



WED BY JACO & TEAM

Wedding Services & Marriage Registration
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MARRIAGE BOOKING & REGISTRATION PACK

Booking Information • DHA-30 Register Information • Service Agreement

ONE FORM - COMPLETE ONCE. Please complete every applicable field. Use full legal names exactly as they appear on your identity document or passport. If you are unsure, do not guess - contact us and we will gladly assist you. The applicable Required Documents Checklist is supplied separately.

A. PARTICULARS OF THE COUPLE

The order below follows the personal-information sequence used for the DHA-30 Marriage Register. Email addresses and preferred ceremony names are included for booking communication.

HUSBAND / GROOM		WIFE / BRIDE	
ID No. / Passport No.	Type here	ID No. / Passport No.	Type here
Date of birth	Type here	Date of birth	Type here
Nationality	Type here	Nationality	Type here
Surname	Type here	Surname	Type here
Forenames in full	Type here	Forenames in full	Type here
Previous surname	Type here	Previous surname	Type here
Marital status before this marriage	Type here	Marital status before this marriage	Type here
Place of birth - City / Town	Type here	Place of birth - City / Town	Type here
Country of birth	Type here	Country of birth	Type here
Residential address - Street	Type here	Residential address - Street	Type here
Town / Village	Type here	Town / Village	Type here
Province	Type here	Province	Type here
Postal code	Type here	Postal code	Type here
Cell / WhatsApp	Type here	Cell / WhatsApp	Type here
Email	Type here	Email	Type here
Highest education level completed	Type here	Highest education level completed	Type here
No schooling - mark if applicable	☐ Yes	No schooling - mark if applicable	☐ Yes
Current occupation / most recent occupation	Type here	Current occupation / most recent occupation	Type here
Preferred name for ceremony	Type here	Preferred name for ceremony	Type here

B. WEDDING / PRIVATE APPOINTMENT DETAILS

Date of solemnisation	Type here	Start / appointment time	Type here
Place of marriage - City / Town	Type here	Province	Type here

Service: ☐ Christian Ceremony ☐ Non-Religious Ceremony
☐ Legal Marriage Only - Private Appointment

Language: ☐ English ☐ Afrikaans ☐ Other

Other language - if selected	Specify language
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Location type: ☐ Wedding venue ☐ Church ☐ Marriage Officer's office ☐ Private residence ☐ Other agreed place

For a private appointment, the date, time and place will be arranged with the allocated Marriage Officer according to what is most convenient and practical for the couple and the Marriage Officer. The marriage may take place at the Marriage Officer's office, the couple's home, or another suitable place agreed with the Marriage Officer.

Venue / location name	Type here	Physical street address	Type here
Town / City	Type here	Province	Type here
Postal code	Type here	Venue contact person	Type here
Venue Cell / WhatsApp	Type here	Coordinator / contact	Type here
Coordinator Cell / WhatsApp	Type here	Dress code / attire	Type here

C. PARTICULARS OF THE MARRIAGE

Wife's surname after marriage - select one: ☐ Assume husband's surname ☐ Retain maiden surname
☐ Resume a surname previously used ☐ Join maiden / previous married surname with husband's surname

Surname to be recorded after marriage - wife	Enter surname		
Residential address after marriage - Street	Type here	Town	Type here
Province	Type here	Postal code	Type here

D. PARTICULARS OF WITNESSES

Two witnesses must be present and must sign the official marriage documentation. Refer to the separate Required Documents Checklist for the applicable witness requirements.

DETAIL	WITNESS 1	WITNESS 2
Identity No. / Passport No.	Type here	Type here
Surname	Type here	Type here
Forenames	Type here	Type here
Cell / WhatsApp	Type here	Type here

E. SPECIAL ARRANGEMENTS / NOTES

Ceremony requests, symbolic elements, accessibility needs, or other arrangements

WEDDING SERVICE AGREEMENT

The details in Sections A-E form part of this Agreement and are not repeated below.

1. THE PARTIES AND BOOKING DETAILS

This Agreement is entered into between Wed By Jaco & Team (the Service Provider) and the two persons identified in Section A (the Couple). The wedding or private appointment details recorded in Sections B-E form part of this Agreement.

2. SERVICES

Wed By Jaco & Team will arrange for a designated Marriage Officer to solemnise the marriage, conduct the agreed ceremony or private legal appointment, complete the prescribed marriage documentation and submit it to the Department of Home Affairs (DHA), provided that the Couple meets all legal and documentary requirements.

A standard ceremony is normally up to approximately 35 minutes and may be shorter on request. The service may be Christian, non-religious, or Legal Marriage Only - Private Appointment, as selected in Section B. Premarital counselling and other optional services are included only when separately agreed in writing.

3. FEES, PAYMENT AND CONFIRMATION

The standard marriage service fee is R2 800. A non-refundable booking and administration fee of R800 is payable within seven calendar days of the quotation or booking request, unless otherwise agreed in writing. The outstanding service fee of R2 000 and all agreed travel costs must be paid in full no later than seven calendar days before the wedding or appointment.

The booking is secured after Wed By Jaco & Team has received this completed and signed Pack and the R800 booking fee. The agreed date and time are then reserved for the Couple. Any optional service or additional cost is payable according to the written quotation or invoice.

4. TRAVEL, LOCATION AND ACCESS

No travel fee applies when the marriage takes place at the allocated Marriage Officer's office. If the Marriage Officer travels to the Couple's home, a wedding venue or another agreed place, an additional travel fee applies. It is calculated according to the distance travelled and will be confirmed in writing beforehand.

