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Inombolo yefayili: 3/3/3/9  
Imibuzo: IZiko leeFoni

INGcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule: 0004/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kwiiNtloko zokuNika iNkxaso yezeKharityhulam kwiZithili, kwiiNtloko eziNika iNkxaso kuBafundi kwiZithili, kuBasebenzi boLawulo loQhagamshelwano lwaBathengi naBathengisi, kuBasebenzi bezeMali, kwiiNqununu, kwiiNgcali zeMfundo eziziiNtloko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBasebenzi beNkonzo kaRhulumente

**Isihloko: Abaqeshwa abatyunjiweyo kunyanzelekile ukuba baluxele uchaphazeleko lwabo kwimicimbi yezemali**

1. Imimiselo i-*Public Service Regulations (PSR)*, 2016, eyayipapashwe kwiGazethi kaRhulumente No. 40167 ye-29 Julayi 2016, inika igunya uMphathiswa weSebe leNkonzo kaRhulumente nezoLawulo (MPSA) ukuba atyumbe ezinye iindidi zabaqeshwa ukuba baluxele uchaphazeleko lwabo. Ngaphezu koko, i-MPSA inegunya lokumisela uhlobo, umhla nochaphazeleko kwimicimbi yezemali omakuxelwe ngumqeshwa.
2. Phambi koMatshi 2017, kuphela ngamalungu eNkonzo yaBaphathi aBakhulu (*Senior Management Service*) (SMS) awayetyunjelwe ukuba axele uchaphazeleko lwawo kwimicimbi yezemali. Nge-16 Matshi 2017, i-MPSA yatyumba ezinye iindidi zabaqeshwa njengoko bechaziweyo apha ngezantsi, ukuba baluxele uchaphazeleko lwabo kwimicimbi yezemali (ngokoxwebhu i-MPSA *Determination* eqhotyoshelweyo apha):
  - (a) Umqeshwa owamkela umvuzo olingana nomvuzo wenqanaba 13 nangaphezulu nge-*Occupation Specific Dispensation (OSD)*.
  - (b) Umqeshwa oqeshwe kwinqanaba lomvuzo 11 no-12, kuqukwa nabaqeshwa abamkela imivuzo elingana neyenqanaba 11 no-12 nge-OSD.
  - (c) Umqeshwa oqeshwe kwiyunithi yolawulo loqhagamshelwano lwabathengi nabathengisi kungajongwanga nqanaba lomvuzo wakhe.
  - (d) Umqeshwa oqeshwe kwiyunithi yezemali kungajongwanga nqanaba lamvuzo wakhe.

Umhlathi 4.1 (apho uya kusebenza khona lo mgaqo-nkqubo) we-MPSA *Determination* uchaza ukuba lo mqathango usebenza kuwo onke amasebe nakubaqeshwa bawo abaqeshwe ngokoMthetho weNkonzo kaRhulumente, 1994 (uMthetho 103 ka-1994), kubandakanywa nootitshala.

3. Abaqeshwa abatyunjiweyo mabakuuxele ukuchaphazeleka kwabo kwimicimbi yezemali:

- ukuqinisekisa ukwenziwa kwezinto ekuhlени;
- ukuqinisekisa uxanduva lokuphendula ngokwenzayo;
- ukulawula ukungqubana kweemfuno phakathi kwemisebenzi yabo yaseburhulumenteni nemicimbi yabucala yezemali yabo; kunye
- nokukhuthaza ukuziphatha ngentsulungeko nangentembeko (*ethics and integrity*) kwanokuqubisana nobuqhophololo kwinkonzo karhulumente.

