

Circular 2020-04-16

16th April 2020

TO ALL CONTRACT CLEANING EMPLOYERS THROUGHOUT KZN

1 Purpose.

The Purpose of this circular is to advise all contract cleaning companies operating throughout KZN to the Temporary Relief scheme as set out by the Minister of Employment and Labour of 25th March 2020 known as the Directive.

The purpose of the Directive is to provide temporary relief to employees who suffer a loss of income as a result of the Lock down brought about by the Covid-19 pandemic.

The Bargaining Council for the Contract Cleaning Services Industry **have not** entered into an agreement with the fund for the processing of any claims on behalf of Contract Cleaning Service providers, and in pursuance all contract cleaning companies throughout KZN **must claim directly from the fund and no claims must be submitted to the Council.**

2 Process to be followed.

- Foreword a letter of authority on a company letterhead granting permission to an individual in the company, who will have the authority to lodge any claim on behalf of such company.
- Once the company is registered you will get an email advising you of the process, with all the forms attached that you need to complete.
- Provide evidence of three-month payroll as proof of last three month of employees' salaries.
- Provide a certified bank latest statement.
- All the above documents must be submitted to UIF via a dedicated mailbox: Covid19UIFclaims@labour.gov.za

3. Supporting documentation to be provided by employers

- **3.1 Details of employer**
- - Name and address
- - UIF details.
- - Details of the employer's business account
- - Details of the expected period of closure
- - a List of employees and their dates of employment, id numbers and UIF details

Enquiries.

Should an employer have further query with regards to the process to be followed please contact the UIF directly on 012 337 1997.



STEPHAN VENTER

GENERAL SECRETARY