

FORM O
[Regulation 20]

**NOTICES TO AND BY EMPLOYER IN TERMS OF SECTION 29 OF THE
MAINTENANCE ACT, 1998 (ACT No. 99 OF 1998)**

Reference No.

In the maintenance matter between:

.....
(person in whose favour order for attachment of emoluments was made)

and

.....
(person against whom order for attachment of emoluments was made)

A. Notification in terms of section 29(1)

[This notice shall be served on the person concerned within seven days on which the order was made.]

To:
(the employer of the person against whom order
for the attachment of emoluments was made)

of
..... (address)

1. You are hereby informed of the attached order of court in terms of which you are directed to make the payments as specified. Please note that these payments must be given priority over any other order of court requiring payments to be made from the emoluments due to the person against whom the maintenance order was made.

2. If the person against whom the order for attachment of emoluments was made leaves your service, you shall within seven days after the day on which he or she left your

service, give notice thereof on Part C of this form to the maintenance officer of the court where the attached order was made. This notice may be submitted to the maintenance officer in any manner convenient to you, but you must keep record of the manner in which the notice was submitted.

3. Warning:

If you -

- (a) fail to make the payments specified in the attached order you may be held liable for the payment; and
- (b) without good reason cause, refuse or fail to -
 - (i) make the payments specified in the attached order; or
 - (ii) furnish the maintenance officer with the notice provided for in Part C of this form,

you shall be guilty of an offence and may be sentenced to a fine or to imprisonment for a period not exceeding six months.

Dated at this day of
.....

.....

Signature of the Maintenance Officer/
Clerk of the Maintenance Court

B. Return of service

I,, certify that I have -

*(a) delivered a copy of the notice to personally
[regulation 26(1)(a)(i)];

or

*(b) offered a copy of the notice for delivery to
personally [regulation 26(1)(a)(i)];

or

*(c) delivered a copy of the notice to, a person apparently not younger than the age of 16 years and apparently residing or employed at the *residence/place of employment/place of business of, since he/she could not conveniently be found [regulation 26(1)(a)(ii) or (iii)];

or

*(d) *affixed/placed a copy of the notice to/in the *outer/principal door/security gate/post box of the *residence/place of employment/place of business of, since he/she prevented the service by keeping his/her *residence/place of employment/place of business closed [regulation 26(1)(c)];

or

*(e) delivered a copy of the notice to....., a *director/responsible employee of at the latter's *registered office/main place of business [regulation 26(1)(a)(iv)].

Dated at this day of

.....

*Maintenance Investigator/Sheriff/Police Officer

C: Notification in terms of section 29(2)

To: The Maintenance Officer/Clerk of the Maintenance Court of the Magistrate's Office,

1. I,, hereby give notice that, who was in my employment, left my service on (date).

Dated at this day of
.....

.....

Signature

*Delete whichever is not applicable