



University of Fort Hare
Together in Excellence

INDEPENDENT/ PERSONAL
SERVICE APPLICATION

HRFP 003

TAXABLE PAYMENTS ASSESSEMENT FORM

SARS REGULATIONS

Please answer all applicable items listed below:

	Names :		Surname:		
	Project Name :		Project No :		
	Dates of service :	From:	To:		
PLEASE TICK APPROPRIATE(✓)			YES	NO	
1	Are you performing the services on a personal capacity?				
2	Are you performing the services on behalf of a company to which you are a Director/ Shareholder/ Member?				
3	Will you be subject to the control of any other person as to the manner in which you perform your duties, or as to the hours of work?				
4	Will you be subject to the supervision of any other person as to the manner in which you perform your duties, or as to the hours of work?				
5	Do you employ three or more full-time employees, who are not connected persons in relation to you and are they engaged in your business throughout?				
6	Are you an employee of the University of Fort Hare?				
7	Do you receive 80% or more of your income from this project?				
8	Will you performing the services mainly at the premises of the client?				
9	Will you be submitting claims ?				
10	Do you require the payment as a once off payment?				

Signed :..... **Date:**.....

For Official use

- Project Leader signs as corroboration to the professional suitability. Ensure selection of service was based on either academic merit, experience or knowledge on field

Approved by Project Leader:..... **Date:**.....

HR Team Leader:

Independent Contractor	Personal Service Provider
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PROFESSIONAL SERVICES AGREEMENT

THIS CONTRACT SERVICES AGREEMENT (herein "Agreement"), is made and entered into this **15 day of February, 2014**, by and between **Linda Vusani** (herein "Project Leader") **Agri Park Project P456**, attached to the University of Fort Hare and **Linda Vusani** (herein "Contractor"). (The term Contractor includes professionals performing in a consulting capacity.) The parties hereto agree as follows:

1.1 SERVICES OF CONTRACTOR

1.2 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Contractor shall provide the services specified in the Scope of Services below. As a material inducement to Agri-Park Project entering into this Agreement, Contractor represents and warrants that Contractor is a provider of first class work and services and Contractor is experienced in performing the work and services contemplated herein and, in light of such status and experience, Contractor agrees that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be of good quality, fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms/individuals performing similar work under similar circumstances.

Scope of Services:

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2.1 COMPENSATION

2.2 Contract Sum.

For the services rendered pursuant to this Agreement, the Contractor shall be compensated at once-off or in parts of Compensation will be an all-inclusive (actual and other necessary expenses).

2.3 Method of Payments.

Unless some other method of payment is specified, all invoices submitted before the 4th of every month will be paid on the 22nd of every month. For all submissions made after the 4th, payments will be made on the last day of the month. All payments not made due to insufficient information will automatically be deferred to the next pay-run. The Contractor shall submit the invoice for services rendered to the Project Leader for approval. Payments will be made to the bank Account stipulated on the invoice.

Signed at: **on this** **day of** **20**....

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Project Leader Name

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Consultant