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Enquiries: Call Centre

Strategic People Management Minute: 0004/2019

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Supply Chain Management Staff, Finance Staff, Principals, Chief Education Specialists, Deputy Chief Education Specialists, Public Service Staff

Subject: Designated employees to disclose their financial interests

1. The Public Service Regulations (PSR), 2016, published in *Government Gazette* No. 40167 of 29 July 2016, empowers the Minister of Public Service and Administration (MPSA) to designate other categories of employees to disclose their financial interests. Furthermore, the MPSA has the power to determine the form, date and financial interests to be disclosed.
2. Before March 2017, only members of the Senior Management Service (SMS) were designated to disclose their financial interests. On 16 March 2017, the MPSA designated other categories of employees as identified below, to disclose their financial interests (MPSA Determination attached):
 - (a) An employee earning the equivalent of salary level 13 and above through an Occupation Specific Dispensation (OSD).
 - (b) An employee appointed at salary level 11 and 12, including employees earning the equivalent of salary levels 11 and 12 through an OSD.
 - (c) An employee employed in a supply chain management unit irrespective of their salary level.
 - (d) An employee employed in a finance unit irrespective of their salary level.

Paragraph 4.1 (Scope of application) of the MPSA Determination states that this provision applies to all departments and its employees employed in terms of the Public Service Act, 1994 (Act 103 of 1994), inclusive of educators.

3. Designated employees must disclose their interests to:

Lower Parliament Street, Cape Town, 8001
Tel.: +27 21 467 2000 Fax: +27 21 483 7658
Safe Schools: 0800 45 46 47

Private Bag X9114, Cape Town, 8000
Employment and salary enquiries: 0861 92 33 22
www.westerncape.gov.za

- ensure transparency;
- ensure accountability;
- manage conflicts of interest between their official duties and their private financial interests; and
- promote ethics and integrity and combat corruption in the public service.

4. Periods for disclosure are as follows:

Categories of designated employees	Deadlines for disclosure
Employees appointed at salary level 12, including employees earning the equivalent of salary level 12 through an OSD (inclusive of principals on equivalent salary levels)	01 June 2019 to 30 June 2019
Ethics officers and any other officials with delegated authority on the eDisclosure system	01 June 2019 to 30 June 2019
Employees appointed at salary level 11, including employees earning the equivalent of salary level 11 through an OSD (inclusive of principals and educators on equivalent salary levels)	01 July 2019 to 31 July 2019
Employees in supply chain management and finance units, irrespective of their salary level	01 July 2019 to 31 July 2019
Newly appointed employees have up to 30 days after assumption of duty to disclose their financial interests	

5. A newly appointed designated employee who is not yet registered on the eDisclosure system must complete the registration as per the attached quick guide.
6. Designated employees (except for the Head of Department (HoD)) disclose their financial interests to the HoD.
7. In terms of paragraph 11 (Non-compliance and reporting) of the MPSA Determination, compliance to complete the financial disclosure is compulsory.
8. For ease of reference, a quick guide is attached on how to register and disclose financial interests on the eDisclosure system as listed below:
 - Shares or any other form of equity in a registered private or public company or any other corporate entity recognised by law

- Loan accounts (excluding bond, vehicle finance, and retail accounts)
- Income generating assets
- Trusts
- Directorships and partnerships
- Consultancy and retainerships
- Sponsorships
- Gifts and hospitality from a source other than a family member
- Ownership and other interests in movable property
- Vehicles
- Any other financial interests
- Other remunerative work outside the employee's department (RWOPS)

9. The Western Cape Government's Policy on Remunerative Work outside the Public Service (RWOPS), implemented from 01 September 2012, regulates the performance of remunerative work by employees outside the public service and is attached to this circular.

Paragraph 13(c) of Part 1, Chapter 2 of the PSR, 2016, which came into effect on 01 August 2016 states that an employee shall:

"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". This provision is *mutatis mutandis* applicable to employees appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998).

10. The following ethics officers may be contacted for queries or questions of clarity:

Name	Email address	Tel. no.
May Davids	May.Davids@westerncape.gov.za	021 467 2365
Mark van der Vendt	Mark.VanderVendt@westerncape.gov.za	021 467 2509
Yolisa Zwane	Yolisa.Zwane@westerncape.gov.za	021 467 2612
Akhona Mfazwe	Akhona.mfazwe@westerncape.gov.za	021 467 2618
Mikhail Jackson	Mikhail.Jackson@westerncape.gov.za	021 467 2469
Petro Titus	Petro.titus@westerncape.gov.za	021 467 2615

11. Please note that the eDisclosure system is not web enabled and can therefore only be accessed from a Government network.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 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

What is eDisclosure system?

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

Other categories of Designated Employees	Period to Disclose Financial Interest
Employees earning an equivalent of salary level 13 and above through the OSD	01-30 th 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 st 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 st July of the year in question
Employees in Supply Chain Management and Finance Units , irrespective of their levels	01-31 st 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

Register as a user on the eDisclosure system

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

Steps to follow when registering

1. On the internet browser type [https:// edisclosure.gov.za](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

eDisclosure login

On the edisclosure login

Type in your username & Password

Click login

Capture your financial Interest

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.

Submit your disclosure form

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

Forgotten password?

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