



THE UNITING  
PRESBYTERIAN  
CHURCH  
IN SOUTHERN  
AFRICA

28<sup>th</sup> April 2020

**TO ALL MODERATORS, SESSION CLERKS, PRESBYTERY AND CONGREGATIONAL TREASURERS AND ADMINISTRATORS**

## **FINANCE UPDATE** **PENSION AND MEDICAL AID**

THANK YOU TO EVERYONE who responded to our call last month regarding Medical Aid Contributions and Pension Fund Contributions.

We managed to get all the contributions in on time, for both Medical Aid and Pension Fund and to pay them across timeously without incurring any interest of late payments.

Thank you and well done to everyone! This has shown us that in times of trouble, we CAN, and we WILL pull together as a team and do the RIGHT thing.

As you are aware, we are still in lock-down, and **this same issue will surface again in the next 7 days when the April Medical Aid and Pension Fund Contributions are due.**

**Again, please try if at all possible to ensure the Medical Aid Contributions and Pension Fund contributions are paid into the Central Office Bank Account timeously,** to once again, avoid late payment interest, and not having cover in place for your Minister and / or employees.

As per the previous mail sent out this week, **if you are unable to pay these contributions please liaise with us timeously (same people as last letter listed below) and communicate via email so that we can try and come out with a plan of action with the Presbyteries concerned.**

The General Secretary – Rev. L. Mpetsheni – [Impetsheni@upsa.org.za](mailto:Impetsheni@upsa.org.za)

The General Treasurer – Mr. R Johnson – [ryan.j@live.co.za](mailto:ryan.j@live.co.za)

The Chief Financial Officer – Rev. M. Jita – [finance@presbyterian.org.za](mailto:finance@presbyterian.org.za)

The Accountant – Ms. B. Mahlangu – [accounts@presbyterian.org.za](mailto:accounts@presbyterian.org.za)

The Chairman - Pension Fund – Mr. Allan Wentzel – [allan@cdtrust.co.za](mailto:allan@cdtrust.co.za)

The Pension Fund Principal Officer – Mr Morne Olivier – [morne@seshego.co.za](mailto:morne@seshego.co.za) and Petrus Theron – [petrus@seshego.co.za](mailto:petrus@seshego.co.za)

# **REDUCED SALARIES / WAGES / STIPENDS**

As mentioned previously, we are well-aware that all businesses, churches, congregations and individuals are battling financially during this time. Many companies (and maybe churches / congregations) have forced staff to take their leave now, or have offered a reduced, or have received no salary at all, based on affordability. The government has implemented some measures to try and assist employees where they have received no salaries or are working reduced working hours and as such, the Department of Labour has updated their U-filing (Unemployment Insurance Fund website) to include Reduced Working Hours.

For those congregations who have their SARS and Labour registrations up to date, you may submit a claim for relief. If your tax and labour affairs are not up to date as a congregation, sadly the Department will reject your application.

Should this be applicable to you and you wish to claim, please read the following:

## **HOW TO REGISTER ON-LINE:**

1. Log into [www.ufiling.co.za](http://www.ufiling.co.za) → Click on "Register" → Complete required steps / information. An sms/ email, depending on their preferred method of communication. They must click on the link provided to activate the account.
2. Use temporary username and password as provided in sms / email to log in.
3. Once logged in, password must be changed.
4. Vetting process must be completed by individual
5. If passed, personal information must be changed / updated online.

## **HOW TO APPLY FOR BENEFITS ON-LINE:**

1. Click on "Benefit Application and Payments" → Click on "Apply for Benefits"
2. Accept Terms and Conditions → Click on "Next"
3. Verify Banking details → Click on "Next" OR Click on "Banking details incorrect"
4. To update new banking details: Complete attached UI2.8 and email to [Online.BCP@labour.gov.za](mailto:Online.BCP@labour.gov.za) or fax to email to 0864397297 (Ensure to Request Change of Banking details)
5. Confirm or update your personal details (including physical and postal address) → Click on "Next"
6. Complete information related to Occupation and Qualification → Click on "Next"
7. Update "work seeker" information → Click on "submit"

Your application will be sent to UIF.

A confirmation message will be received that application was successful.

**PLEASE NOTE YOU CANNOT CLAIM UIF IF YOU HAVE NEVER REGISTERED FOR UIF AND PAID CONTRIBUTIONS**

**CLAIMING FOR REDUCED WORKING HOURS:**

1. Click on "Unemployment Benefit"
2. Use Cover sheet "OTHER" to scan
  - UI19 (Reason for Termination – CODE 17 Reduced Working Hours) (Two have been attached as spacing on the one could be problematic)
  - UI2.7,
  - Letter from employer confirming shutdown and
  - ID document

Or email the above to Online.BCP@labour.gov.za or fax to email: 0864397297 (SUBJECT LINE FOR SCAN OR EMAIL MUST BE: Case number or ID number)

3. Applicant will be advised of outcome of claim via sms or email.
4. If approved → Applicant must submit a request for payment → Complete "Continuation of Payment (COP) (UI6A)

We have attached all the manual forms as well for your convenience, however the UI2.1, 2.8 and Continuation of Payment forms should be online. Please

There are a few obligations on the EMPLOYER (congregation) as well should you wish to claim.

