

COMPLIANCE MANUAL

**IN TERMS OF
HOME LOAN AND MORTGAGE DISCLOSURE ACT, 2000.
(ACT NO. 63 OF 2000)**



**DEPARTMENT OF HOUSING
(OFFICE OF DISCLOSURE)**

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1. DEFINITIONS

In this Compliance Manual, any word or expression to which a meaning has been assigned in the Home Loan and Mortgage Disclosure Act, 2000 (Act No. 63 of 2000) and its Regulations shall have the meaning so assigned to it and, unless the context indicates otherwise,:

“accepted security” means the security required by a financial institution in order for an applicant to qualify for a home loan;

“applicant” means a person that has submitted an application for a home loan to a financial institution;

“application” means a completed and signed home loan application form that is supported by all documentation required by a financial institution;

“exposure” means a financial institution’s level of investment in home loans in an area relative to other areas and relative to the investments of other financial institutions in that area;

“income” means the gross monthly household income of an applicant;

“loan amount” means the principal debt under a home loan as defined or contemplated in applicable consumer credit legislation;

“loan to value ratio” means the home loan amount as a percentage of the value of the property which secures the home loan, as determined by the financial institution or its valuers at the time of assessment of the application;

“property in possession” means a immovable property that a financial institution has acquired at a sale in execution; and

“repayment to income ratio” means the amount of the installment that would be payable under a home loan expressed as a percentage of income and measured at the time of the assessment of the application.

2. HOMELOANS AND MORTGAGE DISCLOSURE ACT, 2000 (ACT NO. 63 OF 2000): COMPLIANCE MANUAL

Historically, the housing market in South Africa was distorted. This was characterized by the lack of access to housing finance by low income earners. Further, the provision of housing was targeted mainly on the most affluent areas and this led to the formerly black areas being left behind in the development. Consequently, the number of shack dwellers increased in the formerly black areas due to the housing shortages as the households needed shelters for their offspring.

The challenge that the democratic government of South Africa faced was that the majority of households were excluded from access to finance credit from the formal banking sector.

With the introduction of the new dispensation, interventions in forms of new housing policies and legislations were promulgated in an effort to address the backlog in the housing market. These policies also aimed to extend availability and access to housing finance to all, regardless of geographic location, race and gender. These interventions sought to extend financing to townships, rural and semi-rural settlements. Some of the government interventions include:

- I. The signing of a Record of Understanding in terms of which banks agreed to re-enter the market;
- II. Provision of Mortgage Indemnity Scheme covers for loans taken by certain borrowers;
- III. The introduction of the Masakhane Campaign to encourage people to pay for rates and taxes.
- IV. The signing of the Memorandum of Understanding with Financial Institutions in the provision of housing finance to medium and low income households in the housing market through the agreed Financial Services Charter commitments.

To facilitate the process of implementation, an “Implementation Committee: Housing Act” was formed at national level, comprising officials from all three spheres of government as well as from the housing institutions. Such attempts were geared to wards ensuring that all active role players in the housing market would give priority to the housing needs of the communities affected by the previous housing developments.

At the same time, housing and land policies were enacted to ensure that the housing market is functioning effectively whilst leveling the playing fields of taking steps to achieve equitable access for all to the housing market. The Housing Act 107 of 1997 recognises that housing is an adequate shelter that fulfils a basic human need. For instance, the Act makes provision for the allocation of funds for national facilitative programmes for housing development as well as to obtain funds for land acquisition, infrastructure development, housing provision and end- user finance.

2.1 National Housing Finance Corporation

This organisation was established to search for new and better ways to mobilize finance for housing, from sources outside the State.

2.2 Servcon Housing Solution

Servcon Housing Solution (Pty) Ltd administered properties in possession and non-performing loans.

2.3 Thubelisha Homes

This organisation procured or developed housing stock appropriate for rightsizing purposes

2.4 National Urban Reconstruction & Housing Agency

This organisation has been established to facilitate the flow of finance from financial institutions into low-income housing development

2.5 Social Housing Foundation

This organisation broadly developed and built capacity for social housing institutions.

2.6 National Home Builders Registration Council

This body was established to represent the interest of housing consumers by providing warranty protection against defects in new homes and to provide protection to housing consumers in respect of the failures of homebuilders to comply with their obligations.

