MFC AUCTIONS
5 STEPS TO BUYING A VEHICLE ON AUCTION

View (Auctions)
Browse the “Auctions” and view the catalogue of available vehicles at upcoming auctions.

Sign Up
Sign up on the MFC auctions website to become a buyer so that you can participate in upcoming auctions. Here you will need to provide us with your Personal Details, Copy of ID, Proof of Residence and your Banking Details.

Register
Register for a specific upcoming auction and pay your R5000 refundable deposit so you can participate in the auction.

Participate (Watch / Join)
You welcome to "Watch" the auction or once you have registered for the auction and your deposit payment has been confirmed you may “Join” the live auction on the actual day. Here you will be able to place bids for the vehicle/s you would like to purchase.

Checkout (My Basket)
After you have made your purchase/s or the auction is concluded, you will proceed to check out. You will click on ‘My Basket’, create your proforma invoice, make your EFT payment for the full amount due and come collect your vehicle/s that you have purchased.

For more details read the rest of this guide on how the online auction process works. Should you still need HELP contact the MFC Auction Call Centre on 011 879 9321
View Upcoming Auctions and Catalogue of Vehicles

This page is the website's control page. Most actions happen from this page. From here you will view available cars on the upcoming auction for a specific date.

View Catalogue of Vehicles

MFC Auction House auction on Wednesday, 23 November, 2016 at 3:00 PM

2013 HONDA Freed 1.6 PM I-VTEC

2016 BMW 320i COUPE EXCL (E92)

2009 BMW 320i COUPE EXCL (E92)
Found what you looking for? First Sign up and Login

Sign Up
In order to sign up you will need a few documents. Please ensure you have scanned and saved the following documents to your computer: A copy of your ID, Proof of Residence, Proof of Banking Details and have an amount of R5000 available in your bank account in order to pay the deposit should you wish to register and participate in a live auction.

Min Conditional Requirements to Bid

Deposit Slip
Proof of Payment of Payment of a R5000 deposit is required if you want to participate in an auction.

ID Doc
Copy of SA Identity Document or Passport.

Proof of Residence
Proof of residence in the form of a utility bill with your physical address on.

Banking Details
Stamped Proof of banking details.
Sign Up Process

1. Click on the Sign Up button on the top right hand side of your screen.

2. Proceed to complete all the required fields by providing your:
   • Name and surname
   • ID number
   • Choose a Login in password. Password needs to be at least 8 characters and contain an uppercase, lower case and numeric character. E.g. Pass1234 **NB! Important Notice:** It is important that you read and accept the Terms and Conditions before continuing to sign up. Should you not agree with the T&C’s, please do not continue.

3. Continue capturing your personal information:
   • Bank Details
   • Physical address
   • And contact info

4. Upload a PDF, JPG or PNG copy of the following documents
   1) ID document / passport
   2) Proof of residential address in the form of a Utility bill
   3) Proof of bank details

Scroll to the back of the document for:

1. **Auction Terminology (Glossary of Terms)**
2. **MFC Auction Terms and Conditions**
## Personal details

### Personal

- **Title:** Mr.
- **First name:** Bob
- **Initials:** B
- **Surname:** Bills
- **South African identity number:** 74111509025085
- **Proof of identification:** Identification Document

### Please add your banking details:

- **Bank name:** Required
- **Account holder name:** Required
- **Account number:** Required
- **Branch name:** Required
- **Branch code:** Required

### Please upload the following documents (a maximum of 4MB allowed per file uploaded):

- **Proof of identification**
- **Proof of address**
- **Banking details (optional)**

Your documents must be verified by MFC Auction House before any vehicles will be released.

### Race / Ethnic group:

- **Required**

### Gender:

- **Male**

### Address

- **Complex name and unit number:**
- **Street number:**
- **Street name:**
- **Suburb:**
- **Town:**
- **Postal code:**
- **Province:** Required

## Contact

- **Cellphone number:** Required
- **Work telephone number:**
- **E-mail address:** kamtigger60@gmail.com
Sign Up / Registration Confirmation

After saving the information you will receive an email. (See Below) Please click on the link in the email to confirm your account. You can now proceed to login.