Employers may claim from the Covid-19 Temporary employee/Employer relief Scheme, the cost of salaries during the closure of business operations.

They may claim a maximum amount of R 17 712.00 per month, per employee in terms of the income replacement rate sliding scale (38% to 60%) as provided for in the UIF Act.

Should the employee's income determined in terms of the income replacement sliding scale fall below the minimum wage of the sector concerned, a replacement income equal to a minimum wage of the concerned sector, will be paid. The fund is de-linked from the UIF normal benefits, therefore the required accumulation of credit formula (1 day for every 4 days worked and the maximum of 365 days for every 4 years), will not apply.

**QUALIFYING REQUIREMENTS:**

In order to qualify, the employer must:

- have closed the business as a direct result of the Covid-19 pandemic in order to enforce the lockdown regulations and suffer financial distress.
- be registered with the UIF.
- comply with the application procedure of the scheme.

The employer (congregation must also do the following if they wish to claim):

- Report Closure of business

The Employers must report the closure of the business to the Department of Employment and Labour at the following email address: Covid19ters@labour.gov.za.

This is done in writing on official company letterhead with the following suggested wording:

"We (company name) hereby wish to inform you that we have closed our business as a direct cause of the Covid-9 pandemic in order to enforce the lockdown regulations. As a result of the pandemic we have fallen under serious financial distress and will therefore not be able to pay any remuneration to our employees during this period of the lockdown, and thereafter until we have recovered financially.

We wish to claim benefits from the Covid-19 Temporary employee/Employer relief Scheme as promulgated by the Minister of Employment and Labour in GG 43161 dated 26 March 2020."

Once this letter has been submitted, the employer will receive an automatic response, which will outline the application process and they will be required to furnish the UIF with particular documents.

- Open a Covid-19 UIF bank account

The employer must open a bank account separate from the company bank account dedicated to receive and pay received funds from UIF to employees. Obtain confirmation of bank account details in the form of certified latest bank statement.

- Draft a "letter of Authority"

The Managing Director/CEO of the company must draft a "Letter of authority" on an official company letterhead, in which he/she appoints and authorise a specific employee or official with the powers to submit and administer the claim/application. The letter should contain the following:

" I \_\_\_\_\_, the Managing Director / Chief Executive Officer of \_\_\_\_\_ ( company name), hereby appoint and authorise \_\_\_\_\_ (name of employee/Official) to apply for benefits from the Covid-19 Temporary employee/Employer relief Scheme as promulgated by the Minister of Employment and Labour in GG 43161 dated 26 March 2020."

- Receive and study documentation received from the Department of Labour.

If you are in doubt or require assistance with the above, please call the UIF Department directly. <http://www.labour.gov.za/Contacts/Pages/Contacts-UIF.aspx>

## UIF Pretoria

**Operating Hours:** 07:30 to 16:00, Monday to Friday.  
**Telephone Number(s):** 012 337 1700 (Switchboard), 012 337 1680 (Call Centre)  
0800 843 843/0800 UIF UIF (Call Centre)  
**Fax Number(s):** 086 713 3000  
**Street Address:** UIF Building  
230 Lillian Ngoyi Street, Absa Towers, Pretoria Central  
**Postal Address:** The UIF, Pretoria, 0052  
**Email Address:** [webmaster2@labour.gov.za](mailto:webmaster2@labour.gov.za) or [uifcomplaints@labour.gov.za](mailto:uifcomplaints@labour.gov.za) or [GautengPO@labour.gov.za](mailto:GautengPO@labour.gov.za)

## CONCLUSION

Please treat this communication as urgent and assist us as much as possible. **Please do not place you or your family's health and well-being at risk for failing to pay contributions over in time.**

Please share this communication with as many colleagues and Ministers as possible to ensure we reach as many people as possible to limit the risk our members are at.

**Please also make use of the facilities offered by the Government if these are applicable to you.** The Executive Leadership of the UPCSA and the Finance Committee will continue to monitor the situation and provide financial oversight, leadership and guidance to All Presbyteries and Congregations where we feel something may be of interest or be applicable to you.

Sincerely



Ryan Johnson  
**GENERAL TREASURER**  
**On behalf of the Finance Committee of the General Assembly**