2.7 People's Housing Partnership Trust (PHPT)

This organization was established to develop capacity at all levels of government, non-government and community-based organizations, and communities to support the PHP.

2.8 The Office of Disclosure

This office was established by the Home Loan Mortgage Disclosure Act, 2000 (Act No. 63 of 2000), to identify discriminatory lending practices and patterns by financial institutions.

To facilitate the process of implementation, an “Implementation Committee: Housing Act” was formed at national level, comprising officials from all three spheres of government as well as from the housing institutions. Such attempts were geared to ensure that role players in the housing market give priority to the housing needs.

Further to that, the Home Loan and Mortgage Disclosure act, 2000 (Act No. 63 of 2000) was enacted with the aim of promoting fair lending practices and patterns which require disclosure by financial institutions of information regarding the provision of home loans. To establish an Office of Disclosure; and to provide matters connected therewith.

Subsequently, the Home Loan and Mortgage Disclosure Act Regulations and its Schedules were introduced to the housing market to further monitor the financial institutions’ lending practices and patterns.

The Office of the Disclosure in executing its responsibilities affirmed by the Act, hereby introduces a Compliance Manual which serves as a reporting guide to all the financial institutions in respect of the home loans processes.

3. IDENTIFICATION OF INSTITUTIONS THAT HAVE TO COMPLY WITH THE ACT

The Act requires all registered financial institutions to disclose information as required in terms of section 3 of the Act. A financial institution means the following:

- I. All registered Banks in terms of the Banks Act 94 of 1990 whose business is in full or in part either the acceptance of deposits from the general public, the advance of credit of persons or both such acceptance and advance, with the security of a registered mortgage bond or any other form of accepted security for the purpose of providing home loans.
- II. Mutual Banks registered in terms of the Mutual Banks' Act 124 of 1993 whose business is in full or in part either the acceptance of deposits from the general public, the advance of credit to persons or both such acceptance and advance with the security of a registered mortgage bond or any other form of accepted security for the purpose of providing home loans.
- III. Any other registered financial institution whose business is in full or in part either the acceptance of deposits from the general public, the advance of credit to person or both such acceptance and advance, with the security of a registered mortgage bond or any other form of accepted security for the purpose of providing home loans

3.1 The Following Institutions are thus obliged to Disclose:

3.1.1 Registered Banks (Banks Registered in Terms of the Banks Act, 1990 (Act No. 94 of 1990))

- *ABSA Bank Limited*
- *African Merchant Bank Limited*
- *BoE Bank Limited*
- *First Rand Bank Limited*
- *Ithala Limited*
- *Imperial Bank Limited*
- *Investec Bank Limited*
- *MEEG Bank Limited*
- *Mercantile Bank Limited / Bank of Lisbon*
- *Nedbank Bank Limited*
- *Nedcor Bank Limited*
- *Nedcor Investment Bank Limited*
- *Rand Merchant Bank Limited*

- *Teba Bank Limited*
- *The South African Bank of Athens Limited*
- *Unibank Limited*
- *The Standard Bank of SA Limited*
- *Sasfin Bank Limited*
- *ABN Ambro bank N.V.*
- *Albaraka Bank Ltd*
- *The SA Bank of Athens Ltd*
- *Citibank N.A.*
- *HSBC Bank plc*

3.1.2 Registered Mutual Banks (Mutual Banks Registered in Terms of the Mutual Banks Act 124 of 1993)

- *GBS Mutual Bank*
- *Old Mutual Bank*
- *VBS Mutual Bank*

3.1.3 Institutions that Qualify as a Result of the Nature of their Operations in Terms of the Act

- *SA Home Loans*

4. EXCLUSIONS / EXEMPTIONS

Financial institutions may be exempted by the Minister from any or all of the requirements of the Act for a specified period of time which may not exceed one year if:

- I. The financial institution requires time to adjust systems and systems and procedures in order to collect and provide the required information, or
- II. The financial institution requires time to collect necessary information and put in place administrative systems to enable compliance with requirements of this Act.
- III. The financial institutions do not conform to the definition of financial institutions as defined in the Act.

5. LEGISLATIVE MANDATE

Section 5 of HLAMDA gives powers as functions to the office of Disclosure to enforce and administer the Act (see HLAMDA).

