Office of the State Attorney
Pretoria

Private Bag X 91
PRETORIA
0001

Salu Building
Ground Floor
316 Thabo Sehume
c/o Thabo Sehume & Francis Baard
Streets

Tel: (Switchboard): (012) 309 1500
(Direct Line): (012) 309 1597

Fax/Faks: (012) 309 1601/02
Docex: 298

16 August 2018

Enquiries: Ms SM NAKALE **My Ref: S NAKALE 1/1/18**

Email: SNakale@justice.gov.za **Your Ref:**

PER EMAIL: gcb@mweb.co.za

General Council of the Bar of South Africa
P.O. Box 786878
SANDTON
2146

AND TO:

PER E-MAIL: Info@lawsoc.co.za

The President
KwaZulu-Natal Law Society
Pietermaritzburg

AND TO:

PER E-MAIL: Info@lsnp.org.za

The President
The Law Society of the Northern Provinces
Pretoria

AND TO:

PER E-MAIL:prokorde@fs-law.co.za

The President
The Law Society of the Free State
Bloemfontein

AND TO:

PER E-MAIL: cls@capelawsoc.law.za

The President
The Cape Law Society
Cape Town

Dear Sir/Madam

RE: CENTRAL POINT FOR RECEIVING OF INVOICES

The above matter refers. You are kindly informed that the office of the State Attorney Pretoria has created a central e-mail to serve as a point of entry for all invoices submitted to the office electronically for services rendered. For the invoices that are either hand delivered mailed or faxed to the office, such will only be accepted by our Registry Officials who will affix a designated Date Stamps to the received invoice/account.

For invoices/accounts submitted electronically i.e. via e-mail, the address to be used is as follows:

StateAttorneyPTA-acc@justice.gov.za

A copy of the address printed from the Department's Global List is attached for ease of reference and certainty.

Any invoice/account which does not have proof that it was submitted through the central point of entry for all invoices/accounts will not be prioritized over those who were submitted as indicated.

Another point to note is that as a requirement, all invoices must have reference/invoice numbers. Case or State Attorney File reference numbers are not considered reference/invoice numbers. Service providers must on their own, create their reference/invoice numbers. Any invoice/account that does not have a reference/invoice number will not be processed.

Through these new procedures, the office wants to achieve the following:

1. Improve its the performance on the 30 day rule in terms of the **Treasury Regulation 8.2.3, Departmental Instruction 8.2.2** and **National Treasury Instruction Note 34**;
2. Reduce the number of complaints received regarding payments of invoices within the stipulated period;
3. Reduce the number of duplicate payments. The Basic Accounting System (BAS) is able to pick up an existing reference/invoice number however; case or state attorney file reference numbers are likely not to be detected by the system which results in duplicate payments.

The contents of this letter will come into effect from the date of issuing of same. You are hereby requested to circulate this letter to all your members and request that they adhere to the contents of this letter.

Yours Faithfully

M.C. PHLAHLANE
ACTING STATE ATTORNEY
OFFICE OF THE STATE ATTORNEY: PRETORIA