Example of email sent to you to confirm your account.

Account Confirmation

Thank you for registering on our website.

Click here to confirm your account. Alternatively, please copy and paste the link below into your browser to access the website.

https://mfcstaging.invil.com/Website/register/email-verification?VerificationCode=6221D1FVd952m unearth8A2

If you are having problems registering on our website, please contact our Call Centre on 011 879 9321.

Do not reply to this email.

Please send e-mail enquiries to info@mfc.co.za or call us on 011 879 9321.

Kind Regards,
MFC

Registration

Your account has been confirmed. Please log in to continue.
Logged in / Register Now

On logging in you will be presented with the below Auctions screen. A pop up will appear reminding you to pay a deposit should you wish to join an auction. You may obtain a payment reference number either by clicking on Register (Option 1) or you may generate a payment advice by navigating to My Deposits under My Account (Option 2).

To Watch an Auction

To watch an Auction you do not need to register or pay a deposit. Just click on “Watch” on the day of the auction and view the proceedings. Please note that you will not be able to join the auction and bid for a vehicle until you have registered by paying your deposit.
Click on Register and the screen below will open up. This screen will provide you a Payment reference number and bank account details.

Please make your payment by EFT or at your nearest Nedbank branch.

Payment should be made to the below bank account using the following reference and amount:

- **Reference:** PA6684 (Example Only)
- **Amount:** R 5 000,00
- **Accountholder:** MFC
- **Bank:** Nedbank
- **Branch code:** 196005
- **Account number:** 1957408375
- **Reference:** PAXXXX
Using the incorrect details will delay the process.

**Make your payment and then navigate to “My Account” to “My Deposits” and upload your proof of payment**

An email notification will be sent to your registered email address once the payment has been received and matched to your account.

When you click next you will be taken to the deposit section of My Account.

Here you will be able to print the PA reference number page out if you require the information when making a payment at a Nedbank Branch.
Pay your Deposit via EFT or at the Nearest Nedbank Branch

Use the links below to access your banks internet banking.

- **ABSA**
  https://ib.absa.co.za/absa-online/login.jsp

- **Capitec**
  https://direct.capitecbank.co.za/ibank/

- **FNB**
  https://www.fnb.co.za/index.html

- **Nedbank**
  https://netbank.nedsecure.co.za/

- **Standard Bank**
  https://experience.standardbank.co.za/#/login

**EFT Payments**

When making an EFT payment or cash payment at a Nedbank branch, use the banking details below.

Please capture the 6 character PA number, as provided in the Auction Registration Screen, as your Payment reference.

**Bank:** Nedbank

**Branch Code:** 196005

**Account Holder:** MFC Auction House

**Account Number:** 1957 408 375

**Beneficiary Reference (Example only):** PA6683 (MFC Auction House PA number)
Upload your Proof of Payment of Deposit (in My Account)

My Account

My active deposits

You don't have any active deposits.

My deposit history

My active payment advices

Upload your proof of payment to ensure that your deposit is confirmed as soon as possible.

Upload proof of payment

Proof of Payment: Browse...

Close  Upload

NOTE: Once you have uploaded your proof of payment, please wait for the confirmation email from MFC Auction House confirming the receipt of your deposit. After receiving confirmation, you will then be able to participate in the auction. Click here to join auction.
Deposit Payment confirmation email
On receipt of the email below you can proceed to “Login” in again and join the auction on the day.

When you log back in and click on “Register” on the day of the auction you will see the following screens.

You will need to confirm acceptance of the Terms and Conditions again before you can join the auction.
At this point you will get your Buyer Number.