The Couple must provide accurate location details, safe and reasonable access, parking and any venue permission required. A material change to the time or place may result in revised travel costs. The Service Provider will work with the Couple to arrange a suitable Marriage Officer and practical arrangements.

5. DOCUMENTS AND LEGAL REQUIREMENTS

The Couple must provide all physical documents, identity or passport copies, passport photographs and supporting records listed in the applicable Required Documents Checklist by the stated deadlines. Where passport photographs are required, each party must provide three physical passport-size colour photographs; they cannot be supplied electronically.

The Couple must disclose each party's correct citizenship, marital status, previous marriages, immigration status and every fact relevant to lawful solemnisation and registration. Where applicable, the Couple must personally complete DHA interviews, DHA-31 declarations, Letters of No Impediment, biometric marital-status verification or other required processes.

If the Couple intends to marry out of community of property, the Ante-Nuptial Contract must be arranged and signed before the marriage through an attorney who is also a qualified Notary Public. It cannot be concluded after the marriage.

DHA requirements and practices may change or differ between offices. Wed By Jaco & Team may request further documents reasonably required for lawful solemnisation and registration. Failure to provide them may prevent or postpone the marriage and will be treated as a client-caused postponement or cancellation under clause 7 or 8.

6. HOME AFFAIRS REGISTRATION

After the marriage has been solemnised, the Marriage Officer will submit the prescribed marriage documentation to DHA. Wed By Jaco & Team cannot guarantee DHA processing times, system availability, certificate-printing dates or the actions of government officials. The Service Provider remains responsible for reasonable follow-up on its own submission but is not liable for delays caused solely by DHA or another authority, except where applicable law provides otherwise.

7. CANCELLATION BY THE COUPLE

The Couple may cancel the booking by written notice. The R800 booking and administration fee is ordinarily retained as a reasonable administration and cancellation charge because arrangements have commenced and the agreed date and time were reserved. Any cancellation charge will nevertheless be assessed fairly with regard to the Consumer Protection Act, the notice given, work already performed, expenses incurred and the reasonable opportunity to obtain another booking.

Any amount paid above a reasonable cancellation charge and proven non-recoverable costs will be refunded within a reasonable period. No cancellation fee will be imposed where prohibited by section 17(5) of the Consumer Protection Act, including where the booking cannot be honoured because of the death or hospitalisation of the person for whose benefit the booking was made. Reasonable supporting proof may be requested.

8. POSTPONEMENT OR CHANGE OF DATE, TIME OR PLACE

A postponement or change of date is treated as cancellation of the original date unless Wed By Jaco & Team agrees in writing to transfer the booking. The Service Provider will make reasonable efforts to arrange a Marriage Officer for the new date. Any transfer remains subject to the new time and place, revised travel costs and work or expenses already incurred. Approval of a transfer must be recorded in writing.

9. INCAPACITY OF THE ALLOCATED MARRIAGE OFFICER

If the allocated Marriage Officer becomes unavailable because of illness, emergency or another circumstance beyond reasonable control, Wed By Jaco & Team will make reasonable efforts to appoint a suitably qualified replacement. If no replacement can be provided, all amounts paid for services not supplied will be refunded. This does not limit any non-excludable right under South African law.

10. FORCE MAJEURE

Neither Party will be liable for failure or delay caused by events beyond reasonable control, including severe weather, natural disaster, civil unrest, epidemic, government restriction, road closure or failure of essential public systems. The Parties will first attempt in good faith to reschedule or agree on a fair alternative. Any cancellation charge or refund remains subject to applicable law and the circumstances.

11. PHOTOGRAPHERS, CHILDREN AND PETS

Wed By Jaco & Team is child-, pet- and photographer-friendly. The Couple remains responsible for venue permission, supervision, safety and preventing unreasonable disruption. The Marriage Officer will cooperate reasonably with the photographer and other service providers without compromising the legal solemnisation or agreed ceremony time.

12. PERSONAL INFORMATION, COMMUNICATION AND NOTICES

The Couple authorises Wed By Jaco & Team and the allocated Marriage Officer to collect, verify, use, store and submit personal information and documents for enquiries, booking administration, lawful solemnisation, DHA registration, payment records and related follow-up. Information may be shared only with persons or authorities reasonably necessary for those purposes, where authorised or required by law. Personal information will be handled in accordance with the Protection of Personal Information Act 4 of 2013 and retained only as reasonably or legally required.

Email and WhatsApp may be used for operational communication. The Couple must promptly notify Wed By Jaco & Team of changes to contact details, date, time, place, citizenship, marital status or documentation. Formal cancellation or postponement must be given in writing.

13. GENERAL

This Pack, the accepted written quotation and the applicable Required Documents Checklist form the full agreement between the Parties for the booked services. A change is binding only if recorded in writing and accepted by both Parties. If a provision is invalid or unenforceable, the remaining provisions continue to apply.

Nothing in this Agreement excludes or limits a right or remedy that may not lawfully be excluded under the Consumer Protection Act, POPIA or other applicable South African law. South African law applies to this Agreement.

F. DECLARATION AND ACCEPTANCE

The Couple confirms that all information supplied in this Pack is true and complete; that they have read and understood the Agreement and the applicable Required Documents Checklist; and that they had an opportunity to ask questions before accepting it. Each person signs or types their own name below.

Husband / Groom - Signature or typed name	Wife / Bride - Signature or typed name
Date	Date
Place	Place
For Wed By Jaco & Team	Date

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