



COVID-19 TERS FUND VIA UIF
TOOLKIT

NEASA

COVID-19 TERS - TAKE NOTE



COVID-19 TERS replaced the National Disaster Benefits previously published by the UIF.



The Department of Employment and Labour has to some extent finalised the application process for the TERS Fund.



Where a bargaining council has entered into an MOA with the UIF and where such agreement has been extended, the employer should apply for TERS funding through the respective bargaining council and not through the DEL.



Companies who operate as essential services may, due to part-closure, claim for any employees negatively impacted either by loss of income (total or partial) or reduced working hours.



The Department of Employment and Labour has created an online system which allows for COVID-19 TERS applications. A how-to-guide is included in this toolkit.

IMPORTANT INFORMATION

Take note that the following regulations have either changed or have been finalised by the Department of Employment and Labour;

UNCERTAIN / PREVIOUS

FINALISED / NOW

MOA applicable to all employers



According to the latest auto response from the Department of Employment and Labour, employers with 10 or less employees need not sign an MOA as the UIF will pay the employees directly. However, these employers are advised to follow the instructions received on their particular auto response from the DEL or the prompts from the online system.

A company must, amidst other qualification criteria, suffer financial distress to qualify for the TERS-benefit



The requirement that a company must suffer financial distress has been *removed*.

IMPORTANT INFORMATION

Take note that the following regulations have either changed or have been finalised by the Department of Employment and Labour;

UNCERTAIN / PREVIOUS

FINALISED / NOW

The amount of R17,712



The salary to be taken into account in calculating the benefits will be capped at a maximum amount of R17,712 per month per employee, and an employee will be paid in terms of the income replacement rate sliding scale (38%-60%) as provided for in the UI Act.

The amount of R3,500



Should an employee's income determined in terms of the income replacement sliding scale fall below R3,500, the employee will be paid a replacement income equal to that amount.

IMPORTANT INFORMATION

Take note that the following regulations have either changed or have been finalised by the Department of Employment and Labour;

UNCERTAIN / PREVIOUS

FINALISED / NOW

What must be completed on the MOA?



- Fill in the company name on page 1.
- Initial each page.
- Sign in full at the end.

"Letter of Authority" required as one of the documents in the application



- There is a new form that is required to be signed by the employer / their designated representative.
- This will be provided by the UIF's automatic response e-mail.
- The content thereof should be copied on the company letterhead.

IMPORTANT INFORMATION

Take note that the following regulations have either changed or have been finalised by the Department of Employment and Labour;

UNCERTAIN / PREVIOUS

FINALISED / NOW

Opening a special bank account



The opening of a special account is only applicable to bargaining councils as they represent multiple employers.

Application for the TERS Fund if the employer belongs to a bargaining council



- This position entails that where a bargaining council has entered into an MOA with the UIF, the employer will apply for the TERS Fund through the respective bargaining councils and not through the DEL.
- To date, this only finds application to the clothing and textile bargaining council.

IMPORTANT INFORMATION

Take note that the following regulations have either changed or have been finalised by the Department of Employment and Labour;

UNCERTAIN / PREVIOUS

FINALISED / NOW

UI Reference numbers



- The UI Reference number required by the Department of Employment and Labour is the company's U-filing employer reference and not the U-number issued by SARS.
- The UI Reference number can be found either on the UIF registration form or an issued UI19 form. Alternatively, the UI Reference number can also be found on the company information page within the Payroll system, should it be captured there.

IMPORTANT INFORMATION

Take note that the following regulations have either changed or have been finalised by the Department of Employment and Labour;

UNCERTAIN / PREVIOUS

FINALISED / NOW

The period of submission



Against the backdrop of the two lockdown periods being from 27 of March to 16 April and from 17 April to 30 April 2020, it seems as if the Department of Employment and Labour will deal with the application for the TERS fund as two separate applications.

Foreign nationals with no ID number



Changes have been made to the required documentation to allow for the entering of a Passport number or an ID number.

QUALIFICATION CRITERIA

In order to be eligible to access the COVID-19 Temporary Relief Scheme, the following criteria apply:

CLOSURE OF OPERATIONS

The employer's operations must be closed (or partially closed), for a period of up to a maximum of three (3) months as a direct result of the COVID-19 pandemic.

CONDITIONS

- Company must be registered with UIF;
- Closure must be directly linked to COVID-19;
- Agree to MOA terms with UIF (more than 10 employess);
- Comply with application procedure for financial relief scheme.

Spreadsheet data:

- The Minimum wage that will be used to determine minimum payment to employees is R3,500 per month.
- Leave income refers to the salary paid during lockdown/shutdown period if applicable. (There could be R0 earned).
- The "termination date" should be left blank.

