



Rustenburg Local Municipality Limit Increase Application Form (Form F)

To be completed by officials requesting an increase in voice minutes or data limits under the Cellphone and Data Policy

1. Applicant Details

Name and Surname: _____

Job Title: _____

Post Level: _____

Department / Directorate: _____

Employee Number: _____

Contact Number: _____

Date of Application: _____

2. Current Allocation and Requested Increase

Current Voice Minutes Allocation (per month): _____

Requested Voice Minutes Increase (per month): _____

Current Data Allocation (GB per month): _____

Requested Data Increase (GB per month): _____

3. Justification for Limit Increase

Please provide a detailed motivation explaining why the current voice minutes or data allocation is insufficient for effective and efficient performance of your official duties. Address how the increase will enhance job performance and benefit the municipality, as per Section 11 of the Cellphone and Data Policy.

Motivation:

4. Line Manager Recommendation

Name and Surname of Line Manager: _____

Job Title: _____

Recommendation:

Does the Line Manager support the requested increase?
Yes / No

Signature: _____

Date: _____

5. Director's Recommendation

Name and Surname of Director: _____

Directorate: _____

Recommendation:

Does the Director support the requested increase?

Yes / No

Signature: _____

Date: _____

6. Directorate Corporate Support Services Approval

Decision:

Approved / Not Approved

Approved Limits (if applicable):

Voice Minutes (per month): _____

Data (GB per month): _____

Comments (if any):

Name and Surname: _____

Signature: _____

Date: _____

7. Declaration by Applicant

I, _____ hereby declare that I have read and understood the Rustenburg Local Municipality Cellphone and Data Policy, particularly Section 11. I confirm that the requested increase in voice minutes or data limits is necessary for the effective and efficient performance of my official duties. I agree to comply with all terms and conditions of the policy, including responsible use of the allocated resources.

Signature: _____

Date: _____