

VAL DE VIE ESTATE CONTRACTORS REACTIVATION/NEW ENROLMENT PLAN 2019

The following must be actioned to accommodate the re-enrolment / re-activation of contractors and new enrolments for 2019.

1. *Reactivation of Contractors 2019 (Online)*

This applies to all Contractors who are already registered on the system and will continue to provide a service for the year 2019.

The complete reactivation can be done online with an e-form and the ability to upload ID Documents and Crim Checks. There will be no need for contractors to come in for the reactivation process if done online.

The HOA will then invoice the relevant company for the reactivations of their employees and the reactivation will be valid for 1 year after date of Crim Check. They can then once again do the reactivation online. We prefer it this way over the massive amount of forms and pileups at the Registration office.

As per above Re-enrolments forms can be obtained on the Val de Vie website, completed, signed off and submitted as required with Brooke crim check and original valid ID.

- Requirements for Reactivation
 - Complete online form @ <http://security.valdevie.co.za>
 - Upload Crim Check and ID Documents
 - If all documents are in order, Reactivation will commence
 - If an issue is found with documents, an email will be sent to main contractor representative informing them
 - HOA invoices main contractor for activations completed successfully

2. *New Enrolments of Contractors 2019 (Online)*

The new enrolment process can be done online with an e-form and the ability to upload ID Documents and Crim Checks. Contractors will have to come in to site after 24 business hours of completing the online form for fingerprint capturing. New enrolments will not be invoiced by the HOA, instead, payment will be accepted upon fingerprint capturing.

- Requirements for New Enrolments
 - Complete online form @ <http://security.valdevie.co.za>
 - Upload Crim Check and ID Documents
 - If all documents are in order, Fingerprint Capturing can be done 3 working days after completed online form

VAL DE VIE HOME OWNERS ASSOCIATION II

Address Val de Vie Estate, R301 Wemmershoek, Paarl 7646, South Africa Post PO Box 6223, Paarl 7646, South Africa Tel +27 21 863 6100
Fax +27 21 863 2741 Trustees J.Bloom, D.Buys, J.Kruger, M.Venter, M.Bosch, S.Rossouw, R.Swart

- If an issue is found with documents, an email will be sent to main contractor representative informing them
- Enrolment fees are payable at the time of Fingerprint Capturing 3 working days after documents received

3. **Reactivation of Contractors 2019 (Offline)**

This applies to all Contractors who are already registered on the system and will continue to provide a service for the year 2019.

If you choose not to use the online facility, the standing Enrolment procedures apply. The form can be downloaded from the website and completed. Attach Crim Check Documents and Copy of ID. This document can then be delivered to the Registration Office for verification and reactivation.

- Requirements for Offline Reactivation
 - Download the Enrolment Form @ <http://security.valdevie.co.za>
 - Attach Crim Check and ID Documents
 - Documents to be delivered at the Registration Office by the Supervisor / Direct Manager
 - If all documents are in order, Reactivation will commence
 - If an issue is found with documents, an email will be sent to main contractor representative informing them

HOA invoices main contractor for activations completed successfully

4. **New Enrolments of Contractors 2019 (Offline)**

The new enrolment process can be done online, however, for those who wishes to do it the old-fashioned way, the form can be downloaded from the website. Completed forms to accompany the individual at the Registration Office whereby the individual can be enrolled. Onsite Crim Check facilities are also available at a fee of R 120.00 excluding the Enrolment fee of R 30.00.

- Requirements for New Enrolments
 - Download the Enrolment Form @ <http://security.valdevie.co.za>
 - Attach Crim Check and ID Documents
 - Documents to be delivered at the Registration Office by the Supervisor / Direct Manager
 - If all documents are in order, Reactivation will commence
 - If an issue is found with documents, an email will be sent to main contractor representative informing them
 - Enrolment fees are payable at the time of Fingerprint Capturing 3 working days after documents received

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5. Enrolment/Activation fees

New Enrolment (Without onsite Crim Check)	<i>R 30.00 payable upon fingerprint capturing*</i>
Reactivation (Crim Check by Brooke)	<i>R 30.00 payable within 7 days from date of Invoice*</i>
New Enrolment (With onsite Crim Check) document**	<i>R 150.00 payable upon Crim Check with</i>
Brooke International Crim Check	<i>Contractors Responsible for Payment to Brooke</i>

**all amounts are inclusive of 15% vat*

***not suggested due to immense queues at the Registration Office*

6. General Information

All Contractors who have not completed the Reactivation of existing staff members on Val De Vie Estate will not be allowed to continue providing a service in 2019. The expiry/cutoff times per contractor will still be decided.

Information can be acquired by contacting Bianca van Rensburg @ biance.vanrensburg@valdevie.co.za

Registration Office Hours:

Monday – Friday	08:00 – 17:00
Saturday, Sunday and Public Holidays	Closed

Online Reactivation Facilities will be up and running throughout the festive season

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valdevie.co.za

7. Flyer Layout



CONTRACTORS REACTIVATION/NEW ENROLMENT ONLINE PROCEDURE 2019

Reactivation

- Visit <http://security.valdevie.co.za> and complete the Online Form
- Attach your Crim Check and ID Documents
- Reactivation will commence
- Main Contractor will receive an Invoice from the HOA

New Enrolment

- Visit <http://security.valdevie.co.za> and complete the Online Form
- Attach your Crim Check and ID Documents
- Fingerprint Capturing can be done 24 Working hours after online form have been completed
- Fees payable upon fingerprint capturing

*Contractors not Reactivated by end of February 2019 will be suspended for a total of 3 Months. Thereafter, Contractors will be permanently removed from the Access System.

**Failure to provide Proof of Payment within 7 days from Invoice, will result in suspension.

Don't Delay, Reactivate Today!!

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