



WSP GROUP AFRICA (PTY) LTD TAX INVOICING REQUIREMENTS

Dear Madam/Sir:

In order to ensure that your invoice is processed efficiently please can you update your records to ensure that your tax invoices are sent to the correct business entity and has the correct information stated on the invoice.

Requirements for tax invoice:

1. Original invoice
 2. The words "Tax Invoice"
 3. Name, address, VAT number and the company registration number of the supplier
 4. Name, address, VAT registration number of recipient Legal entity per the purchase order
WSP Group Africa (Pty) Ltd
Building C, Knightsbridge
33 Sloane Street
Bryanston
Johannesburg
2191
- | | |
|-------------------------------------|------------------|
| Attention: | Accounts Payable |
| VAT Number: | 4660201825 |
| Company registration number: | 1999/008928/07 |
5. Order number
 6. Project number
 7. Work Order Number
 8. Invoice number and invoice date
 9. Description of goods or services supplied
 10. The quantity of goods or services provided
 11. The value of the supply excluding VAT, VAT charged and the consideration for the supply (Exclusive amounts plus VAT)

Please ensure that your **banking details** are on the invoice. Should any information be omitted from invoices submitted, this may result in a delay in processing and release of payment.

Invoices can be posted and copies emailed to za.creditors@wsp.com, and please cc the requestor.

Should you have any questions then please do not hesitate to contact:

Zaahira Hoosen

E: Zaahira.Hoosen@wsp.com

T: +27 11 300 6052

Yours sincerely,

Faima Mahomed
Financial Manager

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wsp.com