6. INFORMATION DISCLOSURE REQUIREMENTS

The information disclosure requirements should be complied with as stipulated in regulations (see HLAMDA Regulations).

7. INFORMATION DELIVERY REQUIREMENT

Note: All the data should be supplied in Comma Separated Value (CSV) format, with the first line containing column names, and line records separated with a carriage return e.g.

7.1 Financial institution

The Office of Disclosure has allocated unique ID numbers for each Financial Institution. These must be used where applicable:

Institution ID Description

- 01 *ABSA Bank Limited*
- 02 *African Merchant Bank Limited*
- 03 *BoE Bank Limited*
- 04 *First Rand Bank Limited*
- 05 *Ithala Limited*
- 06 *Imperial Bank Limited*
- 07 *Investec Bank Limited*
- 08 *MEEG Bank Limited*
- 09 *Mercantile Bank Limited / Bank of Lisbon*
- 10 *Nedbank Bank Limited*
- 11 *Nedcor Bank Limited*
- 12 *Nedcor Investment Bank Limited*
- 13 *Rand Merchant Bank Limited*
- 14 *Teba Bank Limited*
- 15 *The South African Bank of Athens Limited*
- 16 *Unibank Limited*
- 17 *The Standard Bank of SA Limited*
- 18 *Sasfin Bank Limited*
- 19 *ABN Ambro bank N.V.*
- 20 *Albaraka Bank Ltd*
- 21 *The SA Bank of Athens Ltd*
- 22 *Citibank N.A.*
- 23 *HSBC Bank plc*
- 24 *GBS Mutual Bank*
- 25 *Old Mutual Bank*
- 26 *VBS Mutual Bank*
- 27 *SA Home Loans*
- 28 *Other (Specify)*

7.2 Property Location data must be supplied by the Financial Institutions in the following format:

Column name	Property
ID	Unique identifier (01)
Erf Unit No	
Street Address	
Suburb/Township	
Town/City	
Province	
Postal Code	
Municipality ID	Municipality identifier (B001)
Comments	Text Field 200 Characters

7.3 Municipality

The following Municipality IDs must be used:

See annexure "A"

7.4 Type of Home Loan

T001	Mortgage loan
T002	Pension or provident fund secured loan
T003	Housing micro loan
T004	Installment sale under Chapter II of the Alienation of Land Act, 1981
T005	Other

7.5 Loan Security proffered

The financial institutions must use the following Loan Security IDs to populate the Home Loan table:

ID	Description
C001	A pension or provident fund guarantee contemplated in the Pensions Fund Act, 1956 (Act No.24 of 1956)
C002	A cession of a long-term policy contemplated in the Long Term Insurance Act, 1988 (Act No.52 of 1988)
C003	A cession of an amount standing to the credit of a bank account
C004	A guarantee or surety ship
C005	A cession or a pledge of shares or assets
C006	A covering bond in respect of an immovable property
C007	Other

7.6 Use for which home loan is required

The financial institutions must use the following Home Loan Use IDs to populate the Home Loan table:

ID	Description
D001	Purchase of existing home
D002	Building of new home
D003	Improvement of existing home
D004	Other

7.7 Home loan amount applied for (to the nearest R1 000, 00)

H001	
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7.8 Applicant

An applicant table must be supplied by the Financial Institutions in the following format:

Column name	Applicant
Financial Institution ID	Unique identifier
Application Reference ID	Unique identifier
Application Nature ID	Unique identifier
Income Category ID	Income Category table
Gender ID	Gender table
Race ID	Race table
Suburb/Township	
Town/City	
Province	
Postal Code	
Marital Status ID	
Comments	Text field 200 characters

7.8.1 Nature of applicant

The financial institutions must use the IDs below to populate the Applicant table.

ID	Description
E001	Individual
E002	Joint
E003	Legal entity (close corporation, company or trust)

7.8.2 Marital Status of applicant

The financial institutions must use the Marital Status IDs to populate the applicant table

ID	Description
F001	Never married
F002	Married
F003	Divorced or separated
F004	Widowed
F005	Married – under civil law
F006	Married – under customary law
F007	Co-habiting
F008	Co-resident (e.g. application by mother and a daughter or two brothers and a sister)

7.8.3 Gender of applicant *(If a joint application, specify the gender of both or all of the applicants. If the applicant is a juristic person, specify the gender of the majority of the members.)*

The financial institutions must use the following Gender IDs to populate the applicant table

Number	Description
G001	Male
G002	Female

7.8.4 Race of applicant (If a joint application, specify the race of both or all of the applicants. If the applicant is a juristic person, specify the race of the predominant group of members of the entity.)

