



THE ROYAL PORTFOLIO

Commission Claim Process

In order to claim commission on accommodation after your guests have stayed at one of our properties, we require an invoice with the following details:

- 👑 Your company name on an official letterhead
- 👑 The guest's name and reference number
- 👑 The amount invoiced in ZAR
- 👑 Your banking details including a SWIFT Code or an option to pay by credit card
- 👑 Physical Address of your bank

Please note that the above are legal requirements of the South African Reserve bank in order for us to make any payments. We can only make payments in ZAR.

If you are invoicing us for the first time we will also require a bank stamped letter or cancelled cheque, verifying your banking details.

The invoice must be made out to the property that the guests stayed at, including the VAT number:

Royal Malewane (Pty) Ltd

P O Box 1542
Hoedspruit
1380
Vat no 4030188371

La Res Franschhoek (Pty) Ltd t/a

La Residence
Elandskloof Farm
Franschhoek
7690
VAT no 4810238768

Birkenhead House (Pty) Ltd

No 119, 11th Street & 7th Avenue
Voelklip Beach
Hermanus
7200
VAT no 4850197874

The Silo Hotel (Pty) Ltd

Silo District
V&A Waterfront
Cape Town
8001
VAT no 4180274831

ROYAL MALEWANE • BIRKENHEAD HOUSE • LA RESIDENCE • THE SILO • PRIVATE RESIDENCES

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