



REPUBLIC OF SOUTH AFRICA

CERTIFICATE APPROVAL OF OTHER REMUNERATIVE WORK

Name of the department:

Permission is hereby granted to:

Name and surname of the employee.

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Designation of the employee

Salary level of the employee

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Persal number

ID number

to perform the following work outside his/her department:

Short description, indicating the type of work, the name and type of business activity, name of employer and number of hours involved.

Period:

to

Date of commencement

End date

(maximum 12 months within the financial year)

Please note:

Permission is only granted for the work indicated above, including the hours. This permission is not transferable to any other work or department.

If it is to be discovered that you are not adhering to the public service prescripts regulating other remunerative work, including not conducting business with an organ of state, your permission may be suspended and disciplinary steps will be instituted. **Please familiarize yourself with the Directive on Other Remunerative Work outside the employee's employment in the relevant department.**

If you wish to continue with other remunerative work after the expiry of the approved date, a reapplication must be submitted 60 days before the start of the ORW.

Executive Authority/Delegated Authority

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Designation

Date