

**REQUEST FOR A CORPORATE
LEGAL OPINION / ASSISTANCE / SERVICES :**
Corporate Legal Services

CLA01

Important Note: The purpose of and notes for the completion of this template, should please be read before completion of the template.

Action Required from Corporate Legal Services *(Clearly indicate what action is expected from Corporate Legal Services)*

Contract ☒ Project ☐ Litigation ☐ MOU ☐ Tender Assistance ☐ Legal Opinion ☐ Policy Review ☐ PAJA/PAIA/POPIA ☐

Subject Matter *(This is the title under which the matter will be dealt with)*

To Request CLS representatives to draft SLA, day to day Maintenance Free State Borders

Details of the Request *(Be as specific as possible in describing the details of the Request)*

Purpose and Background

To Request CLS Representatives to draft SLA, day to day Maintenance Free State Borders

Impact on the Administration (Other Departments, Bodies, Committees)

N/A

Supporting Documents

RTP, SCOPE OF WORK AND STAGE 2 CHECKLIST SIGNED

Declaration

Requestor Signature

Designation

Buyer

Date

2025-09-05

XXXXXXXXXXXXXXXXXXXXXXXXXXXX



Please ensure you sign over the 2 lines of 'X's above

For enquiries go to www.sars.gov.za or call 0800 00 7277

Additional Signature where Required

Recommended

Not Recommended

Noted

Noted with Comments

Comments

Designation

Date

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Please ensure you sign over the 2 lines of 'X's above

Line Manager Signature

Date

2025-09-05

XXXXXXXXXXXXXXXXXXXXXXXXXXXX



Please ensure you sign over the 2 lines of 'X's above

For enquiries go to www.sars.gov.za or call 0800 00 7277

Notes:

- A remedy call must be logged for all requests for CLS assistance.
- The remedy call must be accompanied by this CLS request form, as well as other relevant supporting documents (in PDF format, documents created on intranet, intranet must be saved under the Print PDF option) where the size does not exceed 3 MB. Where the size of an attachment exceeds 3MB, the documents must be sent to the CLS Admin address with the remedy number appearing in the subject line,
- Any request relating to the procurement of goods/services must also be accompanied by all supporting documents as required by Annexure A (Legal Instructions Checklist.)
- Any request relating to IT Projects Contracts must also be accompanied by the completed Checklist for IT Project Contacts