4. Amathuba okuxelwa kokuchaphazeleka kwimicimbi yezemali imi ngolu hlobo lulandelayo:

<b>Ezinye iindidi zabaqeshwa abatyunjiweyo</b>	<b>Ithuba elisikelwe ukuxela ukuchaphazeleka kwimicimbi yezemali</b>
Abaqeshwa abaqeshwe kwinqanaba lomvuzo 12 kubandakanywa nabasebenzi abafumana umvuzo olingana nowenqanaba 12 abaqeshwe nge-OSD (kubandakanywa iinqununu nabakumanqanaba omvuzo alinganayo)	Nge-01 Juni 2019 ukuya kwi-30 Juni 2019
Amagosa ajongene nokuziphatha ngentsulungeko ( <i>ethics officers</i> ) kunye nawaphi na amagosa agqithiselwe amagunya kwi-eDisclosure system	Nge-01 Juni 2019 ukuya kwi-30 Juni 2019
Abaqeshwa abaqeshwe kwinqanaba lomvuzo 11, kubandakanywa nabaqeshwa abamkela umvuzo olingana nowenqanaba 11 nge-OSD (kubandakanywa neenqununu kunye nootitshala abakumanqanaba omvuzo alinganayo)	Nge-01 Julayi 2019 ukuya kwi-31 Julayi 2019
Amagosa ajongene nokuziphatha ngentsulungeko kunye nawaphi na amagosa ekugqithiselwe kuwo amagunya	Nge-01 Juni 2019 ukuya kwi-30 Juni 2019

kwi-eDisclosure system	
Abaqeshwa abaqeshwe kwezi ndidi zingentla	Ukuya kutsho kwiintsuku eziyi-30 emva kokuba eqalisile emsebenzini
Abaqeshwa abakumacandelo ajongene nabathengi kunye nabathengisi kunye neeyunithi yezemali, kungajongwanga nqanaba lomvuzo wabo	Nge-01 Julayi 2019 ukuya kwi-31 Julayi 2019
Abaqeshwa abasandula ukuqeshwa baneentsuku ukuya kutsho kweziyi-30 emva kokuba beqalisile emsebenzini ukuchaza ukuchaphazeleka kwimicimbi yezemali kwabo.	

5. Umqeshwa osandula ukuqeshwa otyunjweyo ongekafumani kubhaliswa kwi-eDisclosure system makazalise ifom yokubhalisa ngokwesikhokelo esilula (*quick guide*) esiqhotyoshelwe apha.
6. Abaqeshwa abatyunjweyo (ngaphandle kweNtloko yeSebe) (*HoD*) bayaluxela uchaphazeleko lwezemali lwabo kwi-*HoD*.
7. Ngokomhlathi 11 (ukungathobeli mqaqo-nkqubo nokunika ingxelo) wemimiselo i-*MPSA Determination*, kunyanzelekile ukuthotyelwa kokuzaliswa kweenkcukacha zokuxela uchaphazeleko lwakhe kwimicimbi yezemali.
8. Ukwenza izinto zibe lula xa uzifundela, fumana kuqhotyoshelwe apha indlela yokubhalisa nokuxela uchaphazeleko lwakho kwimicimbi yezemali kwisistim yasekhompyutheni i-eDisclosure system njengoko kucacisiweyo kule listi ingezantsi:
  - Izabelo okanye naluphi olunye udidi lwezabelo zamashishini (*equity*) abhalisiweyo abucala okanye akarhulumente okanye naliphi na elinye iziko (*corporate entity*) elaziwayo ngumthetho
  - Ii-akhawunti zemali-mboleko (kungafakwanga zibhondi, zimali-mboleko zokuthenga imoto, nee-akhawunti zokuthenga iimpahla zeevenkile)
  - Ii-asethi ezingenisa imali
  - Iithrasti
  - Ukuba ngabalawuli namahlakani kwiinkampani ezithile
  - Ukuba ngabacebisi beenkampani neenkonzelo ze-*retainerships*
  - Iinkqubo zokunika inkxaso (*sponsorships*)
  - Iziphondo nenkonzo yokubukwa kweendwendwe esuka komnye umntu ongelilo ilungu losapho
  - Ubumnini nolunye uchaphazeleko kwipropathi enokushenxiseka
  - Izithuthi

- Naluphi na olunye uchaphazeleko kwimicimbi yezemali
- Omnye umsebenzi ohlawulelwayo ngaphandle kwesebe lomqeshwa (*remunerative work outside the employee's department (RWOPS)*)

9. Umgaqo-nkqubo i-Western Cape Government's Policy on Remunerative Work outside Public Service (RWOPS), oqale ukusebenza ukususela nge-01 Septemba 2012, ulawula ukwenziwa komsebenzi ohlawulelwayo ngaphandle kwenkonzo karhulumente kwaye uqhotyoshelwe kule setyhula.

