



Pincus Matz

ATTORNEYS

Debt Collection

The Collections Department of Pincus Matz is proud to be part of a highly respected legal practice that delivers quality at fair prices. Our partnership offers a wealth of experience combined with energetic professionalism and a drive to be exceptional in everything we do. As part of our ongoing commitment to service excellence, we offer you our expertise and invite you to call on us when seeking legal support.

SERIOUS ABOUT LAW - PASSIONATE ABOUT PEOPLE

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Our experienced and efficient team aims to obtain the best results and avoid incurring undue costs. We know when to pursue matters and also when to advise withdrawal, so as to curb costs because the Client is always prioritised.

Our fee structure is competitive and the Collections Department is proud to be part of a highly respected practice that delivers quality service at fair prices.

PAYMENT

1. All disbursements, such as Sheriff's fees, tracing fees, ITC fees are debited to the debtor's account as soon as they are incurred and are payable on presentation of our monthly tax invoice/statement.

2. Any payments received from the Debtor are credited to the Creditor when they are received and are appropriated firstly to disbursements and then to legal fees.

3. Any credit balance appearing on the Creditor's account after disbursements and fees have been deducted is paid over to the Creditor at month end. A credit balance on the Creditor's account is retained in our Trust Account until paid over to you.

4. Any debit balance appearing on the Creditor's account is payable on presentation of our tax invoice/statement.

5. Collection commission on payment collected will be charged at 10% per payment collected plus VAT thereon up to a maximum of R1,000.00 per payment.

LETTER OF DEMAND

An initial step in the litigation process demanding payment in terms of a contractual obligation.

SUMMONS

A Summons is prepared by the Creditor's attorney and sets out the Plaintiff's claim.

SECTION 65A FINANCIAL ENQUIRY CONDUCTED AT COURT

An enquiry of the Debtor's income and expenses is conducted by the Creditor's attorney to assess the Debtor's financial position and determine an affordable monthly instalment. The court makes the Debtor's offer an Order of the Court.

WARRANT OF EXECUTION

The Court authorises the Sheriff to attach and sell the Debtor's assets in execution.

SHERIFF OF THE COURT

The Sheriff is an independent and impartial officer of the Court who serves (delivers) documents issued by the Court eg: summons, notices, warrants and Court orders.

FEE FOR TAKING INSTRUCTIONS ARE AS FOLLOWS**Fees (excl VAT)**

Debt amount up to R7,000.00	R 195.00
R7,001.00 up to R50,000.00	R 260.00
R50,001.00 upward	R 325.00

Each registered letter of demand R40.00 Postage at the prevailing rate charged by the SA Post Office

SUMMONS COSTS

Amount up to R7,000.00	R 135.50
R7,001.00 up to R50,000.00	R 449.50
R50,001.00 upward	R 665.00
Regional Court	R 866.50

JUDGMENT COSTS

Request for Default Judgment: Amount up to R7,000.00	R 135.50
Request for Default Judgment: R7,001.00 up to R50,000.00	R 343.50
Request for Default Judgment: R50,001.00 upward	R 560.00
Request for Default Judgment: Regional Court	R 728.00
Rule 37 Application – second/further warrant	R 126.50
Sec 57 (Admission of Liability) (Magistrate’s Court / Regional Court)	R 108.50 / 141.00
Sec 58 (Consent to Judgment) (Magistrate’s Court / Regional Court)	R 108.50 / 141.00
Certificate	R 27.00 per folio
Affidavit	R 27.00 per folio

WARRANTS

Warrant of Execution	R 108.50
Re-issue Warrant of Execution	R 45.50
Warrant of Arrest	R 88.50
Rule 38 Security	R 88.50
Notice of Sale	R 27.00 per folio

FINANCIAL ENQUIRY i.t.o SEC. 65A(1):

Registered letter i.t.o S65A(2) R40.00 Postage at the prevailing rate charged by the SA Post Office	
Sec 65A(1) Notice : Claims up to R1,000.00	R 226.00
Sec 65A(1) Notice : Claims R1,001.00 to R2,000.00	R 343.50
Sec 65A(1) Notice : Claims R2,001.00 upward	R 405.00
Certificate	R 64.00
Court Appearances	R 200.00 Tuesdays/Fridays
	R 400.00 All other days
Section 65E(3)	R 64.00
Certified Copy of Judgment	R 80.50

