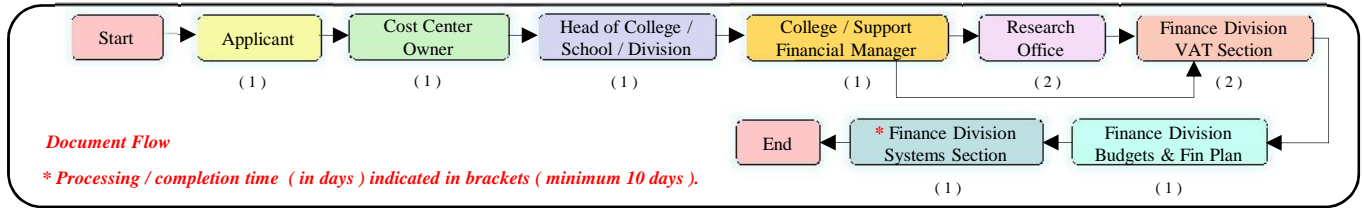


FINANCE DIVISION - COST CENTRE APPLICATION FORM



College / School / Division to Complete : VAT Information (continued from page 1).

Nature of Activity Educational *Research* Operational Service Ad hoc

Research

Basic Research

E

Applied Research

Grants / Donations
(no expected benefit)

Student Involvement

Z5

No Student Involvement

Z

Contract : govt / corp
(expected benefit)

Student Involvement

S5

No Student Involvement

S

Foreign Funding

Consumed in SA

Student Involvement

S5

No Student Involvement

S

Not Consumed in SA

Student Involvement

Z5

No Student Involvement

Z

If Ad-hoc, provide details _____

College / School / Division to Complete : Declaration by Cost Centre Owner

I , Staff Number

email

the owner of the cost centre hereby confirm that all the information and documents provided are correct. I further acknowledge that :

1. The cost centre will be used for its intended purpose.
2. I will ensure that the cost centre balance is regularly reviewed and reconciled.
3. Sufficient funds are available when authorising and approving expenditure.
4. All income and expenditure transactions are valid and processed in accordance with University policies and procedures and / or where applicable also complies with donor requirements.

Cost Centre Owner Signature _____ Date

College / School / Division to Complete : Declaration by Head of College / School / Division

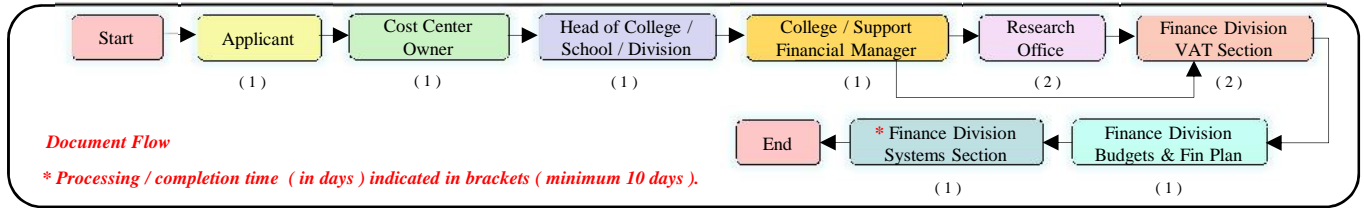
I , Staff Number

hereby confirm the correctness of the information provided and approve the application for a new cost centre.

Head of College / School / Division - Signature _____ Date



FINANCE DIVISION - COST CENTRE APPLICATION FORM



College / School / Division to Complete – Office of College / Support Financial Manager

Cost Centre Code

Cost Centre Name

Fund Group Code Host Cost Centre Department Code

College / School / Division Name

Consolidated Cost Centre
Main Consol

Sub Consol

Yes No Please provide reason if you answered No.

Administration Fees :

University Overheads :

Financial Manager's Name Staff Number

email

Financial Manager's Signature _____ Date

Research Office to Complete for Contracts originating from Research Office (Designated Officer)

I , Staff Number

hereby approve disapprove of this cost centre application. Research Contract Number

Research Office - Signature _____ Date

Finance Division - VAT Section to Complete

VAT Registration Code C - UKZN S - SMRI R - CAPRISA

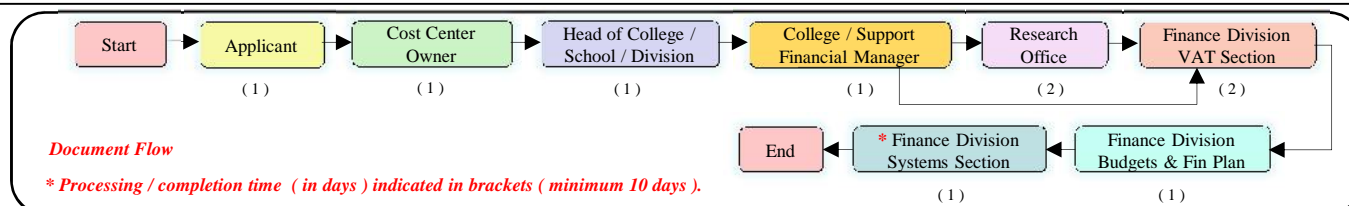
VAT Rate Code A E Z Z5 S S5
A - Apportionment E - Exempt Z - Zero Rated Z5 - Zero Rated S - Standard Rated S5 - Standard Rated

Reason

VAT Section - Staff Name Staff Number

VAT Section Approval - Signature _____ Date

FINANCE DIVISION - COST CENTRE APPLICATION FORM



Notes

1. GENERAL

The "Applicant" refers to the person authorised by the cost centre owner, grant holder or budget holder to complete the relevant sections of this form. The "Applicant" may also be the cost centre owner, grant holder or budget holder.

The "Cost Centre Owner" is ultimately responsible for the opening of the cost centre.

The Applicant, Cost Centre Owner and Financial Manager will be notified by email when the cost centre form is processed.

The College / Support Financial Managers will be responsible for allocating the cost centre code and opening of the General Ledger Accounts (GLAs).

2. FUNDING CATEGORIES

The funding category identifies the source of funding and their respective cost centre groupings for purposes of reporting. The different sources of funding includes,

Budget Funding (cost centres)

Academic and Support Sector
Student grants and Residences
Bursaries and Scholarships

External Grants (local / foreign / government)

Research grants and contracts
NRF/MRC/WRC/CANSA
Affiliated Units
Endowments
Infrastructure & Efficiency Funding
Income Generation & Self-Funding Teaching Programmes

Internal Grants

Publications / SAPSE
Competitive
Research Development Equipment
Discretionary Cost Centres/AD-hoc

3. VALUE-ADDED TAX (VAT)

SARS have now, for VAT purposes, classified research into two categories, namely, Basic and Applied Research. In addition, information is required on each of these cost centres whether or not there is student involvement or participation in the research.

The SARS definition on Basic and Applied Research is as follows;

"Applied Research" - *"Where the application thereof is proven, means a project which is primarily directed towards a specific practical aim or objective and should result in the application of new knowledge into a process or product, or the transfer of existing knowledge into a new process or product, for the benefit of the research contractor or for the immediate purposes of commercialising the product"*.

"Basic Research" - *"Means experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view"*.