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Enquiries: Call Centre

Circular: 0004/2016  
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Heads of educational institutions and Unions

Short summary: *Government Employee Housing Scheme (GEHS): Adjustment of housing allowance for employees in the Public Service who are Home-Owners.*

**Subject: Adjustment of housing allowance for employees in the Public Service who are Home-Owners**

1. In terms of the provisions of clause 4.5.2 of the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015, all employees who are home-owners and are eligible for the housing allowance shall receive the increased amount of R1 200.00 per month effective from 1 July 2015, subject to submitting the required documentation.
2. A home-owner is:
  - 2.1 An employee with registered title over a residential property with a mortgage bond or home loan;  
or
  - 2.2 An employee with registered title over a residential property without a mortgage bond or home loan over such property; or
  - 2.3 An employee residing on communal land with a valid permission to occupy (PTO) certificate shall be deemed to be a home-owner, and
  - 2.4 An employee and/or his immediate family who/ that is/ are occupying the house in question.
3. In terms of clause 4.1.4 of the PSCBC Resolution 7 of 2015 it is mandatory for all employees who wish to use the services offered through the GEHS to enroll with the scheme:
  - 3.1 Employees are required to complete and sign the application form (attached to the DPSA circular) titled "GEHS Employee Enrolment: housing allowance for home-owners"
  - 3.2 Submit the necessary proof that he/she is a home-owner as indicated in paragraph 2 of this circular, and occupies the house concerned.

4. Completed forms must be forwarded to the Directorate Service Benefits at Head Office by no later than 5 February 2016.
5. Please bring the contents of this circular to the attention of all employees.

**SIGNED:** PA VINJEVOLD

**HEAD: EDUCATION**

**DATE:** 2016-01-27



## GEHS EMPLOYEE ENROLMENT: HOUSING ALLOWANCE APPLICATION FOR HOME-OWNERS

### INSTRUCTIONS

- 1 Employees who are home owners should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 4 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

SECTION A: PERSONAL DETAILS			
<b>EMPLOYEE'S DETAILS</b>			
Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		
<b>SPOUSE'S DETAILS</b>			
Surname		Initials	
ID No			
Employer			
Work address			
Contact No	Work		
	Home		
	Cell		

SECTION B: HOME OWNERSHIP STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if proof is attached	
					Yes	No
H1	The title to the property is in my name			Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution**		
H2	I have permission from the traditional leader to occupy state/tribal land			Permission To Occupy Certificate (PTO)		
H3	I have bought property on instalment sale (i.e. like a hire purchase)			Instalment Sale Agreement		

For Official Use	
Proof is attached	
Yes	No

- \* A Ghost Deed Report is a print out from the Deeds Office, which can be obtained from a lawyer/legal firm responsible for the property transaction or the Deeds Office.
- \*\* The Tax Invoice from the financial Institution should at least indicate the-
  - Name(s) of the bond holder
  - Property particulars
  - Registration date
  - Bond/home loan details

SECTION C: BOND/HOME LOAN STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached	
					Yes	No
L1	I am repaying a bond/home loan to a financial institution			An original Tax Invoice* from the financial institution OR a letter from the NHFC funded lender/ intermediary		
L2	My bond/home loan is paid off			No proof required		
L3	I bought my home without a home loan			No proof required		

For Official Use	
Proof is attached	
Yes	No

- \* The Tax invoice from the financial institution should at least indicate the-
  - Name(s) of the bond holder
  - Property particulars
  - Registration date
  - Bond/home loan details
- \*\* A letter from the National Housing Finance Corporation (NHFC) funded lender/intermediary. See Employee Guide on Housing for an example of a *pro forma* letter

<b>SECTION D: OCCUPANCY DETAILS</b>						<b>For Official Use</b>	
The home is occupied by-	Tick the applicable box	Indicate the number	Proof to be attached to this application form	Tick the applicable box if attached		Proof is attached	
				Yes	No	Yes	No
Myself			A sworn affidavit				
My spouse							
My dependants							
My spouse & dependants							
<b>Date of Occupancy</b>							
<b>The full residential address of the home is:</b>	Province						
	Municipality						
	Town						
	Suburb/Village						
	Street Name & Number Unit Name						

<b>SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION</b>	
<p>I the undersigned-</p> <ul style="list-style-type: none"> <li>(a) Confirm that the information in this application form is accurate;</li> <li>(b) Confirm that by completing this enrolment I give my consent and permission to the GEHS to verify, profile and cross check my information against other sources;</li> <li>(c) Acknowledge that I could be disqualified from the Housing Allowance should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation);</li> <li>(d) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and</li> <li>(e) Declare that the home is occupied as indicated in the form.</li> </ul>	
<b>Employee Signature</b> _____	<b>Date</b> _____

**FOR OFFICIAL USE ONLY**

Employee PERSAL No									
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Employee is a home owner in category	H1	H2	H3	Do not comply
Employee's loan status falls in category	L1	L2	L3	Do not comply
The home is occupied according to the requirements in the Determination on Housing	Yes	No		Do not comply

Signature of official authorised to approve the Housing Allowance	
Name in print	
Designation	
Date	
Capture on PERSAL	