EMOLUMENTS ATTACHMENT ORDER

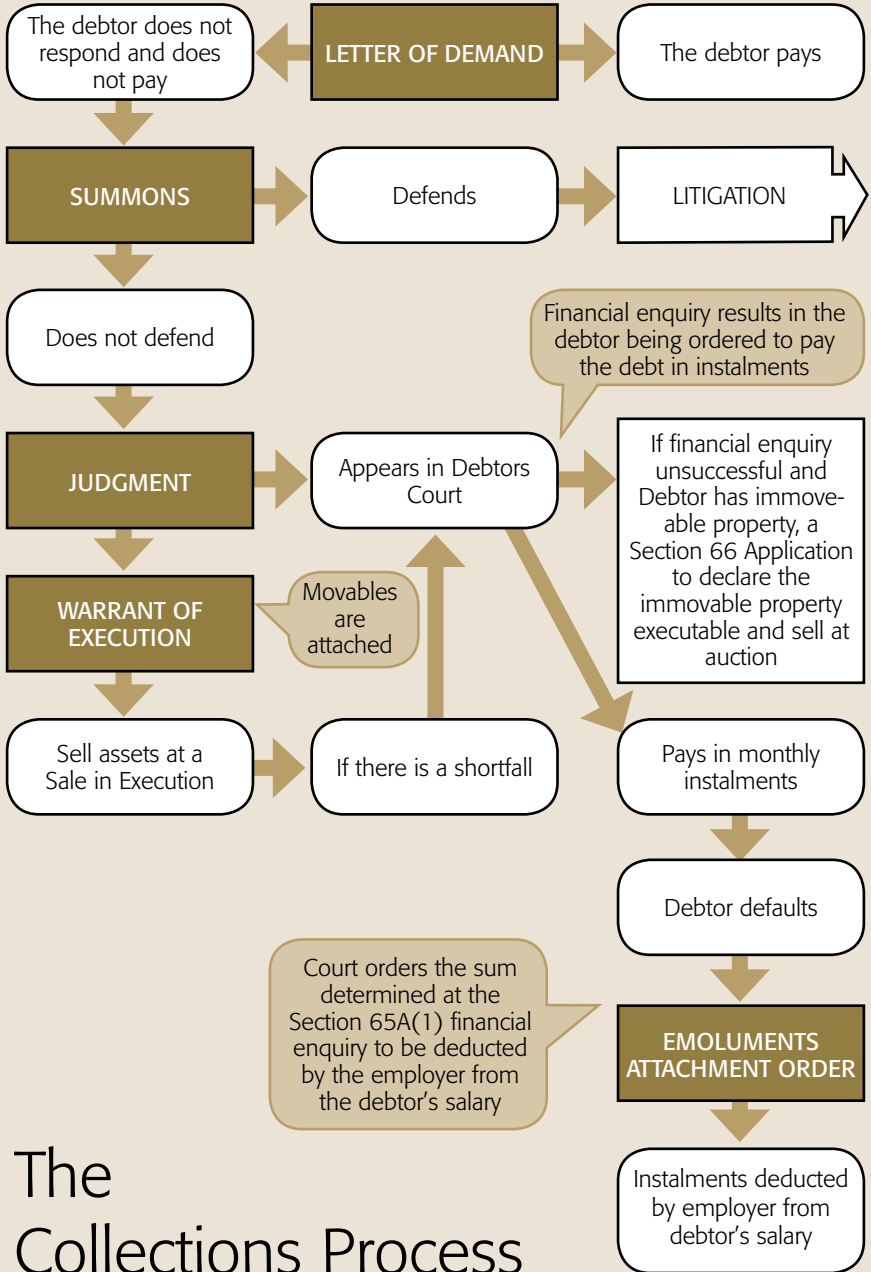
Registered letter i.t.o S65J(2) R40.00 Postage at the prevailing rate charged by the SA Post Office

Application	R 180.00
Certificate	R 64.00
Order	R 180.00
Re-issue of order	R 144.00
Court Appearances	R 200.00 Tuesdays/Fridays
	R 400.00 All other days
Certified Copy of Judgment	R 80.50

FEES FOR MISCELLANEOUS EXPENSES

Formal attendances (incl. service, filing and delivery of documents)	R 40.00
Letters to/from clients /debtors	R 40.00
Telephone discussions (5 – 10mins)	R 50.00
Consultations / Court Appearances (exceeding 30 min)	R 650.00 p/h

SHOULD MATTERS BECOME DEFENDED further charges will be levied at an hourly rate of R650.00



The Collections Process