Umhlathi 13(c) weCandelo 1, kwiSahluko 2 semimiselo i-PSR, ka-2016, oqale ukusebenza ukususela nge-01 Agasti 2016, ucacisa ukuba umqeshwa:

*"akasayi kuqhuba shishini nequmrhu likarhulumente nokuba leliphi okanye abe ngumlawuli wenkampani karhulumente okanye eyabucala eqhuba ushishino nequmrhu likarhulumente, ngaphandle kokuba umqeshwa onjalo ungumlawuli osesikhundleni wenkampani ekuluhlu lweshedyuli 2 no-3 zoMthetho woLawulo lweMali kaRhulumente".*

*["not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act] . Lo mqathando usebenza ngokuthi uguqulwe apho kuyimfuneko (mutatis mutandis) kubaqeshwa abaqeshwe ngokoMthetho weNgqesho wooTitshala, 1998 (uMthetho 76 ka-1998).*

10. Makuqhagamshelwane nala magosa alandelayo azii-ethics officers ukubhekisa imibuzo okanye malunga nemibuzo efuna ingcaciso engaphezulu:

Igama	Idilesi ye-imeyili	Itoni
May Davids	<a href="mailto:May.Davids@westerncape.gov.za">May.Davids@westerncape.gov.za</a>	021 467 2365
Mark van der Vendt	<a href="mailto:Mark.VanderVendt@westerncape.gov.za">Mark.VanderVendt@westerncape.gov.za</a>	021 467 2509
Yolisa Zwane	<a href="mailto:Yolisa.Zwane@westerncape.gov.za">Yolisa.Zwane@westerncape.gov.za</a>	021 467 2612
Akhona Mfazwe	<a href="mailto:Akhona.mfazwe@westerncape.gov.za">Akhona.mfazwe@westerncape.gov.za</a>	021 467 2618
Mikhail Jackson	<a href="mailto:Mikhail.Jackson@westerncape.gov.za">Mikhail.Jackson@westerncape.gov.za</a>	021 467 2469
Petro Titus	<a href="mailto:Petro.titus@westerncape.gov.za">Petro.titus@westerncape.gov.za</a>	021 467 2615

11. Kucelwa uqaphele ukuba i-eDisclosure system akunakungena kuyo ngokusebenzisa iziko lewebhu (not web enabled) ngoko ke kungenwa kuyo kuphela ngenethiwekhi karhulumente.

**ISAYINWE:** NGU-LJ ELY

**USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO**

**UMHLA:** 2019-05-06

# Quick Guide to disclose financial interest electronically

## eDisclosure



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA



We Belong



We Care



We Serve

# Quick Guide to disclose financial interest electronically

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## *What is eDisclosure system?*

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It is an electronic system used by designated employees to disclose their financial interests. With effect from 01 August 2016 it is compulsory to disclose financial interests using the eDisclosure system.

### **Who must disclose?**

- All members of Senior Management Service
- Employees earning an equivalent salary level 13 and above and Occupation Specific Dispensation
- Level 11 and 12 also referred to as Middle Management Service (MMS).
- Employees in Supply Chain Units
- Employees in Financial Management Units
- Ethics Officers
- Officials in the Office of the Public Service Commission who verify financial disclosure forms of SMS members.

### **Why disclose financial Interests?**

To:

- Ensure transparency;
- Ensure accountability; and
- Manage conflict of interest between your official duties and your private financial interests.

### **Disclosure period**

- SMS members disclose in April for the previous financial
- eDisclosure system opens from the 01-30 April (the deadline is fixed).
- New SMS members submit within 30 days of assumption of duty (special request to open the system for newly appointed SMS members should be made by the ethics officer).
- 31 May : HOD submits forms of SMS members to PSC.  
Executive Authority submits the financial disclosure form of HOD to PSC.

