



COVID19 TERS: EASY APPLICATION GUIDE

1. BACKGROUND AND APPLICATION PROCEDURE

The Minister of Employment and Labour, Hon T W Nxesi, on 25 March 2020 issued a COVID 19 Temporary Employer-Employee Relief Scheme (COVID 19) Directive in terms of the National Disaster Regulation.

On 06 April 2020 that Directive was amended to provide more clarity on how the application and payment process for the relief scheme shall work. The **Original and Amended Directive** are respectively marked “1” and “2” in this Guide Template.

The Directive provides that the application for the benefit must be in terms of a set procedure. The application procedure is that Employers, Bargaining Councils or Council and affected employees can apply for the benefit in terms of set out hereunder or as may be approved, in writing, from time to time.

Employers, Bargaining Councils or Council (Applicant (s)) apply as a mechanism to speed the payment to employees in their sphere or sector.

Employees may apply themselves **if and when** their employer / Bargaining Council / Council have not applied on their behalf.

1.1 MEMORANDUMS OF AGREEMENT (MOA'S)

To this end, through NEDLAC, relevant Memorandums of Agreement (**MOAs**) templates have been developed to govern the application and **upon approval thereof by UIF**, payment of the benefits.

These MOA's are marked **MOA A, B, C** and D in this Guide Template:

- MOA “**A**” must be used when applying as an Employer
- MOA “**B**” when applying as a Bargaining Council or body that **can** make the payment itself to the employees of the employers.
- MOA “**C**” is for application by a Bargaining Council or Body that **cannot** itself pay the benefits directly to employees.
- MOA “**D**” is for use by an Council that shall just help its members submit the application correctly hereafter the UIF and the Employer concerned carry out the obligations each has in terms of MOA “A”.

1.2 APPLICATION TEMPLATE

Applicants (Employer (s), Bargaining Council (s) or such Bodies) must fill the **Legal Undertaking** document marked Annexure “A1”.

A1 stand for the **letter of Authority** referred to in the Directive.

1.3 STATUS OF MOAS AND FORM

For efficiency and speed of process to contracting, the Memorandum of Agreements (MOAs), are pre-signed by and for the UIF. The MOAs, is the application. The MOA's becomes an agreement once the Applicant receives letter A3 from UIF that the application has met all the requirements and has been **approved**. Upon such approval, the UIF shall send each applicant a confirmation letter in form of “**Approval letter** template **marked “A3”** herein. The Applicant, except an individual employee, must sign acceptance of that approval (Letter A4) and send it back to UIF. Upon receipt of the Applicant's acceptance A4 letter, then and only then, the MOA has a contractual or agreement status in terms of clause 4 thereof.

2. APPLICATION STEPS

An on –line process has being developed, please refer to the on –line guide document to lodge a claim.

3. ENQUIRIES

The enquiries contact number is **012 337 1997 / 0800030007**

Yours Sincerely

TS Maruping

Unemployment Insurance Fund Commissioner