court

B. Return of service

I, _____, certify that I have-

*(a) delivered a copy of the notice to _____ personally
[[regulation 26 \(1\) \(a\) \(i\)](#)];

or

*(b) offered a copy of the notice for delivery to
personally [[regulation 26 \(1\) \(a\) \(i\)](#)];

or

*(c) delivered a copy of the notice to _____, a person
apparently not younger than the age of 16 years and apparently residing or
employed at the *residence/place of employment/place of business of
since he/she could not conveniently be found [[regulation 26 \(1\) \(a\) \(ii\)](#) or [\(iii\)](#)];

or

*(d) *affixed/placed a copy of the notice to/in the *outer/principal door/security
gate/post box of the *residence/place of employment/place of business of
since he/she prevented the service by keeping his/her *residence/place of
employment/place of business closed [[regulation 26 \(1\) \(c\)](#)];

or

*(e) delivered a copy of the notice to _____ a
*director/responsible employee of
at the latter's *registered office/main place of business [[regulation
26 \(1\) \(a\) \(iv\)](#)].

Dated at _____ this _____ day of _____

*Maintenance Investigator/Sheriff/Police
Officer

C. Notification in terms of section 16 (3) (b)

To: The Maintenance Officer/Clerk of the Maintenance Court of the Magistrate's Office

1. I, _____ certify that I have been
discharged with effect from _____ (date) from my contractual obligation to pay
money on a periodical basis to _____, the person against
whom the above-mentioned order was made, for the following reasons:

2. The following information at my disposal may be relevant for purposes of making a
new order against another person who may be obliged by any contract to pay money
on a periodical basis to the person against whom the above-mentioned order was
made:

Dated at _____ this _____ day of _____

Signature of person who makes
maintenance payments on behalf of
person against whom maintenance order
was made

* Delete whichever is not applicable

1. A maintenance order in accordance with the above-mentioned written consent by the person against whom an order may be made/was made is hereby made an order of court.
- *2. The maintenance order dated _____, made by the _____, is hereby substituted.
- *3. In terms of the provisions of [section 16 \(2\)](#) of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)), it is ordered that-

R in respect of (name of child)
R in respect of (name of child)
R in respect of (name of child),
the first payment is to be made on and after that on or
before the day of each succeeding *week/month to
in favour of ;
and/or
*(b)

(other contribution)

- *2. It is further ordered that the maintenance order, dated made
by the is hereby substituted
by the above-mentioned maintenance order.
- *3. In terms of the provisions of [section 16 \(2\)](#) of the Maintenance Act, 1968 (Act [No. 99 of 1998](#)), it is ordered that-

(person(s) who is/are obliged by any contract to pay money on a periodical basis
to person against whom maintenance order was made)

of

(address(es))

make on behalf of the person against whom the order in part A above was made the
following payments:

Dated at this day of

Magistrate

* Delete whichever is not applicable

B. Notification of order by default to the person against whom the above-mentioned order was made.

1. You are hereby informed of the above-mentioned order by default made against you in terms of which you are directed to make payments as specified in the order.
2. Should you wish to apply for the variation or setting aside of the attached order your application must be made to the maintenance officer of the court who issued the order within 20 days after receipt of this notice.
3. Please take note that you must also give notice of your application to the person in whose favour the order was made and the notice is to be served at least 14 days before the day the application is to be heard.
4. Your application (see paragraph 2) and the notice (see paragraph 3) must be on the prescribed form available at any magistrate's office.

Dated at this day of

Maintenance Officer/Clerk of the
Maintenance Court

C. Return in terms of section 18 (3)

I, , hereby certify that I have tendered/delivered a
copy of the order to at
(place) at a.m./p.m.
on this day of and informed him/her of
the nature and urgency thereof.

Dated at this day of

*Maintenance Officer/Maintenance
Investigator/Sheriff/Police Officer

* Delete whichever is not applicable

Dated at

this

day of

B. Notification in terms of section 18 (4) (c)

[Submit this notice, at least 14 days before your application is heard, to the person in whose favour the order by default was made in any manner convenient to you but keep record of the manner in which the notice was submitted.]