The financial institutions must use the following Race Classification IDs to populate the applicant table

ID	Description
R001	African
R002	Coloured
R003	White
R004	Indian
R005	Other (Specify)

7.9 Income category

The following income categories must be used by the financial institutions

ID	Description
I001	R0-R3500
I002	R3501-R5500
I003	R5501-R7500
I004	R7501-R10000
I005	R10001-R15000
I006	R15001 and above

7.10 Status of application

The following application statuses must be used by the financial institutions:

ID	Description
S001	Approved – Taken up
S002	Approved – Not taken up
S003	Declined
S004	Pending
S005	Disbursed

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7.11` Proposed repayment to income ratio

P001	
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7.12` Proposed loan to value ratio (in the case of a mortgage loan)

P002	
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7.13 Reason/s (if declined)

The following decline types must be used by the financial institutions:

ID	Description Applicant Specific
01A	Low repayment capacity
02A	Unacceptable credit record
03A	Irregular Income
04A	Accepted security requirements not met
05A	Required repayment period exceeds the period to retirement age
06A	Nature of relationship between joint applicants not conducive to meeting repayment obligations
07A	Other (specify)

ID	Property Specific
08B	Unacceptable loan to value ratio, where applicable
09B	Building does not comply with the requirements of the National Home Builders Registration Council under the Housing Consumer Protection Measures Act, 1998 (Act No. 95 of 1998) or applicable municipality by-laws
010B	Sectional title building with inadequate body corporate governance
011B	Arrears on municipal service fees, surcharges on fees, property rates and other municipal taxes, levies and duties

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ID	Area Specific
012C	Boycott of rent, mortgages or service payments
013C	The sheriff of the court is likely to be obstructed in carrying out statutory functions
014C	Financial Institutions are prevented from obtaining vacant occupation of properties in possession
015C	The municipality is unable to enforce the collection of municipal service fees, surcharges on fees, property rates and other municipal taxes, levies and duties
016C	The municipality is unable to enforce laws and by-laws against overcrowding or illegal land use
017C	The market value of properties is either declining or appears likely to decline
018C	Properties in possession cannot, or are unlikely to be sold for sufficient value to cover outstanding home loan balances or are unlikely to be let at a rate of return that is feasible
019C	Other (specify)

ID	Institution Specific
020D	Unacceptable Exposure
021D	Unacceptable collection method

7.14 Home Loan

Home Loan data must be supplied by the Financial Institutions in the following format:

Column name	Loan
Institution ID	Unique identifier for the institution
Applicant ID	applicant table
Loan Number	Unique loan number
Loan Date	Loan application date (yyyy/mm/dd)
Property ID	property table
Loan Security ID	Loan Security table
Loan Use ID	Loan Use table
Loan Amount Requested	Loan amount in ZAR
Loan Amount Granted	Loan amount in ZAR
Loan Applicant Status ID	Loan Application Status table
Decline Reason ID	Decline Reason table
Comments	Text Field 200 Characters

A financial institution must, in respect of home loans, disclose the following information:

- a) The total number and amount in rands of completed home loans applications received during the reporting year in respect of such:
 - I. Categories of borrowers
 - II. Geographic areas
- b) The total number and amount in rand of home loan applications declined and the reason for the rejections in respect of such:
 - I. Applicant Types
 - II. Geographic areas
- c) The total number and amount in rands of all home loans, closed and disbursed by a financial institution during the reporting year.
- d) The total number and amount in rand of all home loans approved by a financial institution during the reporting year, which must include information in respect of such particular:

8. INFORMATION TO BE INCLUDED IN THE INSTITUTIONS'S FINANCIAL STATEMENTS

8. INFORMATION TO BE INCLUDED IN THE INSTITUTION'S FINANCIAL STATEMENTS

(1) The total number and Rand amount of applications –

- (a) Received
- (b) Approved
- (c) Declined
- (d) Disbursed

(2) The total number of applications received, approved, declined, and disbursed, respectively, in respect of:

- (a) Race groups (African, White, Indian, Coloured)
- (b) Province

9. PERIOD WITHIN WHICH DISCLOSURE SHOULD BE MADE (DELIVERY FREQUENCY)

The Act requires that the information should be disclosed in the financial Institution's audited annual financial statements. The reporting year shall be deemed to be a financial year.