APPLICATION PROCESS (1/2)

- 1 Employers must report their closure to Covid19ters@labour.gov.za upon which they will receive an automatic reply which outlines the application process. *(Alternatively, application can be made via the online-process).*



- 2 E-mail the application and documents to Covid19claims@labour.gov.za. *(Alternatively, submit the required documentation via the online-process).* - See list of documents required on page 11.



- 3 The UIF will download the completed template to process the claim -
 - Calculation of benefits amount according to Income Replacement Rate sliding scale (38% - 60%).
 - Benefits calculated on maximum capped salary of R17,712.
 - No less than R3,500 payable per employee.

APPLICATION PROCESS (2/2)

4 Employer with more than 10 employees

A The UIF will provide the employer with the amount to be paid to employees.



5 The UIF will deposit the total amount into the nominated bank account of the employer.

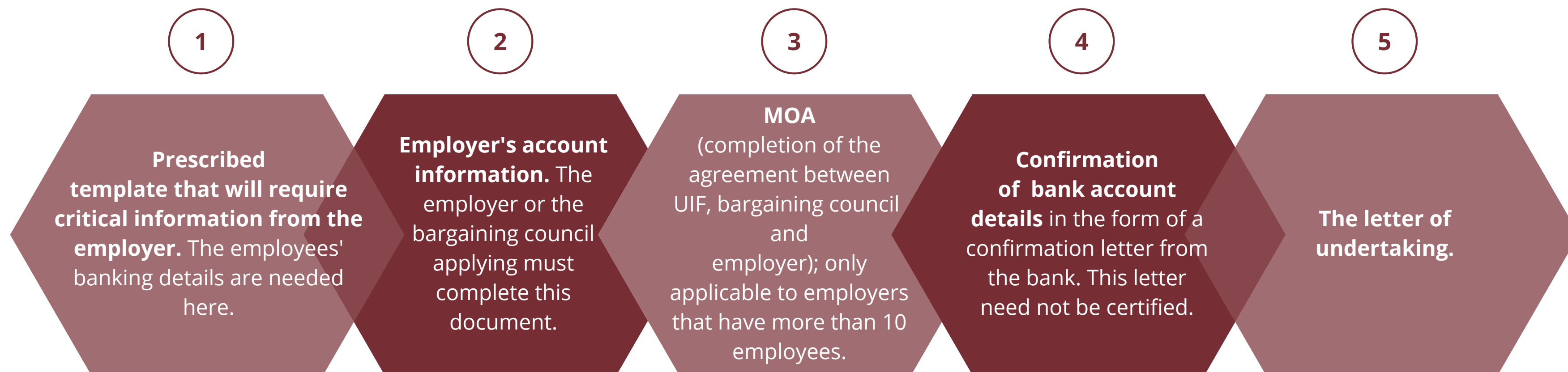
6 Employer pays employees into their bank accounts.

4 Employer with 10 employees or less

B UIF will pay employees directly into their nominated bank accounts.
With the exception of a need to complete an MOA, the application process is the same.

DOCUMENTATION REQUIRED

The following documentation should either be sent via email to Covid19claims@labour.gov.za or submitted via the online-process.



E-MAIL APPLICATION 2/4

The following documentation should be sent to Covid19claims@labour.gov.za

2

EMPLOYER ACCOUNT INFORMATION

- The employer or bargaining council applying must complete this attachment.
- Proof of employees' remuneration by means of 3 months payroll.
- Confirmation of the employer's bank account in the form of a bank confirmation letter which need not be certified.
- The template is attached to the automatic response received from the Department of Employment and Labour and marked as **attachment 4**.
- The template is titled **4 Copy of Employers_Account_Information.xlsx**
- A screenshot of the template is displayed to the right of this information box.

Uif Reference Number **	Trade Name**	Address**
** All Fields are Mandatory		
Branch Code must be 6 Digit. If its 5 digit add leading 0 to make it 6 digit		
Populate Account Type with Values 1, 2 or 3 corresponding to the account type		

E-MAIL APPLICATION 3/4

The following documentation should be sent to Covid19claims@labour.gov.za

3

MEMORANDUM OF AGREEMENT (MOA)

- The MOA will set out the terms and conditions relating to the participation in the COVID-19 TERS Fund.
- The employer must confirm the agreement electronically.
- Take note that the MOA only finds application to employers who employ more than 10 employees.
- The correct MOA must be completed based on your role in the process;
- The automatic response from the Department of Employment and Labour provides four (4) types of Agreements;
 - Employer - **attachment 5**
 - Bargaining council that can pay the benefits directly to employees - **attachment 6**
 - Bargaining council that cannot pay employees directly - **attachment 7**
 - Tourism or Mineral council - **attachment 8**



MEMORANDUM OF AGREEMENT

between

UNEMPLOYMENT INSURANCE FUND

and

E-MAIL APPLICATION 4/4

The following documentation should be sent to Covid19claims@labour.gov.za

4

BANK CONFIRMATION LETTER

Confirmation of the employer's bank account in the form of a bank confirmation letter which need not be certified.

