

# MoveMe.Co.Za

Fax to 086 640 0357

**Detailed Instructions for filling in the MoveMe Request form are on page 3**

## My Details

Some information about you that will probably not change

Surname	
First Names	
RSA ID Number	

## My Security Question

This is used to help us validate your identity in a phone call. Some ideas Your Mothers maiden name, your favourite pet/rock star/celebrity anything as long as you can remember your answer!

My Question	
My Answer	

## What's Changed

This information will change!

Email Address	
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	New Postal Address	Old Postal Address
From Date		
Line 1		
Line 2		
Line 3		
Line 4		
Postal Code		
	New Physical Address	Old Physical Address
Line 1		
Line 2		
Line 3		
Line 4		
Postal Code		
	New Contact Numbers	Old Contact Numbers
Tel Number H		
Tel Number W		
Fax Number		
Cell Number		

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## My Service Providers

Typically this includes accounts, banks, insurance, assurance (life), communications (ISP, cell, Telkom), subscriptions, loyalty programs, HP agreements, your employer, SARS, etc

	Service Provider Name	Reference Number (accounts or contracts)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

## My Signature

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By signing :

I agree to MoveMe's Standard Terms and Conditions as posted on the MoveMe.Co.Za Website

I agree that I have a mandate to make the above changes

I agree that the above information is correct.

I agree, and consent to Penbay cc trading as MoveMe.Co.Za to take the necessary steps to inform service providers of the changes in my details.

MoveMe Request

ID Number \_\_\_\_\_

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*MoveMe* is a change of address service that will help ease the very real pains of moving home. *MoveMe* will update your service providers with your new contact details. To use the *MoveMe* service simply fill out the form and then fax (**pages 2, 3 PLUS the supporting documents**). *MoveMe* we will do the rest of your work i.e. find, and advise your service providers of your changes. *MoveMe* will ask your service provider to update your contact details within 25 working days after receipt of payment.

## Please Note:

1. The *MoveMe* service is subject to *MoveMe* Standard Terms and Conditions available at [www.MoveMe.Co.Za/terms](http://www.MoveMe.Co.Za/terms)
2. *MoveMe* is currently only available to South African residents and to South African companies.
3. To comply with FICA requirements we need one form per person.
4. Some service providers can take up to **90** days to action a change of address. We are not responsible for your service provider's performance.
5. As the updating of service providers systems is outside of *MoveMe*'s control, *MoveMe* cannot be held liable for the failure of any third party to act.

## Instructions

1. Please PRINT when completing this form.
2. Complete one form per person, listing only accounts and contracts held under YOUR identity.
3. For each account use a separate line and provide as much of the requested detail as possible.
4. Make a copy of the front page of your ID book.
5. Provide proof of your new address e.g. a utility account, or a lawyer's letter, or a landlord's letter.
6. Provide proof of your old address (See number 5)
7. Sign this form, sign the copy of the ID Book, and sign the proof of address.
8. Fax the signed form pages 1,2 , a copy of the ID Book, proof of address to :

**086 640 0357**

or 043 721 0631

9. Deposit the required fee of R100 per form into the following account

Bank Standard Bank

Branch East London

Account Name, Penbay cc,

Account Number 081221304

Branch Code 05-00-21-00.

Reference Number Use your ID number, or company registration as the reference number.

Your instructions will be processed after the deposit of the required fee of R100.