You can now “Participate” in / “Join” the Auction. Click Next to Join the Auction

Option 2 – Click on My Account – My Deposits

The other way is to click on “Create Payment advice for Deposit”. This will generate the unique payment reference number. Follow the same steps as in option 1 above to make your payment.
Participate / Join
Click on ‘Join’ under actions on Auctions. This will take you to the live auction.

Placing Bids

1. When the auction starts the lot number, vehicle and images of the vehicle are displayed on the screen. The auctioneer will open the bidding and start the auction off at a certain price. He will also set the Bid Increment (e.g. R1000).
2. You will bid by clicking on ‘Place Bid’ in the middle of the screen. Messages will be displayed below this informing you if you have won the lot or if you have been outbid etc.
3. You will be able to see the last bid made at the top of the ‘Bid history’ block on the right of your screen.
Checkout (My Basket)

On Conclusion of the auction or when you have made your purchase you will be required to checkout and create a proforma invoice in order to get a payment reference number so you can make your payment for the vehicle/s you have purchased.

1. **Select the legal Entity** – Choose Self or Company Name to be invoiced.
2. **Available lots** – Select the lots and vehicles you wish to place on a proforma invoice and click Allocate.
   - If you do not allocate all the vehicles to one proforma because you wish to invoice a different legal entity for some of the vehicles, you will need to create another proforma when you have completed the first one.
3. **Deposits Available** – You can keep or offset the deposit. Select the deposit you wish to allocate to the proforma invoice and click allocate.
   - If you allocate the deposit to the proforma, the invoice amount is reduced by the deposit amount. This saves you from having to request a refund later.
   - If you don't allocate the deposit to the proforma, the deposit can be used as a deposit for the next upcoming auction or a refund can be requested.
4. **Generate Proforma** – Clicking on Generate Proforma produces a proforma invoice with all the relevant details on for you to make your payment for the vehicle/s you have purchased. You will need to check that the details on the proforma are correct before you save the proforma and make payment. Add take note of commission, fees and vat
5. **Checkout** – On checkout proceed to your banks internet banking or go to the nearest Nedbank branch to make the payment for the full amount owing on the proforma. Please ensure you capture the beneficiary reference number as is stated on the proforma.
6. You can now go collect your vehicle/s. See screen shot on following page.
My Basket / Proforma Generator (Read Steps 1 to 6 above for instructions)

You can check your Proforma by going to My Account – My Invoices and use the details on the Proforma to make your payment for your purchases.

Note: Invoices will show when you have made your final payment and it has been processed by the MFC auction House. You may now proceed to collect your vehicle/s.
Collection of Vehicle/s

Payment of your Purchase/s

Please make your **full payment within 2 working days of the auction**, for the full amount due, using the unique reference and bank details above. Only capture the unique reference in the beneficiary (MFC Auction House) reference details.

Collection of Vehicle/s

All vehicles must be paid for and collected within 2 working days from the MFC Auction House. **Payment must reflect in the MFC bank account before any vehicle may be released.** The auction house is not open on weekends, public holidays or on auction days for collection of vehicles.

Please bring the following documents when collecting your vehicle(s).

- South African ID or Traffic Register and valid Passport
- Proof of payment

If you are sending someone to collect the vehicle(s), keys and registration papers on your behalf, please send a letter authorising MFC Auction House to do so.

Please ensure the letter stipulates the following information:

- Name and Surname
- ID Number (Must present his/her ID on collection)

Vehicle Licence and Registration

Please note: That all vehicles **must be licenced and registered in your name within 21 days from date of sale.**
**My Account**

Under “My Account” you will be able to manage your Profile, subscribe to emails notifications about the auctions or specific vehicles, view your invoices, manage your deposits, manage your password and control your companies' details.

**Refund process**

The refund process is managed from “My Account” – “My Deposits”.

Next the deposit you wish refunded you will click on “Refund”.

Your bank details will be displayed.