The financial institution must also provide the name of the certifying person and a direct person's name and contacts details for all correspondence.

In the event that the financial institution is unable to report at the end of the financial year, then the affected financial institution may apply to the Office of Disclosure for an extension.

10. CONTACT INFORMATION

POSTAL ADDRESS: OFFICE OF DISCLOSURE
DEPARTMENT OF HOUSING
PRIVATE BAG X644
PRETORIA
0001

PHYSICAL ADDRESS: GOVAN MBEKI BUILDING
240 WALKER STREET
SUNNYSIDE
0002

Tel: (012) 421-1799

Toll free: 0800 146 873

Fax: 086 6147 662 or 086 6110 018

gaza@housing.gov.za or disclosure@housing.gov.za

EASTERN CAPE

Code Name

NMA	NELSON MANDELA BAY METROPOLITAN
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DC 10	CACADU DISTRICT MUNICIPALITY	
	CODE	NAME
	EC106	Sunday's River Valley Local Municipality
	EC101	Camdeboo Local Municipality
	EC104	Makana Local Municipality
	EC109	Kou-Kamma Local Municipality
	EC 108	Kouga Local Municipality
	EC 103	Ikwezi Local Municipality
	EC 107	Baviaans Local Municipality
	EC 102	Blue Crane Route Local Municipality
	EC 105	Ndlambe Local Municipality

DC 12	AMATOLE DISTRICT MUNICIPALITY	
	CODE	NAME
	EC121	Mbhashe Local Municipality
	EC125	Buffalo City Local Municipality
	EC126	Ngqushwa Local Municipality
	EC 127	Nkonkobe Local Municipality
	EC124	Amahlathi Local Municipality
	EC128	Nxuba Local Municipality
	EC123	Great Kei Local Municipality
	EC122	Mnquma Local Municipality

DC 13	CHRIS HANI DISTRICT MUNICIPALITY	
	CODE	NAME
	EC131	Inxuba Yethemba Local Municipality
	EC132	Tsolwana Local Municipality
	EC133	Inkwanca Local Municipality
	EC134	Lukanji Local Municipality
	EC135	Intsika Yethu Local Municipality
	EC136	Emalaheni Local Municipality
	EC137	Engcobo Local Municipality
	EC138	Sakhisizwe Local Municipality

DC 14	UKHAHLAMBA DISTRICT MUNICIPALITY	
	CODE	NAME
	EC141	Elundini Local Municipality
	EC142	Senqu Local Municipality
	EC143	Maletswai Local Municipality
	EC144	Gariiep Local Municipality

DC 15	O.R. TAMBO DISTRICT MUNICIPALITY	
	CODE	NAME
	EC151	Mbizana Local Municipality
	EC 152	Ntabankulu Local Municipality
	EC153	Qaukeni Local Municipality
	EC154	Port St Johns Local Municipality
	EC155	Nyandeni Local Municipality
	EC156	Mhlontlo Local Municipality
	EC157	King Sabata Dalindyebo Local

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DC 44	ALFRED NZO DISTRICT MUNICIPALITY	
	CODE	NAME
	EC442	Umzimbubu Local Municipality
	EC441	Matatiela Local Municipality

FREE STATE

DC 16	XHARIEP DISTRICT MUNICIPALITY	
	CODE	NAME
	FS161	Letsemeng Local Municipality
	FS162	Kopanong Local Municipality
	FS163	Mohokare Local Municipality

DC 17	MOTHEO DISTRICT MUNICIPALITY	
	CODE	NAME
	FS171	Naledi Local Municipality
	FS172	Mangaung Local Municipality
	FS173	Mantsopa Local Municipality

DC 18	LEJWELEPUTSWA DISTRICT MUNICIPALITY	
	CODE	NAME
	FS181	Masilonyana Local Municipality
	FS182	Tokologo Local Municipality
	FS183	Tswelopele Local Municipality
	FS184	Matjhabeng Local Municipality
	FS185	Nala Local Municipality

