

REQUEST FOR TAXATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

To tax a bill of costs.

WHO FILLS IN THIS FORM?

The party requesting the taxation.

WHERE DOES THE FORM GO?

The General Secretary, office of the Statutory Council for the Printing, Newspaper and Packaging Industries. Please refer to the last page for details.

OTHER INSTRUCTIONS

A copy of this form must be served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching:

- A copy of a registered slip from the Post Office;
- A copy of a signed receipt if hand delivered;
- A signed statement confirming service by the person delivering the form;
- A copy of a fax confirmation slip; or
- Any other satisfactory proof of service.

A copy of the draft bill of costs must be attached to this form.

1. DETAILS OF PARTY REQUESTING TAXATION

Surname:

First Names:

Identity number:

Postal Address:

.....Postal Code:

Tel: Fax:

Cell: Email:

2. DETAILS OF OTHER PARTY

Names:

Postal Address:

.....Postal Code:

Tel: Fax:

Cell: Email:

3. REQUEST FOR TAXATION

Case Reference Number:

In the case between and
(applicant)
..... a cost order was
(respondent)

made in favour of the applicant / respondent. In terms of Rule 40 of the SCPNPI Rules I/we now request that the matter be set down for taxation.

The bill of costs is attached.

4. CONFIRMATION OF ABOVE DETAILS:

Form submitted by (name):

Position:

Date:

Place:

SCPNPI Ref. Number:

Please turn over →

**OFFICE OF THE STATUTORY COUNCIL FOR THE
PRINTING, NEWSPAPER AND PACKAGING INDUSTRY**

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