To:

(person in whose favour maintenance order was made)

1. Take note that the above-mentioned application will be heard on the _____ day of _____ at _____ (time) at the Maintenance Court, _____.
2. Attached hereto, if applicable, are copies of affidavits in support of the application.

Dated at

this

day of

Signature of person against whom
maintenance order was made

* Delete whichever is not applicable

Form J

NOTICE IN TERMS OF [SECTION 19](#) OF THE MAINTENANCE ACT, 1998
(ACT [NO. 99 OF 1998](#))

[\[Regulation 12\]](#)

Reference No.

In the maintenance matter between:

(person in whose favour maintenance order was made)

and

(person against whom maintenance order was made)

To:

(person in whose favour maintenance order was made)

(person against whom maintenance order was made)

*

(person on whom notice referred to in section 16 (3) (a) has been served)

- *1. Take note that the order issued under section 16 (1) (a) (i) or 16 (1) (b) (i) on _____, at the Maintenance Court, _____ was varied-
 - *(a) *by designation of _____ (date) as the person, officer, organisation, institution, or account to whom, to which or into which payment in terms of this order is to be made; or
 - *(b) by determining that payment in terms of this order will be made in the following manner:
as from _____ (date)
- *2. Take note that the order issued under section 16 (2) on _____ at the Maintenance Court, _____, was set aside with effect from _____.

Dated at

this

day of

Maintenance Officer

* Delete whichever is not applicable

Form K

APPLICATION FOR ENFORCEMENT OF MAINTENANCE OR OTHER ORDER IN TERMS OF [SECTION 26](#) OF THE MAINTENANCE ACT, 1998 (ACT [NO. 99 OF 1998](#))

[\[Regulation 16\]](#)

In the maintenance matter between:

(person in whose favour maintenance order was made)

and

(person against whom maintenance order was made)

To the Maintenance Officer of the Maintenance Court,

1. I, _____, (full name of person in whose favour order was made),
~~hereby apply~~
 hereby apply for
 - *(a) for authorisation to issue a warrant of execution; or
 - *(b) for an order for the attachment of emoluments; or
 - *(c) for an order for the attachment of a debt.
2. The following information is important for purposes of my application:

(Submit information relating to property and/or debts of the person against whom the order was made or his or her employer and income)

3. The whereabouts of the person against whom the order was made are as follows:

4. In support of my application I hereby *declare under oath/truly affirm that-
 - (a) on _____ (date) the attached order in terms of the Maintenance Act, 1998, was made by the above-mentioned court;
 - (b) the attached order has remained unsatisfied; and
 - (c) the amount of R _____ is still outstanding. The amount has been calculated as follows:

Dated at _____ this _____ day of _____

Signature of Deponent

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the deponent the following questions and wrote down *his/her answers in *his/her presence:
 - (a) Do you know and understand the contents of the declaration?
 Answer _____
 - (b) Do you have any objection to taking the prescribed oath?
 Answer _____
 - (c) Do you consider the prescribed oath binding on your conscience?
 Answer _____
2. I certify that the deponent acknowledged that *he/she knows and understands the contents of this declaration. The deponent uttered the following words *"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the contents of the declaration are true". The *signature/mark of the complainant was affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname

(block letters)

Designation (Rank)

Ex Officio Republic of South Africa

Business address

(street address must be stated)

Dated at _____ this _____ day of _____

* Delete whichever is not applicable

4. Any alterations made herein shall be initialled by the clerk of the maintenance court before the warrant is issued or reissued by him or her.

C. Return of service

I, _____, certify that I have-

D. Endorsement

The execution debtor paid the amount of R _____ within half an hour of my entry.

Signature of Sheriff/
Maintenance Investigator

Signature of Execution Debtor/
Representative

Form M

APPLICATION FOR SETTING ASIDE OF A WARRANT OF EXECUTION IN TERMS OF [SECTION 27 \(3\)](#) OF THE
MAINTENANCE ACT, 1998
(ACT [NO. 99 OF 1998](#))

[\[Regulation 19\]](#)

Reference No.

