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Inombolo yefayili: 3/3/2/4/4  
Imibuzo: IZiko leeFoni

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Umhla wokuphelelwa: Awukho

Iya: KumaSekela BalFawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela-Balawuli, (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, nakwiiNtloko zamaziko emfundo neemanyano zemibutho yabasebenzi

Isishwankathelo esifutshane: *Iskim i-Government Employees Housing Scheme (GEHS): Ukukhutshwa kweemali ezongiweyo kwi-GEHS Individual-Linked Savings Facility (ILSF) ukwenzela abaqeshwa abarenta amakhaya.*

**ISIHLOKO: UKUKHUTSHWA KWEEMALI EZONGIWEYO EZIGCINWE KWI-GOVERNMENT EMPLOYEES HOUSING SCHEME (GEHS) INDIVIDUAL-LINKED SAVINGS FACILITY (ILSF) UKWENZELA ABAQESHA ABARENTA AMAKHAYA (OKO KUKUTHI ABAQESHI)**

1. ISigqibo 7 se-*Public Service Coordinating Bargaining Council (PSCBC)* sango-2015, somhla we-27 Meyi 2015, saqalisa inkqubo-sikhokelo yokusekwa kweskim sezezindlu esitsha i-*Government Employees Housing Scheme (GEHS)* ukukhuthaza ukuba abasebenzi benkonzo karhulumente babe ngabanini-makhaya.

**2. Ubhaliso olunyanzelekileyo**

2.1 Ngokwegatya 4.1.4 leSigqibo 7 se-*PSCBC* esikhankanyiweyo, **kunyanzelekile ukuba bonke abaqeshwa babhalise kwi-*Government Employees Housing Scheme (GEHS)* xa ngaba banqwenela ukusebenzisa iinkonzo ezibonelelwa siskim se-*GEHS*.** Abaqeshwa bangabhalisa besebenzisa enye yezi ndlela zilandelayo:

2.1.1 Umqeshwa unokubhalisa kwikhompyutha apha:[www.gehs.gov.za](http://www.gehs.gov.za).

2.1.2 Umqeshwa unokubhalisa ngokufonela kwiZiko leeFoni loBhaliso i-*Enrolment Call Centre* apha: 0861 12 34 34.

2.2 Ukuba nawuphi na umqeshwa ufuna i-arhente yeziko leefoni leGEHS imfonele ukwenzela ukubhalisa kwiskim ngefoni, umqeshwa makanike iCandelo laMalungelo aVela kwiNkonzo inombolo yeselula yakhe.

### 3. Imimiselo nemiqathango ye-Individual-linked Savings Facility (ILSF)

3.1 Ifasilithi yokonga imali yeskim i-ILSF yasekwa ngokungqinelana negatya 4.5.6 leSigqibo esikhankanyiweyo yaye iya kusetyenziselwa ukugcina imali ezongiweyo ukwenzela abaqeshwa balandelayo:

3.1.1 Bonke abaqeshwa abakwinkonzo karhulumente phambi kowe-27 Meyi 2015 nabanokufaneleka ukuba bafumane isibonelelo sezezindlu (*housing allowance*) kodwa bengenazo izindlu, baya kuqhubeka befumana i-R900 ngenyanga. Isixa esingumahluko phakathi kwesibonelelo sezezindlu esipheleleyo ne-R900 siya kutshintshelwa ukuba sifakwe kwi-ILSF yaye sigcinwe.

3.1.2 Abaqeshwa abatsha abangena kwinkonzo karhulumente emva okanye ngowe-27 Meyi 2015 banako ukufaneleka ukuba bafumane isibonelelo sezezindlu ukuba banemvumelwano yokurenta/yokuqesha indlu. Makuqatshelwe ukuba isibonelelo sezezindlu esipheleleyo ngokumalunga naba abaqeshwa batsha siya kutshintshelwa ukuba sifakwe kwi-ILSF yaye sigcinwe.

3.2 Imali ezigciniweyo ziya kugcinwa kwifasilithi enenzala (*interest-bearing facility*) kude kube lelo xesha umqeshwa aya kuba ekulungele ngalo ukuyifumana imali ukungiselela iinjongo zokuba abe ngumnini-khaya, ukwakha okanye ukuphucula ikhaya lakhe (igatya 4.5.6.4 lesi Sigqibo).

3.3 Ukuba kunokwenzeka ukuba ipheliswe ingqesho yomqeshwa kwiNkonzo kaRhulumente, igatya 4.5.6.5 lesi Sigqibo sikhankanyiweyo licacisa ukuba ixabiso elipheleleyo leemali ezigciniweyo kwi-ILSF, zinokukhutshwa xa kwenzeka oku kulandeyo:

3.3.1 Umqeshwa uthatha umhlalaphantsi okanye uyekisiwe emsebenzini ngezizathu zezempilo.

3.3.2 Umqeshwa uyasweleka.

3.4 Ukuba kunokwenzeka ukuba ingqesho yomqeshwa ipheliswe kwiNkonzo kaRhulumente ngenxa yokulahla emsebenzini (*resignation*)/yokuyekiswa (*discharged*) emsebenzini, umqeshwa uya kuphulukana nexabiso elipheleleyo leemali ezigciniweyo.

### 4. Inkqubo yokukhupha imali ezigcinwe kwi-ILSF

4.1 Umqeshwa makazalise aze asayine ifom eqhotyoshelweyo yeGEHS: i-ILSF Employee Withdrawal Application Form yokwenza isicelo sokukhupha imali aze ayingenise kunye

namaxwebhu abubungqina afunekayo kwiCandelo laMalungelo aVela kwiNkonzo kwaNdlunkulu weSebe iWCED.

