



PLEASE READ THIS VERY CAREFULLY!!

Dear Bridal Couple

It's a great honour to be part of your big day. Thanks for doing business with us. Please complete the booking and information forms and return preferably via e-mail. The original completed and signed forms and all other documentation, can be handed to the marriage officer when you meet to discuss the ceremony.

Our team consists of +- 40 Pastors / Marriage Officers. **The first confirmed (by deposit) booking will be reserved for Jaco. You will be notified by email or by a telephone call which Pastor will be available for your wedding, after the deposit into our bank account have been confirmed.**

When you have decided to make use of our service and returned the booking forms, all we need is confirmation that the deposit has been paid. We then need to meet each other within the last two weeks prior to the wedding, to discuss the ceremony and make sure that all the documentation is in place. Please make an appointment to meet with the Pastor at his office before the wedding date, to finalize the format of the ceremony and make sure that all required documentation has been submitted. If it is absolutely impossible for you to meet the Pastor at his office or you insist on a rehearsal at the wedding venue, an extra fee will be charged.

If you decide not to make use of our service, please be so kind to let us know.

In ALL correspondence please include the couple's names, date and time of your planned wedding



Legalities:

1. **Form BI 32** to be completed and signed by either both parents or legal guardians for each party under the age of 18. Download and print from:
<http://www.dha.gov.za/documents/bi-32.pdf>
2. If the Bride is younger than 15 and/or the Bridegroom is younger than 18, permission to the marriage is needed from The Commissioner of Child Welfare.
3. If any party is divorced a copy of the final decree of divorce is required
4. If any party is a widower or widow a copy of the death certificate is required.
5. If any party is not a South African Citizen, a copy of your Passport's page of your photo + the page with your residence permit / visa and a **Form BI 31** is required
Download and print from: <http://www.dha.gov.za/documents/bi-31.pdf>
6. If any party is not a South African Citizen and does not have any form of South African Identification, a **Letter of No Impediment** from the Home Affairs Department of country of origin. *If you are in possession of a South African ID Document this does not apply to you.*
7. Two witnesses, one for each of the couple to sign the register. Must be 18 or older. Please make sure that the witnesses either know their ID numbers or have their ID documents with them on the day of the wedding. If your witnesses is Non SA Citizens we need their passport numbers.

Check your Marital Status @

http://www.dha.gov.za/enquiry/marital/status/marital_status.asp

The following is required BEFORE the date of your wedding:

1. Clear Copies of your ID Documents.
2. Above mentioned documents as describe at the "Legalities" – if applicable.
3. Letter from your Lawyer if you have set up an Ante-Nuptial Contract.
NB: Ante-Nuptial Contract MUST be signed at Lawyer **BEFORE** the date of the wedding.
4. **Form BI 31** to be completed by **ALL Non South African Citizens without South African Identify Documents.**
5. **A Letter of No Legal Impediment** is needed from your Country of Origen if you are not a South African Citizen.

WED BY JACO



<http://www.wedbyjaco.com> jaco@wedbyjaco.com

✉ 13577, SINOVILLE, Pretoria, 0129



012 543 1412



083 414 5405



086 600 3297 or 0880 12 543 1412

Costs:

Pulpit /Ceremony Fee: Any Venue In my office with 2 witnesses:	R1200.00 R500.00 - Short Procedure. R950.00 - Full Ceremony. (Weekdays: Monday to Thursday) R950.00 2009: R1200.00 (Weekends – Friday, Sat, Sun, Public Holidays, Valentines Day) 24,25, 31 December & 1 January: R2000.00															
Chapel for Hire:	R1500.00 excluding flowers															
Deposit	R350.00 – Non Refundable															
Outstanding balance	To be paid to the pastor who will conduct your wedding ceremony, in FULL when you meet to discuss the wedding ceremony before the wedding.															
Bank REFERENCE	YOUR FIRST NAMES & DATE OF THE WEDDING e.g.: John/Ann 261004															
Traveling Fee (Covers the cost to and from the venue) <i>We reserve the right to make changes at any time, depending on the fuel price.</i>	<table border="1"> <tr> <td>1</td> <td>-</td> <td>40</td> <td>Km</td> <td>R250.00</td> </tr> <tr> <td>41</td> <td>-</td> <td>80</td> <td>Km</td> <td>R350.00</td> </tr> <tr> <td>81</td> <td>-</td> <td>120</td> <td>Km</td> <td>R450.00</td> </tr> </table>	1	-	40	Km	R250.00	41	-	80	Km	R350.00	81	-	120	Km	R450.00
1	-	40	Km	R250.00												
41	-	80	Km	R350.00												
81	-	120	Km	R450.00												
Legalities: Marriage certificate and registration of marriage:	No Charge															
Unabridged Marriage Certificate: (If you are residing in another country than South Africa) if you want it guaranteed in good time.	R1000.00 This includes the Unabridged Marriage Certificate from Home Affairs plus An Apostil from Foreign Affairs															
Pre-Wedding Meeting:	At my Office: No Charge Travel to your place of choice: R750.00 + Travel															
Rehearsal: (Not compulsory only on special request)	R750.00 + Travel															



Payment methods: Electronic Transfer,

Cash or Credit Card (6% levy on Credit Card Payments)

NB: Deposits and Payments are Non Refundable if booking is cancelled.