In the maintenance matter between:

(person in whose favour warrant of execution was issued)

and

(person against whom warrant of execution was issued)

A. Application in terms of section 27 (3)

To the Maintenance Officer of the Maintenance Court,

1. I, _____, (full name of person against whom warrant of execution was issued)
identity number _____
hereby apply that the warrant of execution issued on the _____ day of _____
by the clerk of the above-mentioned maintenance court, be set aside.
2. In support of my application I hereby-
 - (a) *declare under oath/truly affirm that the following reasons exist of the setting
aside of the warrant of execution: _____ ; and
 - (b) attach affidavits by the following persons:

Dated at _____ this _____ day of _____

Signature of Deponent

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the deponent the following questions and wrote down *his/her answers in *his/her presence:
 - (a) Do you know and understand the contents of the declaration?
Answer _____
 - (b) Do you have any objection to taking the prescribed oath?
Answer _____
 - (c) Do you consider the prescribed oath binding on your conscience?
Answer _____
2. I certify that the deponent acknowledged that *he/she knows and understands the

contents of this declaration. The deponent uttered the following words *"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the contents of the declaration are true". The *signature/mark of the deponent was affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname

(block letters)

Designation (Rank)

Ex Officio Republic of South Africa

Business address

(street address must be stated)

Dated at

this

day of

B. Notification in terms of section 27 (6) (a)

[Submit this notice, at least 14 days before your application is heard, to the person in whose favour the warrant of execution was issued in any manner convenient to you but keep record of the manner in which the notice was submitted.]

To:

(person in whose favour maintenance of execution was issued)

1. Take note that the above-mentioned application will be heard on the _____ day of _____ at _____ (time) at the Maintenance Court,
2. Attached hereto, if applicable, are copies of affidavits in support of the application.

Dated at

this

day of

Signature of person against whom
maintenance order was made

* Delete whichever is not applicable

Form N

APPLICATION FOR SUSPENSION, AMENDMENT OR RESCISSION OF AN
ORDER FOR THE ATTACHMENT OF EMOLUMENTS IN TERMS OF
SECTION 28 (2) OF THE MAINTENANCE ACT, 1998
(ACT NO. 99 OF 1998)

[Regulation 20]

Reference No.

In the maintenance matter between:

(person in whose favour order for attachment of emoluments was made)

and

(person against whom order for attachment of emoluments was made)

A. Application in terms of section 28 (2) (a)

To the Maintenance Officer of the Maintenance Court,

1. I,
(full name of person who applies for suspension, amendment or rescission of order)
identity number _____
do hereby apply that the order for the attachment of emoluments made in the court, be
*suspended/rescinded/amended as follows:

2. In support of my application I hereby-

(a) *declare under oath/truly affirm that the following reasons exist of the setting
aside of the warrant of execution:

; and

(b) attach affidavits by the following persons:

Dated at _____ this _____ day of _____

Signature of Deponent

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the deponent the following questions and wrote down *his/her answers in *his/her presence:
 - (a) Do you know and understand the contents of the declaration?
Answer _____
 - (b) Do you have any objection to taking the prescribed oath?
Answer _____
 - (c) Do you consider the prescribed oath binding on your conscience?
Answer _____
2. I certify that the deponent acknowledged that *he/she knows and understands the contents of this declaration. The deponent uttered the following words *"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the contents of the declaration are true". The *signature/mark of the deponent was affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname

(block letters)

Designation (Rank)

Ex Officio Republic of South Africa

Business address

(street address must be stated)

Dated at _____ this _____ day of _____

B. Notification in terms of section 28 (2) (b)

[Submit this notice, at least 14 days before your application is heard, to the person in whose favour the order for attachment of emoluments was made in any manner convenient to you but keep record of the manner in which the notice was submitted.]

To:

(person in whose favour order for attachment of emoluments was made)

1. Take note that the above-mentioned application will be heard on the _____ day of _____ at _____ (time) at the Maintenance Court,
2. Attached hereto, if applicable, are copies of affidavits in support of the application.

