



Verwysing: 20190424-3971
Lêernommer: 3/3/3/9
Navrae: Inbelsentrum

Strategiese Mensbestuursminuut: 0004/2019

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Adjunkdirekteure, Kringbestuurders, Hoofde: Bestuur en Beheer, Hoofde: Distrikskurrikulumondersteuning, Hoofde: Distriksleerderondersteuning, Voorsieningskettingbestuurpersoneel, Finansies-personeel, Prinsipale, Hoofonderwyskundiges, Adjunkhoofonderwyskundiges, Staatsdienspersoneel

Onderwerp: Aangewese werknemers moet hul finansiële belange openbaar

1. Die Staatsdiensregulasie (SDR) 2016, gepubliseer in *Staatskoerant* Nr. 40167 van 29 Julie 2016, bemagtig die Minister van Staatsdiens en Administrasie (MSA) om werknemers van ander kategorieë aan te wys om hul finansiële belange te openbaar. Die MSA het verder die gesag om die vorm, datum en finansiële belange wat geopenbaar moet word, te bepaal.
2. Voor Maart 2017, is slegs lede van die Senior Bestuursdiens (SBD) aangewys om hul finansiële belange te openbaar. Op 16 Maart 2017, het die MSA werknemers van ander kategorieë, soos hieronder geïdentifiseer, aangewys om hul finansiële belange te openbaar (MSA-bepaling is hierby aangeheg):
 - (a) 'n Werknemer wat die ekwivalent van salarisvlak 13 en meer deur 'n Beroepspesifieke Dispensasie (BSD) verdien.
 - (b) 'n Werknemer wat op salarisvlak 11 en 12 aangestel is, insluitende werknemers wat die ekwivalent van salarisvlakke 11 en 12 deur 'n BSD verdien.
 - (c) 'n Werknemer wat in 'n voorsieningskettingbestuurseenheid werksaam is, ongeag hul salarisvlak.
 - (d) 'n Werknemer wat in 'n finansiële eenheid werksaam is, ongeag hul salarisvlak.

Paragraaf 4.1 (*Scope and application*) van die MSA-bepaling verklaar dat hierdie bepaling op alle departemente en sy werknemers van toepassing is wat ingevolge die Staatsdienswet, 1994 (Wet 103 van 1994) aangestel is, insluitende opvoeders.

3. Aangewese werknemers moet hul belange openbaar om:
 - deursigtigheid te verseker;
 - aanspreeklikheid te verseker;
 - botsing van belange tussen hul amptelike pligte en hul privaat finansiële belange te bestuur; en
 - etiek en integriteit te bevorder en korrupsie in die staatsdiens te bestry.
4. Tydperke vir openbaarmaking is soos volg:

Kategorieë van aangewese werknemers	Sperdatums vir openbaarmaking
Werknemers aangestel op salarisvlak 12, insluitende werknemers wat die ekwivalent van salarisvlak 12 deur 'n BSD verdien (insluitende prinsipale op ekwivalente salarisvlakke)	01 Junie 2019 tot 30 Junie 2019
Etiëkbeampies en enige ander amptenare met gedelegeerde gesag op die eDisclosure-stelsel	01 Junie 2019 tot 30 Junie 2019
Werknemers aangestel op salarisvlak 11, insluitende werknemers wat die ekwivalent van salarisvlak 11 deur 'n BSD verdien (insluitende prinsipale en opvoeders op ekwivalente salarisvlakke)	01 Julie 2019 tot 31 Julie 2019
Werknemers in voorsieningskettlingbestuur en finansiële eenhede, ongeag hul salarisvlak	01 Julie 2019 tot 31 Julie 2019
Nuutaangestelde werknemers het tot en met 30 dae ná diensaanvaarding om hul finansiële belange te openbaar	

5. 'n Nuutaangestelde aangewese werknemer wat nog nie op die eDisclosure-stelsel geregistreer is nie, moet die registrasie volgens die aangehegte bondige riglyn voltooi.
6. Aangewese werknemers (behalwe vir die Hoof van die Departement (HvD)) openbaar hul finansiële belange aan die HvD.
7. Ingevolge paragraaf 11 (*Non-compliance and reporting*) van die MSA-bepaling, is nakoming van die voltooiing van die finansiële openbaarmaking verpligtend.
8. Vir maklike verwysing, is 'n bondige riglyn hierby aangeheg oor hoe om finansiële belange, soos hieronder gelys, te registreer en op die eDisclosure-stelsel openbaar te maak:
 - Aandele of enige ander vorm van ekwiteit in 'n geregistreerde privaat of openbare maatskappy of enige ander korporatiewe entiteit wat deur die wet erken word

- Leningsrekeninge (verband-, voertuigfinansiering- en kleinhandelsrekeninge uitgesluit)
- Inkomstegenererende bates
- Trusts
- Direkteurskappe en vennootskappe
- Konsultasie en deurlopende retensiegeld
- Borgskappe
- Geskenke en gasvryheid van 'n ander bron wat nie 'n familielid is nie
- Eienaarskap en ander belange in roerende eiendom
- Voertuie
- Enige ander finansiële belange
- Ander besoldigde werk buite die werknemer se departement (BWBS)

9. Die Wes-Kaapse Regering se beleid oor Besoldigde Werk buite die Staatsdiens (BWBS), wat vanaf 01 September 2012 in werking getree het, reguleer die verrigting van besoldigde werk wat deur werknemers buite die staatsdiens verrig word en is by hierdie omsendbrief aangeheg.

Paragraaf 13(c) van Deel 1, Hoofstuk 2 van die SDR van 2016, wat op 01 Augustus 2016 in werking getree het, verklaar dat 'n werknemer:

"nie sake met enige staatsinstelling sal doen of 'n direkteur van 'n openbare of privaat maatskappy sal wees wat sake met 'n staatsinstelling doen nie, tensy sodanige werknemer in 'n amptelike hoedanigheid 'n direkteur is van 'n maatskappy wat in skedule 2 en 3 van die Wet op Openbare Finansiële Bestuur gelys is". Hierdie bepaling is *mutatis mutandis* van toepassing op werknemers wat ingevolge die Wet op die Indiensneming van Opvoeders, 1998 (Wet 76 van 1998), aangestel is.

10. Die volgende etiekbeamptes kan gekontak word vir navrae of meer duidelikheid:

Naam	E-posadres	Tel. nr.
May Davids	May.Davids@westerncape.gov.za	021 467 2365
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11. Let asseblief daarop dat die eDisclosure-stelsel nie web geaktiveer is nie en dus slegs vanaf 'n staatsnetwerk verkry kan word.

GETEKEN: LJ ELY

ADJUNK-DIREKTEUR-GENERAAL: KORPORATIEWE DIENSTE

DATUM: 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