5

LETTER OF UNDERTAKING

- A letter from the CEO / equivalent is needed to indicate that permission has been granted to an individual to lodge a claim on behalf of the company.
- The template is attached to the automated response received from the Department of Employment and Labour and marked as **attachment 9**.
- The template is titled **9 Undertaking Letter COVID19 TERS.docx**
- A screenshot of the template is displayed to the right of this information box.



UNEMPLOYMENT INSURANCE FUND

LEGAL UNDERTAKING – FORM A4

APPLICATION FORM FOR COVID-19 TERS IN TERMS OF DIRECTIVE BY MINISTER OF EMPLOYMENT AND LABOUR, PUBLISHED ON 26 MARCH 2020, GOVERNMENT GAZETTE NUMBER 43161

(to be signed by an authorised signatory of the employer/bargaining council or such body but not by an agent, in letterhead)

1. I [insert name of nominated employer representative] duly authorised on behalf of [insert name of Company, Bargaining Council or such Body and registration number²] hereby declare:

1.1. That I have read and understood the contents of this FORM and all UIF Requirements for the COVID-19 TERS application procedure in documents "Easy Application Guide", "MOA" and Approval Letter "A3".

1.2. I understand that merely submitting this legal undertaking and all supporting documents including the MOA does not automatically mean that my application has been approved and there is a binding contract between my company/organisation and the UIF /Department of Employment and Labour.

1.3. In short, I understand and accept that notwithstanding the signature for and on behalf of the UIF in the MOA I submit with my application and the date of the last signing party to this MOA, the Agreement will come into effect after the submission of all required documents by me and upon receiving approval letter "A3" and receipt by UIF of my acceptance of such approval. Put differently, upon acceptance, UIF shall dispatch confirmation of acceptance of the application to me, which upon my acceptance, in writing (in letter A4), and received by UIF, renders this MOA of legal force and effect and thereafter it commences to be a legally binding agreement in law



ONLINE APPLICATION 1/7

The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

1



2

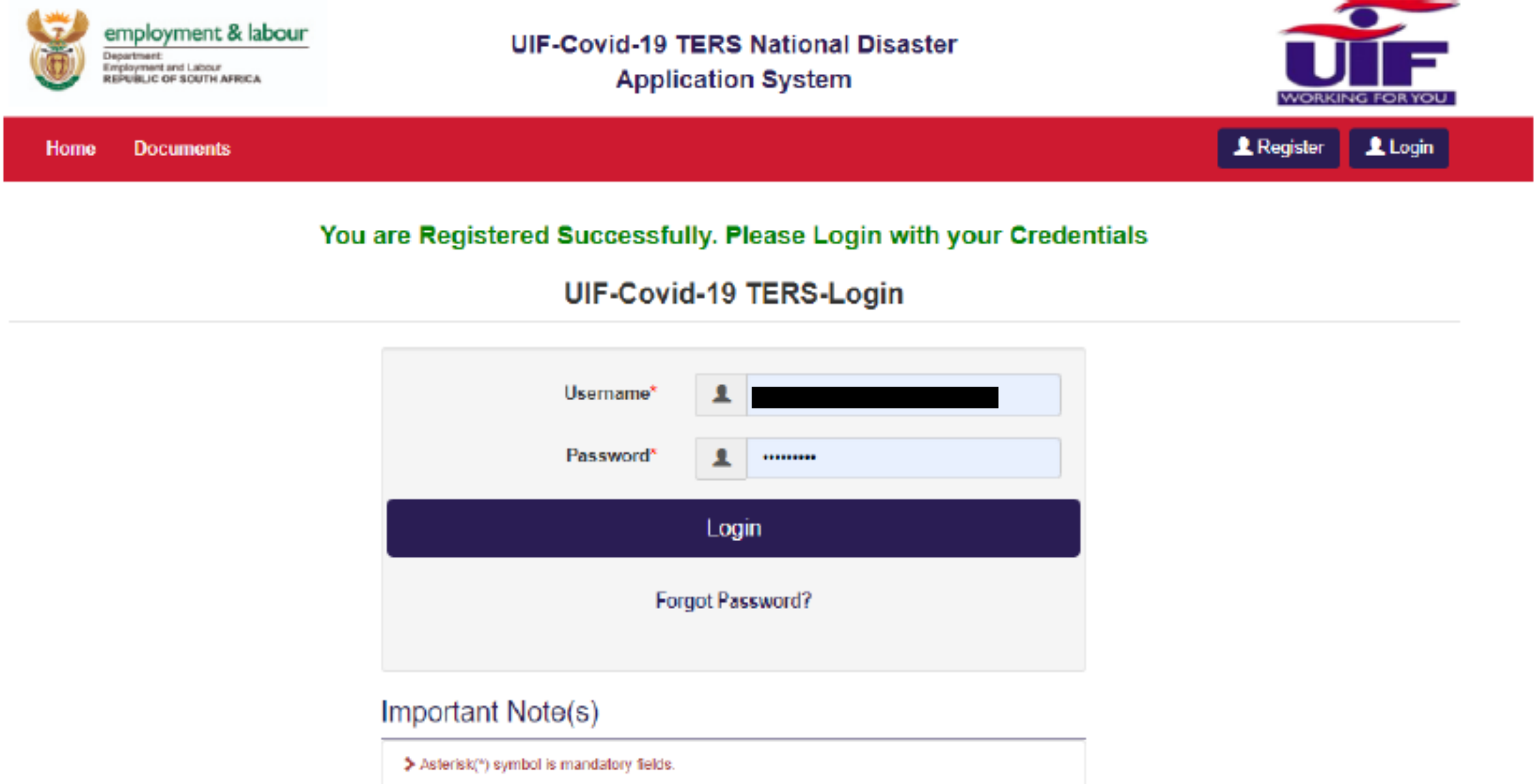
The screenshot shows the "UIF-Covid19 TERS Registration" form. It includes fields for "Register As*", "Username*", "Contact Number*", "Email Address*", "Password*", and "Confirm Password*", each with an icon indicating the field type. A "Proceed" button is at the bottom. A red navigation bar at the top contains "Register" and "Login" buttons.

