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 or,
if *Investment fund*, to 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 VATNote: 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 |  |