Confirm the details are correct and click on "Request Refund".
A screen will then be displayed telling you that your refund request has been received and will be processed as soon as possible. Normally takes 3 working days.
Why you cannot request a Refund

If you cannot request a refund it will be for the following reasons:

This deposit cannot be refunded due to one of the following reasons:

- The current auction has not yet been concluded.
- Or the deposit has been allocated to a proforma invoice.
- Or there are outstanding proforma invoices that need to be settled.
- Or you have registered for an upcoming auction and a deposit is required.

Auction Terminology (Glossary of Terms)

'As Is' / 'Voetstoots':
Also known as "as is, where is" and "in its present condition." Typically, this is a sign that no return privileges will be granted.
Auction:
A method of selling vehicles in a public forum through open and competitive bidding. Also referred to as: public auction, auction sale or sale.

Auctioneer:
The person whom the seller engages to direct, conduct, or be responsible for a sale by auction. This person may or may not actually "call" or "cry" the auction. The person who actually "calls," "cries" or "auctions" the vehicles at an auction, recognizing bidders and acknowledging the highest bidder. Commonly known as the auctioneer.

Auction Block:
The podium or raised platform where the auctioneer stands while conducting the auction. "Placing (an item) on the auction block" means to sell something at auction.

Bid:
A prospective buyer's indication or offer of a price he/she will pay to purchase vehicle at auction. Bids are usually in standardized increments established by the auctioneer.

Bid History:
A historical list of all the bids made on a particular auction during or after the auction.

Bid Increments:
The standardized amount a vehicle increases in price after each new bid. The auctioneer sets the increment, which rises according to the present high bid value of an item.

Bidder (Paddle) Number / Buyers Card:
The buyer number issued to each person who registers at an auction.

Buyer’s Commission:
An additional service charge, for which the buyer is responsible, will be added to the price of sold items. If so, this will be indicated on the item page.

Bid Tracker:
The person employed by the principal auctioneer or auction firm to record what is sold, to whom and for what price.

Catalogue or Brochure:
A publication advertising and describing the vehicle/s available for sale at public auction, often including photographs, vehicle descriptions and the terms and conditions of the sale.

Competing bid:
During a sale, the auctioneer may be accepting competing bids for a vehicle from various sources; these include (but are not limited to):

- bids from the MFC Auction House audience
- the MFC online auction platform
Hammer Price:
Price established by the last bidder and acknowledged by the auctioneer before dropping the hammer or gavel to indicate a sale is completed. The Hammer price excludes VAT, commission, Dekra and documentation fees.

Lot:
A vehicle for sale in an auction, lots are normally denoted by a "lot" number.

Online/Virtual Auction:
An auction that is for online bidders only and is conducted at the same time as the traditional live audience.

On-site Auction:
An auction conducted at MFC Auction House.

On-site Bidder:
A bidder who is physically participating at the auction venue.

Outbid:
To submit a maximum bid that is higher than another buyer's maximum bid.

Preview / Viewing Day:
Specified date and time vehicles are available for prospective buyers to view the vehicles that are for sale prior to the auction day.

Proforma:
A proforma invoice is a preliminary bill of sale presented to buyers for vehicle purchased for the buyer to initiate payment. Typically, it gives a description of the purchased goods and notes the cost along with other important information.

Reserve or Reserve Price:
The minimum price that a seller is willing to accept for an item to be sold at auction. This amount is never formally disclosed.

SMS Alerts:
Alerts sent via text message to your mobile device to provide you a onetime pin to complete your online registration.

Starting Price:
The likely starting bid for a given lot, set by the Auctioneer.

STC:
Each lot put on auction will be deemed to be a separate lot, unless there is clear, documented evidence to the contrary. If applicable, the auctioneer will announce that the lot is auctioned "subject to confirmation" or “STC” prior to auctioning that lot. STC means that there is a reserve price on the vehicle or a min amount that the vehicle must sell for.

Traditional Auction:
An auction that is conducted in front of a live audience at a physical location where the items for sale are located.
MFC Auction Terms and Conditions
Please refer to our Terms and Conditions online.

Should you have any further enquiries or questions, please contact the MFC Auction House on (011) 879 9321