← Note that this is a separate registration process and that U-filing details should not be used here.


ONLINE APPLICATION 2/7

The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

3



4



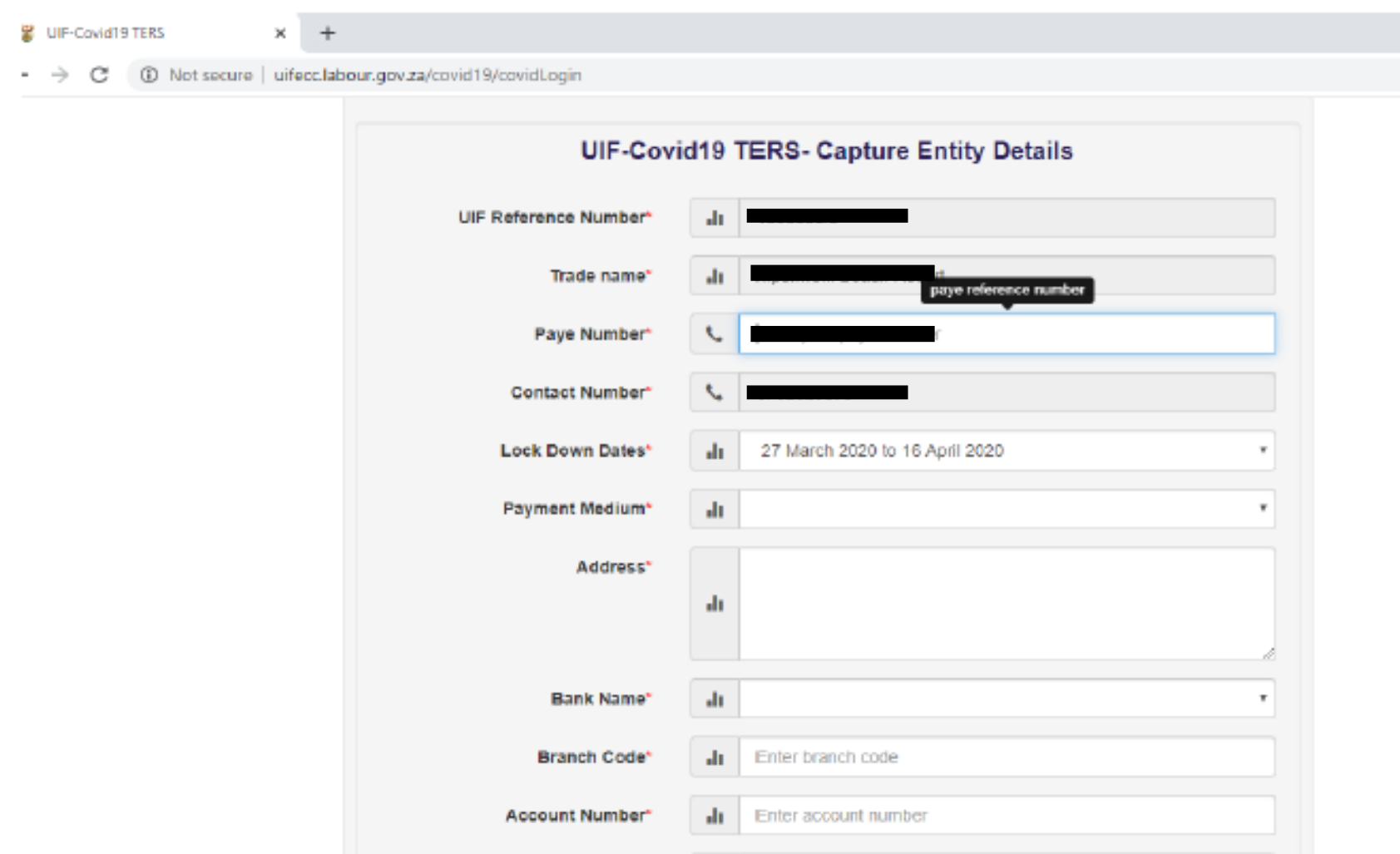
After being registered, an e-mail will be sent to you confirming successful registration.



