



The Director
EDUCATION DISTRICT OFFICE
FOR ATTENTION: The Deputy Director: Corporate Services

APPLICATION FOR:

(Mark with an X)

LOAN

LEASE

OVERDRAFT

NAME OF SCHOOL: _____

EMIS NO: _____

1. We hereby apply, in accordance with section 36(2) of the South African Schools Act, 1996 (Act 84 of 1996), as amended by the Basic Education Laws Amendment Act, 2024 (Act 32 of 2024), for the approval of the Head of Department to enter into a loan, lease or overdraft agreement.
2. Details of finance required:
(Please complete 2.3.1–2.3.5)

2.1	Service provider and item/s to be financed (as per the quote & minutes):	
2.2	Motivation to enter into a financial agreement:	
2.3	Financial agreement payment details	
2.3.1	Monthly payment (incl VAT, where applicable)	R
2.3.2	Period (In months) of agreement:	
2.3.3	Annual escalation % (indicate N/A if not applicable)	
2.3.4	Deposit (indicate if nil)	(R)
2.3.5	Total amount of agreement	R
2.4	Indicate if it is a replacement liability	YES/NO
2.5	How will the liability be financed (income to be used)?:	

3. The following documents are included:
(Indicate with a tick)

3.1	Latest audited Annual Financial Statements	
3.2	Copy of the minutes (not older than six months) from the governing body meeting where the majority approved the decision to proceed with the agreement and option chosen (where applicable)	
3.3	Certificate of sound financial management (in terms of section 38(1)(j) of the Public Finance Management Act, 1999 (Act 1 of 1999))	
3.4	Donation and sponsorship letters where applicable	
3.5	Should the loan or lease be of an infrastructural nature, an approval letter from the Provincial Minister (Can be requested via the Directorate: Physical Resource Planning)	

GOVERNING BODY CHAIRPERSON

DATE:

PRINCIPAL

DATE: