



DEVELOPMENT THROUGH PARTNERSHIP

Request for Refund

Request for Refund

Date of request: _____ / _____ / 20_____

Name of company: _____ CRS number: _____

Name of applicant: _____

Contact details: Tel number (w): _____

Cell number: _____

Fax number: _____

Please tick supporting documents attached:

- Refund form completed in full
- Cancelled cheque
- Original stamped bank statement not older than 3 months
- Original certified copies of director's identity documents
- Company identity document, e.g. CK documents
- Sworn affidavit

Banking details:

Name of bank: _____

Branch name: _____

Branch code: _____

Account number: _____

Type of account: _____

Declaration:

I, duly authorised by and on behalf of the company, hereby request a refund of the monies overpaid to the cidb to the abovementioned account.

Contractor's name

Contractor's signature

Accepted on behalf of the cidb:

Employee name

Employee's signature

Date

Requirements for a complete refund application

1. A request for refund form must be completed in full and signed by the contractor.
2. A confirmation of banking details must be attached. (An acceptable and recognized confirmation of banking details must be in a form of cancelled cheque or an original stamped bank statement not more than 3 months old).
3. On any application where there is a change in the banking details from what we have from the system, the following would be required:
 - An affidavit stating that the contractor has changed banking details and both old and new banking details must reflect.
 - A confirmation of new banking details as on point 2 must be attached
 - A clear certified copies of all directors' identity documents.
 - Company identity document, e.g. CK documents
4. In an instance where the contractor requires a refund to be paid into his/her personal bank account, the following is required:
 - Affidavit stating the reason why refund must be paid into the personal bank account. (It must reflect the contractor's personal banking details).
NB: If the business has more than one owner, an affidavit must not be written/ completed by the beneficiary of a refund, but must be completed by one of the other members and signed by all members.
 - Confirmation of contractor's personal banking details as in point 2
 - A clear certified copies of all directors' identity documents.
 - Company identity document, e.g. CK documents
5. For contractors who are not registered with CIDB, the following documents are required:
 - An affidavit or letter on a letterhead (signed by all members) stating the reason for refund.
 - A confirmation of banking details as on point 2 must be attached.
 - A clear certified copies of all directors' identity documents.
 - Company identity document, e.g. CK documents.
 - Proof of payment.

A refund application will only be processed provided all the necessary supporting documents are attached.