



"People's power in action"

ANNEXURE 'X'

POLICY ON PREPAID VENDORS APPOINTMENT

MEETING TO BE HELD ON

28 JUNE 2022

POLICY ON PREPAID VENDORS APPOINTMENT

CRITERIA

Households and businesses shall submit or forward letters of application showing interest in selling prepaid electricity on behalf of the Municipality to the Revenue Manager or the Chief Financial Officer.

Councillors may approach the Manager Revenue, CFO or the Municipal Manager's office with recommendations.

The Municipal Council through its Ward Councillors shall identify areas in need of prepaid electricity vendors and encourage applications if necessary.

All applications received from the identified areas will be checked for the following:

- a) does the applicant reside or conduct business within Moqhaka Local Municipality and in the identified area;
- b) does the applicant appear in the indigents register or is from a poor household and unemployed;
- c) does the application have the Ward Councillors' recommendation if it surpasses other applications;
- d) does the applicant have a safe/secured house/container/property to render the service from;
- e) does the applicant have a services account that is not in arrears or must enter into payment arrangement for the arrears;
- f) does the applicant's place of business have reasonable distance from existing vendors;
- g) The applicant should not be a Municipal/Government official or a Councillor;
- h) In case of businesses, an applicant may reside at a place different from the place of business;
- i) The prepaid Electricity Vendors shall have a reasonable radius apart from each other, except those already appointed with circumstances beyond control.

The relevant ward Councilor will submit to the Revenue Manager or the Chief Financial Officer, a recommendation letter for the applicant to be allowed to vend prepaid electricity. The successful applicant will be called in to sign a contract before the Chief Financial Officer or the Revenue Manager. The applicant recommended will have to submit the following –

- Application letter (Unless already submitted);
- Copy of Identity Document of the applicant;
- Proof of bank account; and
- Proof of lease agreement if renting or letter from property owner giving permission to conduct business, accompanied by the owner's identity document.

The contract will then be signed with the applicant. The ward Councilor will then take the contract from the Revenue Manager's office and visit the Chief Financial Officer to discuss/motivate for the application to be supported by the Chief Financial Officer and for the Municipal Manager to sign the contract signed by the applicant.

The approved vendors will be paid commission on prepaid sales and account payments received as determined by the Municipal Council.

The prepaid electricity Vendors with arrears on their Municipal services accounts, will first be required to settle their arrears or enter into payment arrangements.

IMPLEMENTATION AND REVIEW OF THIS CRITERIA

This policy shall be implemented as approved by Council and may be reviewed annually for amendments if any.
