NOTES

* Send completed form, together with supporting documentation, to your Faculty/PASS/Research Finance Office.
* Faculty/PASS/Research Finance Office to send to [fnd-ledgers@uct.ac.za](mailto:fnd-ledgers@uct.ac.za) or,  
  if *Investment fund*, to [fnd-treasuryreq@uct.ac.za](mailto:fnd-treasuryreq@uct.ac.za).
* If the fund needs to be linked to more than one cost object, attach form [CO113](https://forms.uct.ac.za/co113.doc) (Fund/Cost Object Relationship)
* For changes to cost objects, a [CO113](https://forms.uct.ac.za/co113.doc) needs to be used to create relationship or the [CO114](https://forms.uct.ac.za/co114.xls) to delete a relationship.
* Required fields are marked with a red asterisk (\*).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A. *(To be completed by applicant and authorised by fund holder and Faculty/PASS finance manager or nominee)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund number\* |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of change\* |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indicate the change required *(Only complete the fields below that relate to the change that is being requested)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund description  *(max 40 characters)* |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund name  *(max 20 characters)* |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change in fund application  *(*select applicable option) | GOB | | | | | |  | | NON-GOB | | | | |  | | | | RESEARCH | | | | | |  | | | |
| INV NO 1 (Endowment) | | | | | |  | | INV NO 2 | | | | |  | | | | INV NO 3 (Cash) | | | | | |  | | | |
| If investment fund, change linked operating fund: |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change in fund type  *(select applicable option)* | COUNCIL | |  | COUNCIL - STUDENT/ STAFF HOUSING | | | | | |  | | DESIGNATED | | | |  | | | | RELATED PARTY/  NON-UCT | | | | | |  | |
| Change Budget Structure Template (BST) |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change VAT  Note: VAT attributes can only be changed if there have been no transactions on the fund. If there have been transactions, a new fund needs to be opened. | Exempt [E] | |  | Vatable [V] | | | |  | | | Zero-rated (local) [Z] | | | |  | | | | Zero-rated (foreign) [F] | | | | | | | |  |
| Input VAT claimable (tick ✓)  Note: VAT attributes can only be changed if there have been no transactions on the fund. If there have been transactions, a new fund needs to be opened. | 50% |  | 100% | |  | All vatable research funds will be 50% VAT claimable UNLESS specifically motivated & approved by Central Finance, via the appropriate Faculty/PASS Finance Manager.  Note: Approval must be attached to this form if 100% selected. | | | | | | | | | | | | | | | | | | | | | |
| Change Maintain Balance (MB)Note: This is subject to approval | YES |  | NO | |  | Revenue Increasing Budget (RIB)  Note: This is subject to approval | | | | | | | | | | | YES | | | |  | | NO | |  | | |
| Change Year End rule | YES |  | NO | |  | If yes, enter the fund number | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Completed by\* | Name\* | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature\* | |  | | | | | | | | | | Date\* | | | | | | | | |  | | | | | |
| Authorised by fund holder\* | Name\* | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature\* | |  | | | | | | | | | | Date\* | | | | | | | | |  | | | | | |
| Approved by Faculty/PASS/ Research finance manager OR nominee\* | Name\* | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature\* | |  | | | | | | | | | | Date\* | | | | | | | | |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approved by Treasury if an investment fund | Name |  | | |
| Signature |  | Date |  |