4.2 Amaxwebhu abubungqina amakangeniswe ngala alandelayo:

4.2.1 Ikopi eqinisekisiweyo yesiqinisekiso sobunini-mhlaba (*title deed*), ikopi eqinisekisiweyo yesatifikethi esiyi-*Permission to Occupy (PTO) certificate* okanye istetimenti semali-mboleko yezezindlu (*home loan statement*) kwiziko lezemali.

4.2.2 Ukuba umqeshwa ufuna ukuba imali yakhe ayongileyo ayisebenze njengedipozithi yokuthenga ikhaya - ikopi yeleta evela kwigqwetha lokugqithiselwa kobubunini-mzi kumthengi (*transferring attorney*) engqina ukuthengwa kwendlu.

4.2.3 Kwimeko yokuthatha umhlalaphantsi okanye yokuyekiswa emsebenzini ngenxa yezizathu zempilo: ikopi eqinisekisiweyo yeleta yokuthatha umhlalaphantsi neleta yokuvunywa kokuthatha umhlalaphantsi komqeshwa okanye yokuvunywa kokuyekiswa emsebenzini komqeshwa ngenxa yezizathu zempilo yeSebe iWCED.

4.2.4 Kwimeko yokusweleka: ikopi eqinisekisiweyo yesatifikethi sokusweleka somqeshwa, ikopi eqinisekisiweyo yefom i-*ILSF beneficiary form* yabanelungelo lokuxhamla ababhalisiweyo bomqeshwa oswelekileyo nefom yeenkcukacha ze-akhawunti yebhanki enestampu sebhanki ukuba iinkcukacha ze-akhawunti zimele ukwahluka kwezo nkcukacha ze-akhawunti yomvuzo womqeshwa (*employee's salary account details*).

5. Kucelwa wazise okukule setyhula kubo bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU-BK SCHREUDER

**INTLOKO: YESEBE LEMFUNDO**

**UMHLA:** 2019-04-08



**GOVERNMENT EMPLOYEES HOUSING SCHEME: INDIVIDUAL-LINKED SAVINGS FACILITY (GEHS: ILSF) EMPLOYEE WITHDRAWAL APPLICATION FORM**

INSTRUCTIONS	
1	Ensure that you are enrolled with the GEHS (Enrolment Call Centre: 0861 12 34 34)
2	Employees who qualify to withdraw from the GEHS: ILSF should complete this application form.
3	The full value of the accumulated savings, subject to interest earned and applicable tax, can be withdrawn only in the event that: <ul style="list-style-type: none"> <li>3.1 the employee becomes a home-owner; or</li> <li>3.2 the employee passed on;</li> <li>3.3 the employee retires or is medically boarded; or</li> <li>3.4 the employee's contract expire</li> <li>3.5 transfer in terms of Section 197 of the Labour Relations Act (LRA)</li> </ul>
4	Complete and tick the boxes that apply to you.
5	Ensure that you have completed and signed the application form.
6	Attached all the required documents since lacking information may delay the finalisation of your application.
7	If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

SECTION A: GEHS ENROLMENT			For Official Use	
Are you enrolled with the GEHS?	Yes	No	Yes	No
Printout of GEHS enrolment confirmation form attached	Yes	No	Yes	No

SECTION B: 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 C: WITHDRAWAL REASON					For official use		
Reference code	Reason to withdraw GEHS: ILSF savings is-	Tick the applicable box	Proof to be attached to this application form	Tick the applicable box if proof is attached		Proof is attached	
				Yes	No	Yes	No
ILSF 1	Retirement or Medically Boarded		Certified copy of employee's letter/request to retire/ Departments letter <b>OR</b>				
			Certified copy of medical boarding discharge form				
ILSF 2	Death		Certified copy of death certificate <b>AND</b>				
			Certified copy of employee's signed nomination of beneficiary form <b>AND</b>				
			Bank-stamped account details if the account is different from the employee's salary account				
ILSF 3	End of contract (for contract employees)		Certified copy of letter from Department confirming end of contract and non-renewal thereof				
ILSF 4	Acquired home ownership		Certified copy of Title Deed; <b>OR</b>				
			Certified copy of PTO certificate; <b>OR</b>				
			Home loan statement from financial institution.				
ILSF 5	Savings required as deposit towards purchasing a home		Original Letter from the Transferring Attorney / a copy of the letter from the Transferring Attorney confirming the purchase of the house				
ILSF 6	Transfer to Sec 197 of the LRA		Certified copy of the transfer agreement				

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

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <p>(a) Confirm that the information in this application form is accurate and complete;</p> <p>(b) Confirm that by completing this withdraw form I give my consent and permission to the GEHS to verify, profile and cross check my information against other sources;</p> <p>(c) Acknowledge that I could be disqualified from the accessing the accumulated Housing Allowance savings and interest earned thereon should the information provided be false and/or inaccurate in which event the employer may institute disciplinary action and/or lay criminal charges against me; and</p> <p>(d) Undertake to inform the employer should there be any changes in my circumstance.</p>	
_____ Employee (or nominated Beneficiary ) Signature	_____ Date

SECTION F: ACKNOWLEDGEMENT OF RECEIPT	
<p>I the undersigned acknowledge that I received the completed application form from the above employee to withdraw the accumulated GEHS savings, subject to interest earned and applicable tax thereon.</p>	
_____ Human Recourse Section Head or delegated authority Signature	_____ Date