ONLINE APPLICATION 3/7

The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

5



The screenshot shows a web browser window with the URL <https://uifecc.labour.gov.za/covid19/covidLogin>. The page title is "UIF-Covid19 TERS- Capture Entity Details". The form contains the following fields:

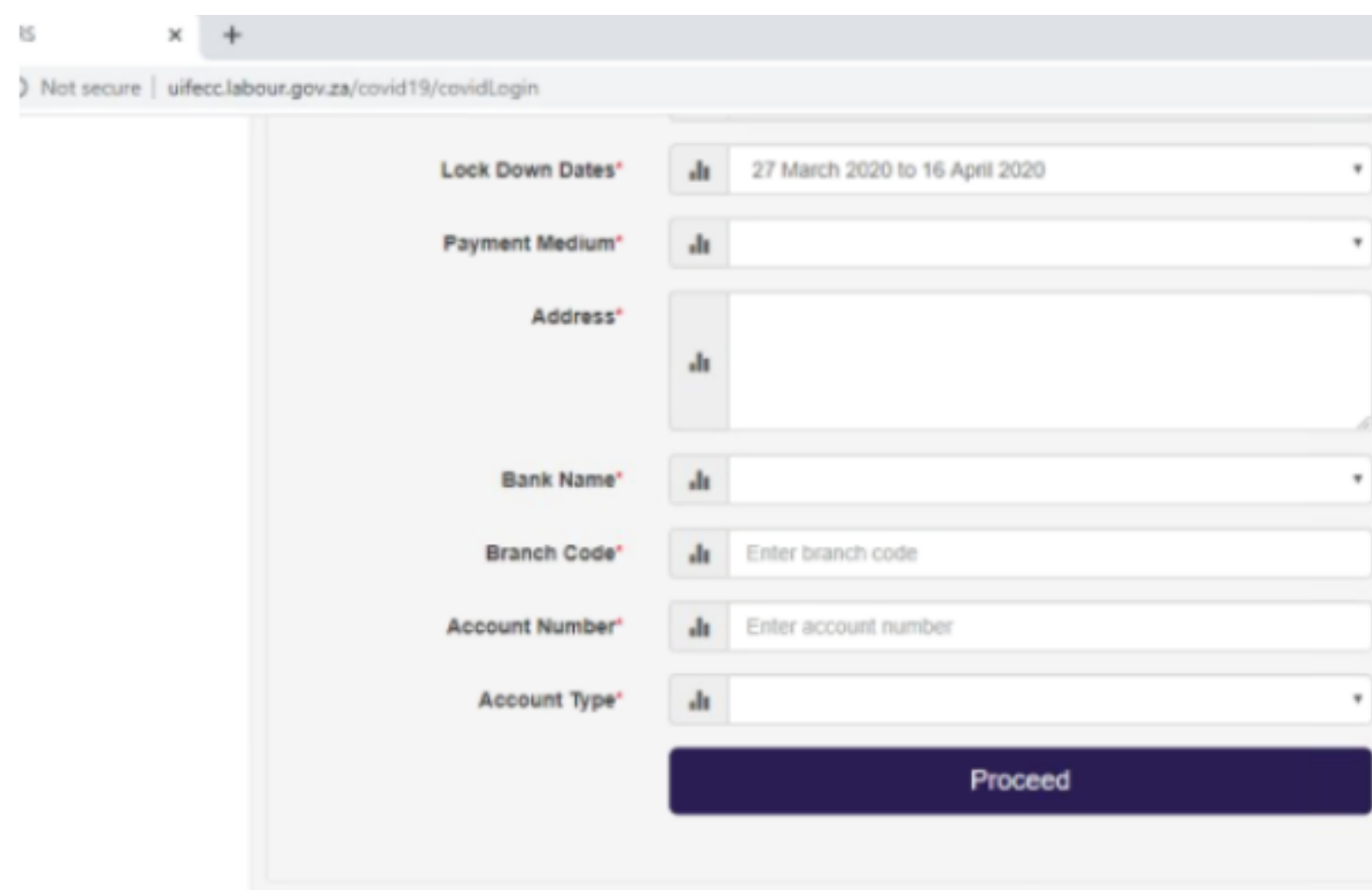
- UIF Reference Number* (text input)
- Trade name* (text input)
- Paye Number* (text input)
- Contact Number* (text input)
- Lock Down Dates* (date range selector, showing "27 March 2020 to 16 April 2020")
- Payment Medium* (dropdown menu)
- Address* (text area)
- Bank Name* (dropdown menu)
- Branch Code* (text input, placeholder: "Enter branch code")
- Account Number* (text input, placeholder: "Enter account number")

