**INFORMATION SHEET**

**Rules for completing prescribed template**

**Step -1                        Prepare the list of all employees with all mandatory information using the file National Disaster Payment – Excel Template (Attachment 1)**

**Step -2                     Use the “Guidelines – To Convert\_ Excel\_TO\_CSV” document as required by UIF**

**Step -3                        Refer attachment 9 ( 9- 00000034\_06APR2020\_1\_SAMPLE) to view sample of what we need as a final CSV file.**

**Step -4                        Submit 5 files in total. ( exclude MOA if under 10 employees)**

**Re - submission rules**

**Re –submit together revised supporting documents as per attachments:**

* MOA (completion of the agreement between UIF, Bargaining Council  and Employer) ; only applicable to employers that has more than 10 employees
  + Choose the MOA relating to your role in the process:
    - Employer (attachment 3 )
    - Bargaining Council that can pay the benefits directly to employees (attachment 4)
    - Bargaining council that cannot pay employees directly (attachment 5)
    - Tourism or Mineral council  (attachment 6)
* Prescribed template that will require critical information from the employer – employees bank details needed here.( attachment 1)
* Employer or Bargaining council applying must complete this (attachment 7)
* Confirmation of  bank account details for Covid19ters in the form latest bank confirmation letter  (no need to certify)
* Letter of Undertaking ( attachment 8 ) : new document

Our Covid19 system will attend to all application and thereafter send you a approval/rejection letter

**Enquiries regarding process or clarification can be directed to 0800 030 007 or 012 337 1997**