DC 19	THABO MOFUTSANYANE DISTRICT MUNICIPALITY	
	CODE	NAME
	FS191	Setsoto Local Municipality
	FS192	Dihlabeng Local Municipality
	FS193	Nketoana Local Municipality
	FS194	Maluti a Phofung Local
	FS195	Phumelela Local Municipality

DC 20	FEZILE DABI STATE DISTRICT MUNICIPALITY	
	CODE	NAME
	FS201	Moqhaka Local Municipality
	FS203	Ngwathe Local Municipality
	FS204	Metsimaholo Local Municipality
	FS205	Mafube Local Municipality

GAUTENG

EKU	EKURHULENI MUNICIPALITY METROPOLITAN
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JHB	CITY OF JOHANNESBURG METROPOLITAN
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TSH	CITY OF TSHWANE METROPOLITAN
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DC 42	SEDIBENG DISTRICT MUNICIPALITY	
	CODE	NAME
	GT421	Emfuleni Local Municipality
	GT422	Midvaal Local Municipality
	GT423	Lesedi Local Municipality

DC 46	METSWEDING DISTRICT MUNICIPALITY	
	CODE	NAME
	GT461	Nokeng tsa Taemane Local
	GT462	Kungwini Local Municipality

DC 48	WEST RAND DISTRICT MUNICIPALITY	
	CODE	NAME
	GT481	Mogale City Local Municipality
	GT482	Randfontein Local Municipality
	GT483	Westonaria Local Municipality

KZN

ETH	eTHEKWINI MUNICIPALITY METROPOLITAN
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DC 21	UGU DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN211	Vulamehlo Local Municipality
	KZN212	Umdoni Local Municipality
	KZN213	Umzumbe Local Municipality
	KZN214	UMuziwabantu Local
	KZN215	Ezingoleni Local Municipality
	KZN216	Hibiscus Coast Local

DC 22	UMGUNGUNDLOVU DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN221	uMshwathi Local Municipality
	KZN222	uMngeni Local Municipality
	KZN223	Mpofana Local Municipality
	KZN224	Impendle Local Municipality
	KZN225	The Msunduzi Local
	KZN226	Mkhambathini Local
	KZN227	Richmond Local Municipality

DC 23	UTHUKELA DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN232	Emnambithi/Ladysmith Local
	KZN233	Indaka Local Municipality
	KZN234	Umtshezi Local Municipality
	KZN235	Okhahlamba Local Municipality
	KZN236	Imbabazane Local Municipality

DC 24	UMZINYATHI DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN241	Endumeni Local Municipality
	KZN242	Nqutu Local Municipality
	KZN244	Msinga Local Municipality
	KZN245	Umvoti Local Municipality

DC 25	AMAJUBA DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN252	Newcastle Local Municipality
	KZN253	eMadlangeni Local Municipality
	KZN254	Dannhauser Local Municipality

DC 26	ZULULAND DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN261	eDumbe Local Municipality
	KZN262	UPhongolo Local Municipality
	KZN263	Abaqulusi Local Municipality
	KZN265	Nongoma Local Municipality
	KZN266	Ulundi Local Municipality

DC 27	UMKHANYAKUDE DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN271	Umhlabuyalingana Local
	KZN272	Jozini Local Municipality
	KZN273	The Big 5 False Bay Local
	KZN274	Hlabisa Local Municipality
	KZN275	Mtubatuba Local Municipality

DC 28	UTHUNGULU DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN281	Mbonambi Local Municipality
	KZN282	uMhlathuze Local Municipality
	KZN283	Ntambanana Local Municipality
	KZN284	uMlalazi Local Municipality
	KZN285	Mthonjaneni Local Municipality
	KZN286	Nkandla Local Municipality

DC 29	iLEMBE DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN291	Mandeni Local Municipality
	KZN292	KwaDukuza Local Municipality
	KZN293	Ndwedwe Local Municipality
	KZN294	Maphumulo Local Municipality

DC 43	SISONKE DISTRICT MUNICIPALITY	
	CODE	NAME
	KZN431	Ingwe Local Municipality
	KZN432	Kwa Sani Local Municipality
	KZN433	Greater Kokstad Local
	KZN434	Ubuhlebezwe Local
	KZN435	Umzimkhulu Local