All pricing excludes commissions to be paid to Wedding Coordinators

Banking details:

Pastor J Venter
ABSA Savings Account: 914 671 5596
Branch: Waverley Pretoria
Branch Code 632005 (For Internet Banking only)
Swift Code: ABSA ZA JJ

NB: Bank Ref: YOUR FIRST NAMES & DATE OF THE WEDDING e.g.: John/Ann 261008



OTHER SERVICE PROVIDERS THAT I PERSONALLY HIGHLY RECOMMEND:

Please mention us as referral for commission purposes.

1	Photographer: Magic Moments Photography www.magic-moments.za.net	Mariana Venter	082 990 6780	photo@magic-moments.za.net
2	Florist & Décor Professional & experienced	Anneke	072 0721 787	
3	Music / DJ	Jaco Venter	083 414 5405	jaco@wedbyjaco.com
4	Trumpet and/or String Ensemble	Robin	082 465 9569	
5	Pan Fluit / Pan flute	Neels Kruger	082 967 2131	info@neelskruger.co.za www.neelskruger.co.za
6	Scottish Bagpipes / Skotse doedelsak	Ken Morgan	082 456 1912 012 664 6469	morganfam@absamail.co.za
7	Video / DVD production Professional & use high Definition camera	Stephan Pieterse	082 939 0101	
8	Lingerie by Melanie	Melanie	082 816 9568	
9	Wedding Cake	Zelda Ackerman	084 506 0364	christo@inspirationz.co.za
10	Ante-Nuptial Contracts: Huweliksvoorwaarde Kontrakte Attorneys / Prokureurs Kuilman Mundell & Arlow	GAUTENG Johanni Spies <i>Willing to come to you - Even after hours</i> RANDBURG Patric Mundell Bernadette Arlow	082 323 1762 011 465 4151 011465 6639 (fax)	js@dspies.co.za www.dspies.co.za mundell@kmattorneys.co.za bernadette@kmattorneys.co.za
11	Renting / Hiring of wedding Gowns and accessories	Dorothy Van Staden	083 415 6657	
12	Antoinette's Beauty Clinic	Antoinette	084 505 3309	
13	Bykomstighede / Juwele maker	Ansja Jonck	082 789 2571	
14	Caterers	Shammah Bakery & Catering	012 734-2397 Isa 0829290219,	jirehvs@polka.co.za Fax 086 6136 119 Thea 083 233 0879
15	FUGO FINANCIAL SERVICES Huweliksvoorwaarde Kontrakte, Finansiële beplanning, Testamente. Alles in een diens.	Cobus Geldenhuys	083 449 8619 011 394 5760	One of top 5 independent brokers in South Africa for past 6 Years

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BOOKING FORM

Date of Wedding: _____ Time of Ceremony-Bride walks in: _____

Names & Surnames of Groom & Bride: _____

Groom Mobile no.: _____ Bride Mobile no.: _____

Tel: _____ Fax: _____

Email: _____

Ceremony: English OR Christian
Afrikaans Non Religious (Civil)

Dress Code: Black Tie Formal Smart Casual

NAME OF WEDDING VENUE:

Tel.: _____ Email Address: _____

Venue Name: _____

Physical Address: _____

Province in which venue is situated: _____

PAYMENT DETAILS

Receipt of Booking Form and proof of payment of deposit will confirm booking.

Deposit Paid: Yes No Amount Paid: R _____

Date of payment / deposit into bank account: _____

Bank REFERENCE **e.g.: John/Ann 260909**

Where did you hear about WEDBYJACO?

Internet Friend Expo Wedding in a Box Other

Magazine In which magazine _____



INFORMATION NEEDED FOR REGISTRATION OF MARRIAGE

PARTICULARS OF GROOM

ID No.

Date of Birth Day Month Year

Surname _____

Forenames in full _____

Marital Status (Batchelor / Divorcee / Widower) _____

Name you are called by friends and family: _____

Country of Birth: _____

PARTICULARS OF BRIDE

ID No.

Date of Birth Day Month Year

Maiden Name(Surname you were born with) _____

Present Legitimate surname (As in ID document) _____

Forenames in full _____

Name you are called by friends and family: _____

Marital Status (Spinster / Divorcee / Widow) _____

Country of Birth _____



Permanent residential address of married couple after marriage

In or out of Communal of Property: _____

If **OUT OF COMMUNAL OF PROPERTY** a letter from a lawyer is required.

In terms of section 26 (1) of the Birth and Death Registration Act, as amended, a woman after her Marriage may:

- (e) Assume her husband's surname;
- (f) Resume a surname, which she bore at any prior time,
- (g) Join her maiden surname or previous married surname with that of her husband or
- (h) Retain her Maiden name

Please indicate in writing the surname under which you wish to be recorded in

the populations register _____

Are you living in a foreign country or planning to work or migrate to a foreign country other than South Africa? If so you will need an Unabridged Marriage Certificate. We suggest that you apply for one with the registration of your marriage with us.

We hereby agree to the terms and conditions of this booking.

Signed at _____ on this _____ day of _____ 20 _____

GROOM

BRIDE

Witness

Witness