← This landing page captures the details of the entity.

ONLINE APPLICATION 4/7

The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

6



The screenshot shows a web browser window with the URL <https://uifecc.labour.gov.za/covid19/covidLogin>. The form contains the following fields:

- Lock Down Dates*: A drop-down menu showing "27 March 2020 to 16 April 2020".
- Payment Medium*: A drop-down menu.
- Address*: A text input field.
- Bank Name*: A drop-down menu.
- Branch Code*: A text input field with the placeholder "Enter branch code".
- Account Number*: A text input field with the placeholder "Enter account number".
- Account Type*: A drop-down menu.

A "Proceed" button is located at the bottom of the form.

← The drop-down allows for a selection of only one of the following periods;

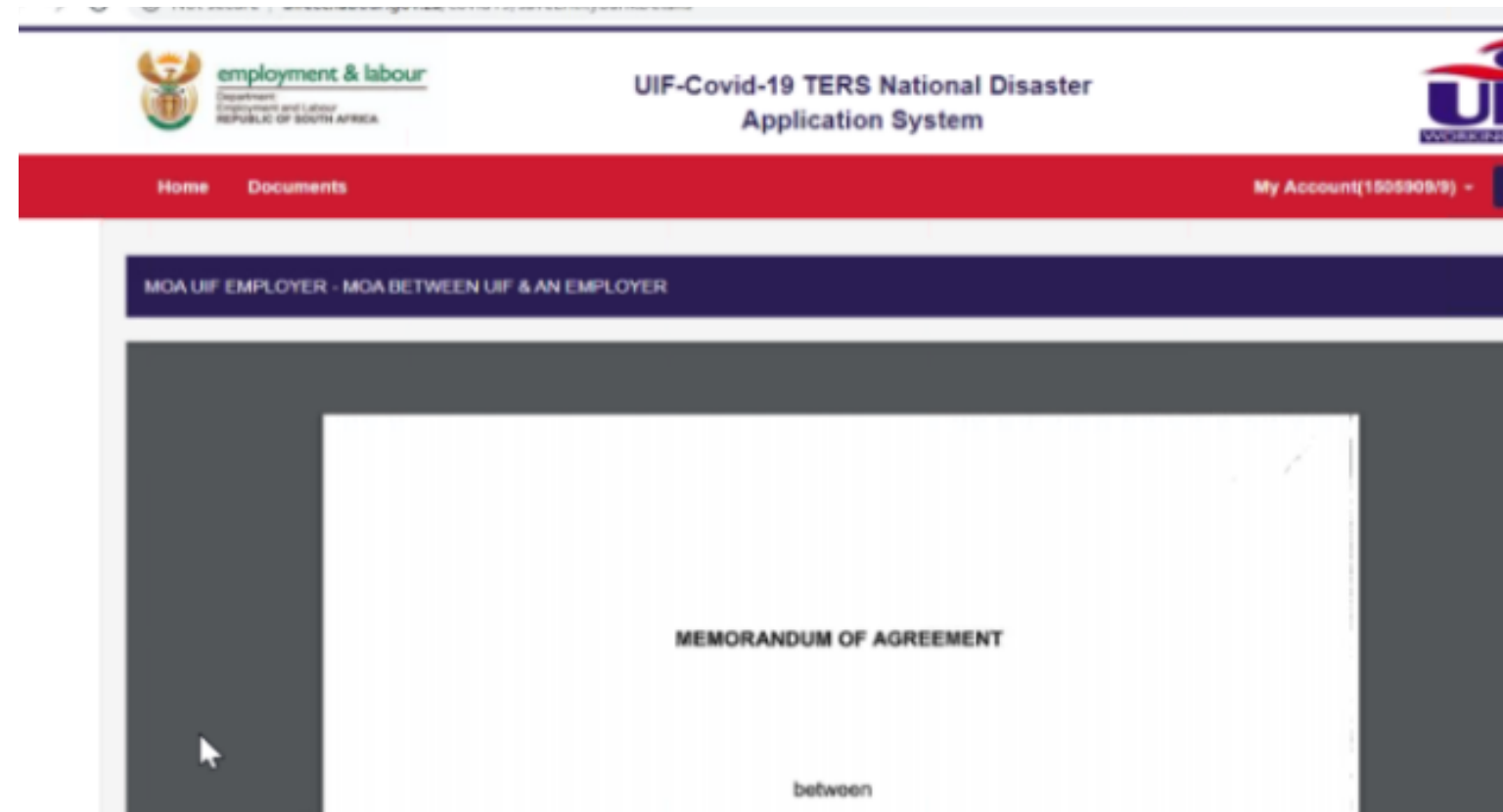
- 27 March to 16 April 2020
- 17 April to 30 April 2020