Dated at _____ this _____ day of _____

Signature of person against whom order
for attachment of emoluments was made

* Delete whichever is not applicable

Form O

NOTICES TO AND BY EMPLOYER IN TERMS OF [SECTION 29](#)
OF THE MAINTENANCE ACT, 1998 (ACT [NO. 99 OF 1998](#))

[\[Regulation 20\]](#)

Reference No.

In the maintenance matter between:

(person in whose favour order for attachment of emoluments were made)

and

A. Notification in terms of section 29 (1)

B. Return of service

C. Notification in terms of section 29 (2)

To: The Maintenance Officer/Clerk of the Maintenance Court of the Magistrate's Office,

1. I, _____, hereby give
notice that _____, who was in my employment, left my
service on _____ (date).

Dated at _____ this _____ day of _____

Signature

* Delete whichever is not applicable

Form P

APPLICATION FOR SUSPENSION, AMENDMENT OR RESCISSION OF AN ORDER FOR THE ATTACHMENT OF DEBTS IN
TERMS OF [SECTION 30 \(2\)](#) OF THE MAINTENANCE ACT, 1998
(ACT [NO. 99 OF 1998](#))

[\[Regulation 21\]](#)

Reference No. _____

In the maintenance matter between:

(person in whose favour order for attachment of debts was made)

and

(person against whom order for attachment of debts was made)

A. Application in terms of section 30 (2)
--

To the Maintenance Officer of the Maintenance Court,

1. I, _____,
(full name of person who applies for suspension, amendment or rescission of
order)
identity number _____
hereby apply that the order for the attachment of debts made on the _____ day
of _____ by the above-mentioned maintenance court, be
*suspended/rescinded/amended as follows:

2. In support of my application I hereby-
(a) *declare under oath/truly affirm that the following reasons exist for the
*suspension/rescission/amendment of the order:

; and

- (b) attach affidavits by the following persons:

Dated at _____ this _____ day of _____

Signature of Deponent

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the deponent the following questions and wrote down *his/her answers in *his/her presence:
- (a) Do you know and understand the contents of the declaration?
Answer _____
- (b) Do you have any objection to taking the prescribed oath?
Answer _____
- (c) Do you consider the prescribed oath binding on your conscience?
Answer _____
2. I certify that the deponent acknowledged that *he/she knows and understands the contents of this declaration. The deponent uttered the following words *"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the

contents of the declaration are true". The *signature/mark of the deponent was affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname
(block letters)

Designation (Rank) *Ex Officio* Republic of South Africa

Business address
(street address must be stated)

Dated at this day of

B. Notification in terms of section 30 (2) (b)

[Submit this notice, at least 14 days before your application is heard, to the person in whose favour the order for attachment of debts was made in any manner convenient to you but keep record of the manner in which the notice was submitted.]

To:
(person in whose favour for attachment of debts was made)

1. Take note that the above-mentioned application will be heard on the day of at (time) at the Maintenance Court,
2. Attached hereto, if applicable, are copies of affidavits in support of the application.

Dated at this day of

Signature of person against whom order
for attachment of debts was made

* Delete whichever is not applicable

Form Q

COMPLAINT OF FAILURE TO COMPLY WITH A MAINTENANCE ORDER FOR PURPOSES OF [SECTION 31 \(1\)](#) OF THE
MAINTENANCE ACT, 1998
(ACT [NO. 99 OF 1998](#))

[\[Regulation 22\]](#)

Reference No.

