

# Public Recipient Guideline



## **Note the following:**

- Snymans Inc. is loaded as a Public beneficiary at the Banking Institutions below.
- We have seven branches, therefore select the correct branch when making payment.
- Each Banking Institution has a different payment process. (receipt of payment 1 - 2 working days)
- If you are not paying from any of the Banking Institutions below, please use the banking details provided by the Secretary or Conveyancer.
- If you receive an email about change of banking details, please contact the Secretary or Conveyancer telephonically to confirm that this is true.

## **Paying from an *ABSA* account:**

### ABSA-Loaded Beneficiary name

Snymans Cape Town FNB  
Snymans Fourways FNB  
Snymans Nelspruit  
Snymans North FNB  
Snymans Randburg FNB  
Snymans Randburg  
Snymans Ruimsig STD  
Snymans Ruimsig FNB  
Snymans Sandton

- Select "ABSA Loaded Beneficiary"
- Search for "Snymans" (as per the above name & branch)
- Insert at "Account number/ Reference at Snymans ....."  
**2 letters 5 numbers only** (no spaces, names or special characters)  
For example: **SR00123** or **SH10091** (this will be your file number)
- Continue to fill in what the bank requires to complete the transaction
- Send the proof of payment to the Secretary or Conveyancer dealing with your file at Snymans Inc. (optional)

## **Paying from an *FNB* account:**

### Public Recipient name

Snymans Inc Cape Town  
Snymans Inc Fourways  
Snymans Inc Nelspruit  
Snymans Inc North  
Snymans Inc Randburg  
Snymans Inc Randburg ABSA  
Snymans Inc Ruimsig Standard  
Snymans Inc Ruimsig  
Snymans Inc Sandton Nedbank

- Select "Payment"
- Click on "Public Recipient"
- Search for "Snymans" (as per the above name & branch)
- At the "Recipient Reference" insert your file number  
**2 letters 5 numbers only** (no spaces, names or special characters)  
For example: **SC00123** or **SF00123** (this will be your file number)
- Continue to fill in what the bank requires to complete the transaction
- Send the proof of payment to the Secretary or Conveyancer dealing with your file at Snymans Inc. (optional)

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## **Paying from a *Nedbank* account:**

### Bank-Approved Beneficiary name

Snymans Inc Sandton

- Please note that our other branches are currently in the process of being set-up with Nedbank as a Public recipient
- Use the account details provided by your Secretary or Conyencer if the branch name is not mentioned above

- Create payment
- Select "Bank-Approved Beneficiary"
- Select "S" and search for "Snymans Inc Sandton"
- At the "Beneficiary statement description" insert your file number **2 letters 5 numbers only** (no spaces, names or special characters)  
For example: **SS00123** (this will be your file number)
- Continue to fill in what the bank requires to complete the transaction
- Send the proof of payment to the Secretary or Conveyancer dealing with your file at Snymans Inc. (optional)

## **Paying from a *Standard Bank* account:**

### Business Directory (CDI Name)

HJG Snyman Cape Town Inc  
HJG Snyman Nelspruit Inc  
HJG Snyman North Inc  
HJG Snyman Randburg FNB Inc  
HJG Snyman Randburg Inc  
HJG Snyman Ruimsig FNB Inc  
HJG Snyman Ruimsig Inc  
HJG Snyman Sandton

- Create payment
- Select "Business Directory"
- Search for "HJG Snyman" (as per the above name & branch)
- At "Their Reference" insert your file number **2 letters 5 numbers only** (no spaces, names or special characters)  
For example: **SP00123** or **SH00123** (this will be your file number)
- Continue to fill in what the bank requires to complete the transaction
- Send the proof of payment to the Secretary or Conveyancer dealing with your file at Snymans Inc. (optional)