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Navrae: Call Centre

Omsendbrief: 0004/2016
Vervaldatum: Geen

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Adjunkdirekteure, Hoofde van opvoedkundige inrigtings en Unies

Kort opsomming: *Staatswerknemersbehuisingskema (SWBS): Aanpassing van huistoelaag vir werknemers in die staatsdiens wat huiseienaars is.*

Onderwerp: Aanpassing van huistoelaag vir werknemers in die staatsdiens wat huiseienaars is

1. Ingevolge die bepalings van klousule 4.5.2 van die Staatsdiens Koördinerende Bedingingsraad (SDKBR) Resolusie 7 van 2015 sal alle werknemers wat huiseienaars is en vir die behuisingstoelaag in aanmerking kom, met ingang van 01 Julie 2015 die verhoogde bedrag van R1 200.00 per maand ontvang, onderhewig aan die indiening van die vereiste dokumentasie.
2. 'n Huiseenaar is 'n werknemer:
 - 2.1 met 'n geregistreerde titel oor 'n residensiële eiendom *met* 'n verband of huislening; of
 - 2.2 met 'n geregistreerde titel oor 'n residensiële eiendom *sonder* 'n verband of huislening oor sodanige eiendom; of
 - 2.3 wat op kommunale grond woonagtig is en in besit is van 'n geldige toestemmingsertifikaat; en
 - 2.4 wat die betrokke huis met sy/haar onmiddellike familie bewoon.
3. Ingevolge klousule 4.1.4 van die SDKBR Resolusie 7 van 2015 word dit van alle werknemers verwag om by hierdie skema, wat deur middel van die SWBS aangebied word, te registreer indien hulle van hierdie diens gebruik wil maak:
 - 3.1 Daar word van werknemers verwag om die aangehegte aansoekvorm genaamd "GEHS Employee Enrolment: housing allowance for home-owners" te voltooi en te onderteken.
 - 3.2 Werknemers moet die nodige bewys indien dat hy/sy 'n huiseenaar is, soos aangedui in paragraaf 2 van hierdie omsendbrief, en die betrokke huis bewoon.

4. Die voltooide vorms moet teen nie later nie as 05 Februarie 2016 aan die Direkoraat: Diensvoordele by Hoofkantoor gestuur word.
5. Bring asseblief die inhoud van hierdie omsendbrief onder die aandag van alle werknemers.

GETEKEN: P A VINJEVOLD

HOOF: ONDERWYS

DATUM: 2016-02-02



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			
EMPLOYEE'S DETAILS			
Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		
SPOUSE'S DETAILS			
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

SECTION D: OCCUPANCY DETAILS						For Official Use	
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							
Date of Occupancy							
The full residential address of the home is:	Province						
	Municipality						
	Town						
	Suburb/Village						
	Street Name & Number Unit Name						

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <ul style="list-style-type: none"> (a) Confirm that the information in this application form is accurate; (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; (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); (d) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and (e) Declare that the home is occupied as indicated in the form. 	
Employee Signature _____	Date _____

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	