LIMPOPO PROVINCE

DC 33	MOPANI DISTRICT MUNICIPALITY	
	CODE	NAME
	LIM331	Greater Giyani Local
	LIM332	Greater Letaba Local
	LIM333	Greater Tzaneen Local
	LIM334	Ba-Phalaborwa Local
	LIM335	Maruleng Local Municipality

DC 34	VHEMBE DISTRICT MUNICIPALITY	
	CODE	NAME
	LIM341	Musina Local Municipality
	LIM342	Mutale Local Municipality
	LIM343	Thulamela Local Municipality
	LIM344	Makhado Local Municipality

DC 35	CAPRICORN DISTRICT MUNICIPALITY	
	CODE	NAME
	LIM351	Blouberg Local Municipality
	LIM352	Aganang Local Municipality
	LIM353	Molemole Local Municipality
	LIM354	Polokwane Local Municipality
	LIM355	Lepele-Nkumpi Local

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DC 36	WATERBERG DISTRICT MUNICIPALITY	
	CODE	NAME
	LIM361	Thabazimbi Local Municipality
	LIM362	Lephalale Local Municipality
	LIM364	Mookgopong Local Municipality
	LIM365	Modimolle Local Municipality
	LIM366	Bela-Bela Local Municipality
	LIM367	Mogalakwena Local

DC 47	GREATER SEKHUKHUNE DISTRICT MUNICIPALITY	
	CODE	NAME
	LIM473	Makhuduthamaga Local
	LIM474	Fetakgomo Local Municipality
	LIM471	Greater Marble Hall Local
	LIM472	Elias Motsaledi Local
	LIM475	Greater Tubatse Local

MPUMALANGA

DC 30	GERT SIBANDE DISTRICT MUNICIPALITY	
	CODE	NAME
	MP301	Albert Luthuli Local
	MP302	Msukaligwa Local Municipality
	MP303	Mkhondo Local Municipality
	MP304	Pixley ka Seme Local Municipality
	MP305	Lekwa Local Municipality
	MP306	Dipaleseng Local Municipality
	MP307	Govan Mbeki Local Municipality

DC 31	NKANGALA DISTRICT MUNICIPALITY	
	CODE	NAME
	MP311	Delmas Local Municipality
	MP312	Emalahleni Local Municipality
	MP313	Steve Tshwete Local
	MP314	Highlands Local Municipality
	MP315	Thembisile Local Municipality
	MP316	Dr JS Moroka Local

DC 32	EHLANZENI DISTRICT MUNICIPALITY	
	CODE	NAME
	MP321	Thaba Chweu Local Municipality
	MP322	Mbombela Local Municipality
	MP323	Umjindi Local Municipality
	MP324	Nkomazi Local Municipality
	MP325	Bushbuckridge Local Municipality

NORTHERN CAPE

DC 45	KGALAGADI DISTRICT MUNICIPALITY	
	CODE	NAME
	NC451	Moshaweng Local Municipality
	NC452	Ga-Segonyana Local Municipality
	NC453	Gamagara Local Municipality

DC 6	NAMAKWA DISTRICT MUNICIPALITY	
	CODE	NAME
	NC061	Richtersveld Local Municipality
	NC062	Nama Khoi Local Municipality
	NC064	Kamiesberg Local Municipality
	NC065	Hantam Local Municipality
	NC066	Karoo Hoogland Local Municipality
	NC067	Khâi-Khâ-Ma Local Municipality

DC7	PIXLEY KA SEME DISTRICT MUNICIPALITY	
	CODE	NAME
	NC071	Ubuntu Local Municipality
	NC072	Umsobomvu Local Municipality
	NC073	Emthanjeni Local Municipality
	NC074	Kareeberg Local Municipality
	NC075	Renosterberg Local Municipality
	NC076	Thembelihle Local Municipality
	NC077	Siyathemba Local Municipality
	NC078	Siyancuma Local Municipality

DC8	SIYANDA DISTRICT MUNICIPALITY	
	CODE	NAME
	NC081	Mier Local Municipality
	NC082	Kai !Garib Local Municipality
	NC083	//Khara Hais Local Municipality
	NC084	!Kheis Local Municipality
	NC085	Tsantsabane Local Municipality
	NC086	Kgatelopele Local Municipality

