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## **Payment Instruction Requirements**

When requesting payment, kindly ensure that the following details are included in your request in order for us to securely validate our payments:

- A Bank Confirmation Letter, no older than 3 months, with the company registration number.
- Invoices must include:
  - VAT number where applicable,
  - Email Address, Telephone numbers
  - Registration/ ID number alongside the Bank Details E.g.

*Name: Acme Inc*

*Registration number 12/123456/01*

*Bank: ABSA*

*Branch Number: 12345*

*Account Number: 123456789*

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