Period to disclose for other categories

<b>Other categories of Designated Employees</b>	<b>Period to Disclose Financial Interest</b>
Employees earning an equivalent of salary level 13 and above through the OSD	01-30 <sup>th</sup> June of the year in question
Employees appointed at salary level 12 including employees earning the equivalent of salary level 12 through OSD.	01-31 <sup>st</sup> July of the year in question
Employees who are authorized by the Minister , EA,HOD or the chairperson of the Public Commission (PSC) for purposes of record keeping and effective implementation Part 2 of the Chapter 2 of the PSR , 2016	01- 31 July of the year in question
Employees appointed at Salary level 11 including employees earning the equivalent of salary level 11 through OSD.	01-31 <sup>st</sup> July of the year in question
Employees in Supply Chain Management and Finance Units , irrespective of their levels	01-31 <sup>st</sup> of the year in question
New employees appointed in the above categories	Within 30 day after assumption of duty

#### **Details of Interests to be disclosed**

1. Shares, Loan accounts and other form of equity
2. Income generating Assets
3. Trusts
4. Directorships and Partnerships
5. Remunerative work outside employee's department
6. Consultancies and retainerships
7. Gifts and Hospitality from a source other than a family member
8. Sponsorship
9. Vehicles
10. Ownership and other interests in immovable property

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*Register as a user on the eDisclosure system*

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URL: <https://edisclosure.gov.za>

**Steps to follow when registering**

1. On the internet browser type <https://edisclosure.gov.za>  
You will land on the eDisclosure home page

**On the eDisclosure home page**

2. Type in your id number
3. Select government
4. Click on the **Register** button

If you receive the message: “SA ID does not exist on the employee register”, request a registration form from your ethics officer.

You will land on the registration page

**On the eDisclosure Registration Page**

5. Create Username & Password
6. Verify Password

**NB: Keep Username & Password in a secure place. From this stage onwards they are your ticket to access the eDisclosure system (no username and password, no access)**

7. Populate all other highlighted fields (cell phone and email field)
8. Click Submit

A One Time Pin (OTP) will be sent to your email. Open your email to obtain the OTP.

9. Navigate to the OTP activation Screen (if you have closed the OTP screen navigate back to the home page, click “click here to activate your registration)

**On the OTP activation Screen**

10. Populate the OTP, username, and ID number.
11. Click Submit

Registration process is complete & you will now be on the login page

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*eDisclosure login*

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**On the edisclosure login**

Type in your username & Password

Click login



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### *Capture your financial Interest*

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1. Orientate yourself by reading the information on the welcome page
2. Click Manage Disclosures or Quick start
3. Click the first category (e.g. shares and other financial interests, click new shares and other financial interests, a form will appear on the screen with the relevant year populated)  
*Do not try to change the year*
4. Capture your information. If you have nothing to disclose click default values below the disclosure fields.
5. save
6. Click next disclosure type, follow the same steps as with the first category
7. Click next Disclosure type until you have disclosed all categories
8. You are now ready to disclose  
*Make sure you have captured and saved your information for all disclosure types.*

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### *Submit your disclosure form*

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1. On the left menu below “manage disclosure menu”, click **submissions**
2. Click “new submission”
3. On the right hand side of the page, select the Disclosure Period (default one is set)
4. Click continue
5. Your information will appear on the page,  
*Read through the information to ensure that it is correct*
6. Click Submit
7. A confirmation message will pop-up
8. If you are confident that the information you captured is correct, click ok, otherwise click cancel and navigate back to where you want to make corrections.  
*After this stage, no corrections can be made*
9. An auto generated message will pop out to confirm your disclosure has been submitted successfully

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### *Forgotten password?*

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1. Type: <https://edisclosure.gov.za/DynamicAction?pageid=475>  
OR when on the eDisclosure login page
2. Click the “forgot password”
3. Enter your id number and click submit
4. An email with username and temporary password will be sent to your email. **Leave the OTP page and navigate to your emails.** Kindly read through the whole email. At the end of the email there is **an OTP provided.** You need this OTP to activate your registration again.
5. Navigate back to the OTP page (if you have closed the page navigate to the home page and click “click here to activate your registration”)
6. Populate all the fields to activate your registration and clicking submit
7. You will be directed to the login page. Use the username and temporary password provided on the email, login
8. You will be directed to the change password page. Where it says “old password, use the temporary password provided on the email
9. Click change password and then you will be directed to “welcome page”

These steps are captured with screen shots on the login page “forgot password help”

For any further information / clarity please contact us on [edisclosure@dpsa.gov.za](mailto:edisclosure@dpsa.gov.za)