It seems as if two separate applications will have to be completed for the respective periods.

ONLINE APPLICATION 5/7

The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

7



← At the bottom of this landing page, an 'accept' button allows for the acceptance of the applicable MOA.

ONLINE APPLICATION 6/7

The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

8

employment & labour
Department of Employment and Labour
REPUBLIC OF SOUTH AFRICA

UIF-Covid-19 TERS National Disaster
Application System

Home Documents My Account(15)

Letter of Undertaking - Undertaking Agreement with the UIF

**UNEMPLOYMENT INSURANCE FUND
LEGAL UNDERTAKING – FORM A4**

APPLICATION FORM FOR COVID-19 TERS IN TERMS OF DIRECTIVE BY MINISTER OF EMPLOYMENT AND LABOUR, PUBLISHED ON 26 MARCH 2020
GAZETTE NUMBER 43161

(to be signed by an authorised signatory of the employer/bargaining Council or such body but not by an agent)

1. I, 1505909/9 duly authorised on behalf of Mpekweni Beach Resort hereby declare:

1. That I have read and understood the contents of this FORM and all UIF Requirements for the COVID-19 TERS application procedure in documents "Guide", "MOAs" and Approval Letter "A3".
2. I understand that merely submitting this legal undertaking and all supporting documents including the MOA does not automatically mean that I am approved and there is a binding contract between my company and the UIF /Department of Employment and Labour.
3. In short, I understand and accept that notwithstanding the signature for and on behalf of the UIF in the MOA I submit with my application and the signing party to this MOA, the Agreement will come into effect after the submission of all required documents by me and upon receiving approval by UIF of my acceptance of such approval. Put differently, upon acceptance, UIF shall dispatch confirmation of acceptance of the application to me in writing, and received by UIF, renders this MOA of legal force and effect and thereafter it commences to be a legally binding agreement and commences as provide in MOA's clause 4.
4. I understand and accept that I shall:

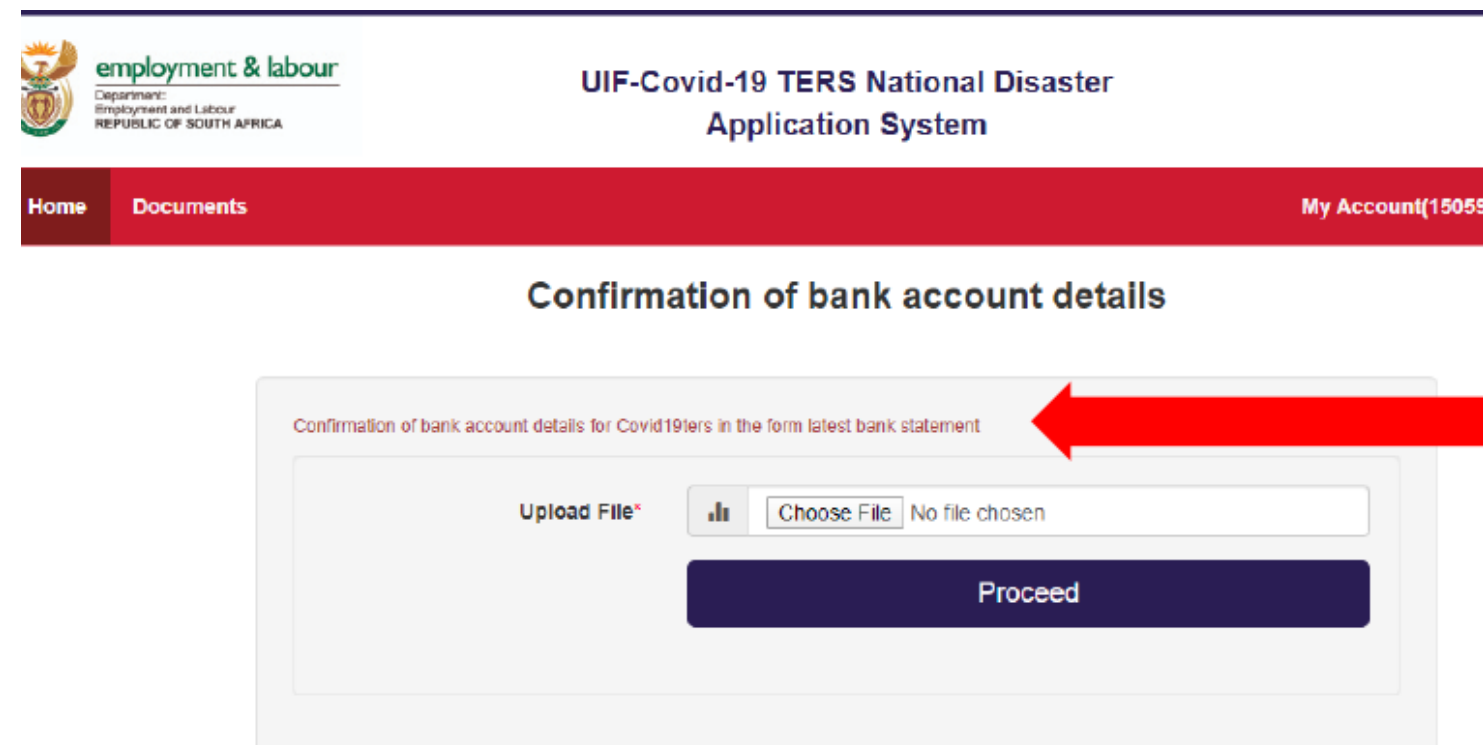


- At the bottom of this landing page, an 'accept' button allows for the acceptance of the Legal Undertaking.
- At the bottom of this page, provision is made for a signature and it is presumed that, by clicking on the acceptance button, the Legal Undertaking has been signed.

ONLINE APPLICATION 7/7


The online application can be done at <https://uifecc.labour.gov.za/covid19/covid19>

9



- Although this landing page does not make mention of a bank letter OR refers to a bank letter, the automatic response from the Department of Employment and Labour refers to a bank letter.
- This statement / letter need not be certified.

10



- Upon successfully following the application process, this should be the final landing page in your application.
- To date, it has not been verified whether an email will be sent to confirm the application process.

CONVERTING EXCEL FILE TO CSV FORMAT

Together with the below mentioned information, make use of the document named **2 Guidelines-To_Convert_Excel_TO_CSV_V2** to assist in converting the necessary excel file(s) to CSV Format.

1. Use the Excel Template from UIF. Do not copy and make a new file.
2. Do not change the structure of the Excel file.
3. Leave the PAYE Number blank, if not applicable. Do not delete the column.
4. Prefix the name of all your document with the UIReferencenumber. (Example – MOA A should be renamed as - **00000034_06APR2020_MOA_A_1.pdf**)
5. Fields marked with * in the spreadsheet are mandatory.
6. All date format should be DD-MMM-YYYY (06-Apr-2020).
7. Id Number should not exceed 13 characters and should be without spaces. Adding spaces will discard the record. The Passport Number can be filled in the ID No column without spaces.
8. Do not add spaces in any field between values.
9. The values of remuneration should not be comma separated. Example – 26000.90 and not 26,000.92
10. The UI Reference number is the 8 digit number in the format(1234567/8) and not the U-number. The uif reference number in side the File should always have '/'. The uir reference number without '/' is not recognized.
11. No spaces should be anywhere in or between values. Trim all the values in the file. Files with spaces are discarded and not processed.



Ensure that all documentation submitted in the TERS Fund application be saved in a format which displays your UI- Number as reference for the UIF.

DOCUMENTATION CHECKLIST

Make use of the following documentation checklist to assist in the application:

DOCUMENT	SOURCE	ACTION REQUIRED	FORMAT
MOA (Between company / bargaining council and UIF)	UIF Automatic response email	Designated individual must sign.	PDF
Letter of undertaking	UIF Automatic response email	Need be signed by the employer / their designated representative. The content thereof should be copied on the company letterhead.	PDF
Bank confirmation letter	Company	Need not be certified.	PDF
Employer account information	UI Spreadsheet (received from the UIF Automatic response email)	Complete the UI Spreadsheet to provide the employer's bank account details. If applicable, this is where payment will be made.	Excel
Payroll data in prescribed format	UI Spreadsheet (received from the UIF Automatic response email)	Must be completed as per guidance note and only completed for those employees for whom you are claiming.	.CSV
Evidence of payroll (3 months)	Company payroll	Submitted as proof of payroll for the past 3 months.	PDF or .CSV