

CHILD MAINTENANCE DATA VERIFICATION FORM

**Please complete page 1 if you RECEIVE child maintenance.
Please complete page 2 and 3 if you PAY child maintenance.**

THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Tel: 012 315 1111 Private Bag X81, Pretoria, 0001 Momentum Centre, 329 Pretorius Street, Pretoria

www.justice.gov.za



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA



<h2 style="margin: 0;">MAINTENANCE BENEFICIARY DATA UPDATE</h2> <p style="margin: 0;">(The "Beneficiary" is the person receiving the maintenance payment)</p>

Province:	Court name:	
JDAS reference number:	ICMS reference number:	Maintenance case file number:

Please complete all details available to you (if not known, leave blank)

BENEFICIARY INFORMATION			
Surname:		SA ID/ Passport number:	
First name:		Cell:	
Initials:		Tel (Work):	
Email address:		Tel (Alternative):	
Residential address:		Postal address: (if different from residential address)	

BENEFICIARY'S BANK DETAILS			
Country of bank account		Bank name	
Branch code		Account type	
Account number		Name of account holder	

DEPENDENTS OR CHILDREN INFORMATION		
Surname	First name (Initials)	ID number

Please ensure that the following documents accompany your form

DOCUMENT CHECKLIST			
Certified copy of ID/Passport		Certified proof of residence	
Certified copy of latest bank statement		Certified copy of court divorce order	
Copy of each dependent's ID/ birth certificate			

SUBMIT
 the completed form and
 required documents to the
 relevant Magistrate's court
 or scan and email to
maintenance@justice.gov.za



RESPONDENT MAINTENANCE DATA UPDATE

(The "Respondent" is the person paying the maintenance)

Please complete all details available to you (if not known, leave blank)

Province	Court name	JDAS reference number

RESPONDENT INFORMATION			
Surname		Initials	
First name		SA ID/Passport number	
Cell number		Tel (Work)	
Tel (Alternative)		PERSAL number (if applicable)	
Email address		Employee salary code	
Residential address		Postal address (if different from residential address)	

LATEST DIVORCE ORDER / SETTLEMENT / COURT ORDER / SUBSTITUTION ORDER			
Date of court order		Case number	
Foreign maintenance order number (if applicable)		Province	
Magistrate's court		Magistrate's name	
Amount per dependent (if applicable)		Amount per child (if applicable)	
		Amount per spouse (if applicable)	
Please indicate payment instructions			
Please indicate instructions for deductions by employer			

CONTACT PERSON AT COMPANY			
Surname		Initials	
First name		Cell number	
Tel (Work)		Tel (Alternative)	
Email address		Job Title / Position	

RESPONDENT EMPLOYER DETAILS			
Company or Government department name		SA company / Foreign company / Gov. department	
Company contact number		Alternative company contact number	
Company email address			
Company's physical business address		Company's postal address (if different from physical address)	

Please ensure that the following documentation accompany your form

RESPONDENT DOCUMENT CHECKLIST	
Certified copy of ID/Passport	
Certified copy of trust document	
Copy of court order and payment instruction	
Copy of payslip	
Proof of residence	
Certified company letterhead and details (only required if payment is made via Electronic Funds Transfer (EFT) and salary deduction)	
Copy of company contact person's details (only required if payment is made via salary deduction)	
Copy of foreign maintenance order (if applicable)	

SUBMIT
**the completed form and required documents to the relevant Magistrate's court
or scan and email to: maintenance@justice.gov.za**