

SAMPLE LETTER

Name of entity
Address1
Address2
Postal Code

'Date'

Dear Sir/Madam

BUSINESS TV LICENCE ACCOUNT No ----- UPDATE ON NUMBER OF TELEVISION SETS

Your assistance is required to update the *TV Licences* database with the number of television sets in your possession in order to invoice you correctly for your 2005/06 licence year. This would also enable the SABC to determine your bulk discount, if applicable.

Kindly forward the following information to SABC by no later than "*Date*"
Number of sets as per your records for:

Business television sets owned :

Television Sets leased /hired :

Please also supply us with a list of television sets acquired during the course of your current licence year (2004/05) reflecting the dates on which these acquisitions were made.

In addition, if a business has replaced, donated, given away or otherwise alienated/disposed of a TV set for whatever purpose or reason, the SABC must be furnished with the following information in respect of the person/business to whom such television set was handed over/sold/donated:

- Business entity's name, registration number and vat number.
- Business address, postal address and daytime contact telephone number(s), including fax number(s), if available and e-mail address.
- Date of alienation/disposal.

Your co-operation would facilitate your compliance with the *Broadcasting Act, No 4 of 1999, as amended* in terms of which TV licence fees are payable.

Yours sincerely