I,
(full name)

(called "the complainant")

born on (date)/age .

identity number

living at

telephone number

working at

telephone number

nearest police station

hereby *declare under oath/truly affirm as follows:

1.
(full name)

(called "the defendant")

born on (date)/age

identity number

living at

telephone number

working at

telephone number

nearest police station

was ordered by the _____ (Court)
on _____ to pay the total amount of R _____ per
*week/month being R _____ current maintenance for *me and/or the child(ren)
and/or an outstanding amount of R _____ towards _____

2. The first payment should have been made on _____ and after that
on or before the _____ day of each succeeding *week/month. All payments
should have been made to *the clerk of the court,
myself in person/the following bank account
3. The defendant is in arrears with *his/her maintenance payments to the following
extent:
4. A certified copy of the existing maintenance order is *attached/is on file at the
Maintenance Court,

Signature of Deponent

Oath/Affirmation

1. I certify that before administering the *oath/affirmation I asked the deponent the
following questions and wrote down *his/her answers in *his/her presence:
 - (a) Do you know and understand the contents of the declaration?
Answer _____
 - (b) Do you have any objection to taking the prescribed oath?
Answer _____
 - (c) Do you consider the prescribed oath binding on your conscience?
Answer _____
2. I certify that the deponent acknowledged that *he/she knows and understands the
contents of this declaration. The deponent uttered the following words *"I swear that
the contents of this declaration are true, so help me God"/"I truly affirm that the
contents of the declaration are true". The *signature/mark of the deponent was
affixed to the declaration in my presence.

Justice of the Peace/Commissioner of
Oaths

Full name and surname

(block letters)

Designation (Rank)

Ex Officio Republic of South Africa

Business address

(street address must be stated)

Dated at _____ this _____ day of _____

* Delete whichever is not applicable

Form R

APPLICATION FOR DIRECTION IN TERMS OF SECTION 7 (3) (a) OF THE MAINTENANCE ACT, 1998 REGULATIONS RELATING TO MAINTENANCE

([Regulation 2A \(1\) \(a\)](#))

[[Form R](#) inserted by GNR.44 of 21 December 2017.]

File No.:

IN THE MAINTENANCE COURT FOR THE DISTRICT OF:

I,, (full names), the maintenance officer in the
matter of:

A	PARTICULARS OF PERSON LODGING COMPLAINT
Full names:	
Identity number/passport number and date of birth:	

Last known e-mail address:	
C	REASONABLE EFFORTS MADE TO LOCATE THE WHEREABOUTS OF PERSON AGAINST WHOM A COMPLAINT WAS MADE
D	SUCCESS OF REASONABLE EFFORTS MADE (<i>mark with "x"</i>)
YES	NO
E	REASONS WHY UNSUCCESSFUL
I therefore hereby apply to the honourable court to consider issuing a direction to the following electronic communication service providers to provide the court with the contact information of the person as contemplated in Part B of this form:	

Signed at _____ this _____ day of _____ 20____

IN THE MAINTENANCE COURT FOR THE DISTRICT OF:

Postal address:	
Fax number:	
E-mail address:	
DIRECTION TO THE FOLLOWING ELECTRONIC COMMUNICATIONS SERVICE PROVIDER(S)	

1. It is hereby directed that the above-mentioned court be furnished with the contact information of the following person on/before _____ (to be completed by magistrate)

Full names:	
Identity number/passport number and date of birth:	

CONTACT INFORMATION TO BE PROVIDED BY ELECTRONIC SERVICE PROVIDER(S):

Residential address:				
Business address:				
Contact numbers:	Home:		Business:	
	Cellular:		Fax:	
E-mail address:				

2. An application as contemplated in section 7(3)(e) of the Maintenance Act, 1998, must reach the above-mentioned court on/before _____.

Signed at _____ this _____ day of _____ 20_____.

Magistrate of the maintenance court

Form T

**INFORMATION BY ELECTRONIC COMMUNICATIONS SERVICE PROVIDER(S) IN TERMS OF SECTION 7 (3) (b)
OF THE MAINTENANCE ACT, 1998
REGULATIONS RELATING TO MAINTENANCE**
(Regulations 2A (2))

[Form T inserted by GNR.1473 of 21 December 2017.]

TO:

Maintenance Court for the district of:	
Postal address:	
Fax number:	
E-mail address:	

I, _____ (full names and identity number) in my capacity as _____ of the following electronic communications service provider _____ hereby furnish the honourable court with the following contact information, which we have on record:

Full names of person mentioned in direction:				
Identity number/passport number and date of birth of person mentioned in direction:				
CONTACT DETAILS				
Residential address:				
Business address:				
Contact numbers:	Home:		Business:	
	Cellular:		Fax:	

E-mail address:

Signature of person providing information
Date:

Form U

APPLICATION BY ELECTRONIC COMMUNICATIONS SERVICE PROVIDERS IN TERMS OF SECTION 7 (3) (e) OF THE MAINTENANCE ACT, 1998 REGULATIONS RELATING TO MAINTENANCE

(Regulations 2A (4) (a))

[Form U inserted by GNR.1473 of 21 December 2017.]

TO:

Maintenance Court for the district of:	
Postal address:	
Fax number:	
E-mail address:	

I, _____ (full names and identity number) in my capacity as _____ of the following electronic communications service provider _____,

hereby apply to the honourable court for:

☐

An extension of the period in the direction on the grounds that the information cannot be provided timeously for the following reasons:

☐

The cancellation of the direction on the grounds that:

☐

This electronic communications service provider does not provide a service in respect of the person referred to in the direction.

☐

The requested information is not available in the records of this electronic communications service provider.

Signature of applicant
Date:

Form V

OUTCOME OF APPLICATION IN TERMS OF SECTION 7 (3) (f) OF THE MAINTENANCE ACT, 1998 REGULATIONS RELATING TO MAINTENANCE

(Regulations 2A (4) (b))

[Form V inserted by GNR.1473 of 21 December 2017.]

File No.:

IN THE MAINTENANCE COURT FOR THE DISTRICT OF:

--

The maintenance court has considered your application for:

☐

An extension of the period in the direction on the grounds that the information cannot be provided timeously.

☐

The cancellation of the direction on the grounds that:

☐

This electronic communications service provider does not provide a service in respect of the person referred to in the direction.

☐ respect of the person referred to in the Direction.

☐ The requested information is not available in the records of this electronic communications service provider.

Your application is:

☐ Approved

☐ Denied

☐ Postponed. Your application will be re-evaluated on receipt of the following information on/before _____:

Signed at _____ this _____ day of _____ 20____.

Magistrate of the maintenance court

Form W

PARTICULARS OF THE PERSON *AGAINST WHOM AN ORDER HAS BEEN MADE IN TERMS OF SECTION 26 (2) HAS BEEN CONVICTED IN TERMS OF SECTION 31 OF THE MAINTENANCE ACT, 1998 REGULATIONS RELATING TO MAINTENANCE

(Regulations *16 (2) and 21A)

[[Form W](#) inserted by GNR.1473 of 21 December 2017.]

File No.:

IN THE MAINTENANCE COURT FOR THE DISTRICT OF:

HELD AT:

Mark with an "X"

☐ Court order

☐ Conviction

DATE OF *COURT ORDER/CONVICTION

A. PARTICULARS OF BUSINESS WHICH HAS AS ITS OBJECT THE GRANTING OF CREDIT OR IS INVOLVED IN THE CREDIT RATING OF PERSONS			
Name of business:	_____		
Business address:	_____		

Contact details:	Business	Fax No.	E-mail address
	_____	_____	_____

Your attention is drawn to the fact that *an order in terms of section 26(2) of the Maintenance Act, 1998 (Act No. 99 of 1998) was made against the undermentioned person/the undermentioned person was convicted of an offence in terms of section 31 of the Maintenance Act, 1998 (Act No. 99 of 1998).

B. PARTICULARS OF PERSON *AGAINST WHOM ORDER *WAS MADE/WHO WAS CONVICTED			
Surname:			
Full names:			
Identity number/Passport number and date of birth:			
Relationship to *child/children to whom maintenance is payable:	Parent:		Other: (Specify)
Residential address:			
Business address:			
Contact numbers:	Home:		Business:
	Cellular:		Fax:
E-mail address:			
Maintenance amount that was agreed to be paid monthly:			
Total maintenance amount outstanding as determined by the court:			

Signed at _____ this _____ day of _____ 20_____.

Maintenance Officer

* Delete whichever is not applicable*.