DC9	FRANCES BAARD DISTRICT MUNICIPALITY	
	CODE	NAME
	NC091	Sol Plaatjie Local Municipality
	NC092	Dikgatlong Local Municipality
	NC093	Magareng Local Municipality
	NC094	Phokwane Local Municipality

NORTH WEST

DC37	BOJANALA DISTRICT MUNICIPALITY	
	CODE	NAME
	NW371	Moretele Local Municipality
	NW372	Madibeng Local Municipality
	NW373	Rustenburg Local Municipality
	NW374	Kgetlengrivier Local Municipality
	NW375	Moses Kotane Local Municipality

DC38	CENTRAL DISTRICT MUNICIPALITY	
	CODE	NAME
	NW381	Ratlou Local Municipality
	NW382	Tswaing Local Municipality
	NW383	Mafikeng Local Municipality
	NW384	Ditsobotla Local Municipality
	NW385	Ramotshere Moiloa Local Municipality

DC39	BOPHIRIMA DISTRICT MUNICIPALITY	
	CODE	NAME
	NW391	Kagisano Local Municipality
	NW392	Naledi Local Municipality
	NW393	Mamusa Local Municipality
	NW394	Greater Taung Local Municipality
	NW395	Molopo Local Municipality
	NW396	Lekwa-Teemane Local Municipality

DC40	SOUTHERN DISTRICT MUNICIPALITY	
	CODE	NAME
	NW401	Ventersdorp Local Municipality
	NW402	Potchefstroom Local Municipality
	NW403	Matlosana Local Municipality
	NW404	Maquassi Hills Local Municipality
	NW405	Merafong Local Municipality

WESTERN CAPE

ETH	CITY OF CAPE TOWN METROPOLITAN
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DC1	WEST COAST DISTRICT MUNICIPALITY	
	CODE	NAME
	WC011	Matzikama Local Municipality
	WC012	Cederberg Local Municipality
	WC013	Bergrivier Local Municipality
	WC014	Saldanha Bay Local Municipality
	WC015	Swartland Local Municipality

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DC2	BOLAND DISTRICT MUNICIPALITY	
	CODE	NAME
	WC022	Witzenberg Local Municipality
	WC023	Drakenstein Local Municipality
	WC024	Stellenbosch Local Municipality
	WC025	Breede Valley Local Municipality
	WC026	Breede River/Winelands Local Muni

DC3	OVERBERG DISTRICT MUNICIPALITY	
	CODE	NAME
	WC031	Theewaterskloof Local Municipality
	WC032	Overstrand Local Municipality
	WC033	Cape Agulahas Local Municipality
	WC034	Swellendam Local Municipality

DC4	EDEN DISTRICT MUNICIPALITY	
	CODE	NAME
	WC041	Kannaland Local Municipality
	WC042	Hessequa Local Municipality
	WC043	Mosselbay Local Municipality
	WC044	George Local Municipality
	WC045	Oudtshoorn Local Municipality
	WC047	Bitou Local Municipality
	WC048	Knysna Local Municipality

DC5	CENTRAL KAROO DISTRICT MUNICIPALITY	
	CODE	NAME
	WC051	Laingsburg Local Municipality
	WC052	Prince Albert Local Municipality
	WC053	Beaufort West Local Municipality

GLOSSARY OF TERMS

Household income of the applicant/s means the combined gross income of the applicant/s, which may include the income of any other major person who shares their financial means/obligations with the applicant/.

Gross income includes income or any right to receive income, but excludes monies received that the person receives, has a right to receive or holds in trust for another person.

Principle debt means the full amount of the loan extended by the financial institution to the applicant/s.

Loan to value means the principle debt expressed as a percentage of the value of the accepted security.

Juristic person includes a partnership, association or other body of persons, corporated or unincorporated, or a trust if:

- (a) there are three or more trustees or
- (b) the trustee is itself a juristic person

This does not include a stokvel.

Credit bureau means a credit bureau registered in terms of Section 43 of the National Credit Act 34 of 2005.

Loan guarantee policy means an insurance policy that is used for the purpose for securing/partly securing the loan.