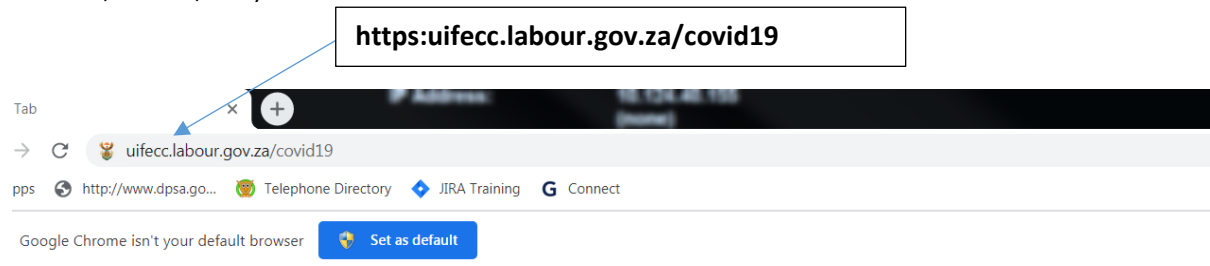




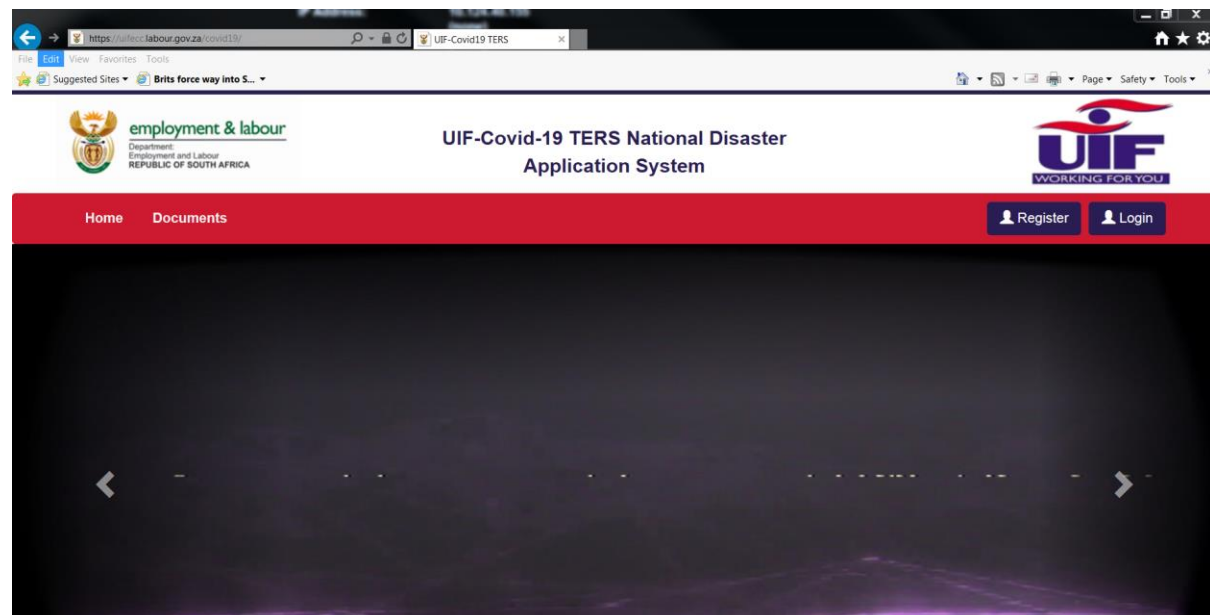
National Disaster Application System Guide

Step 1:

Type url (<https://uifecc.labour.gov.za/covid19>) on any web browsers (e.g. internet explorer, chrome, firefox, etc.)



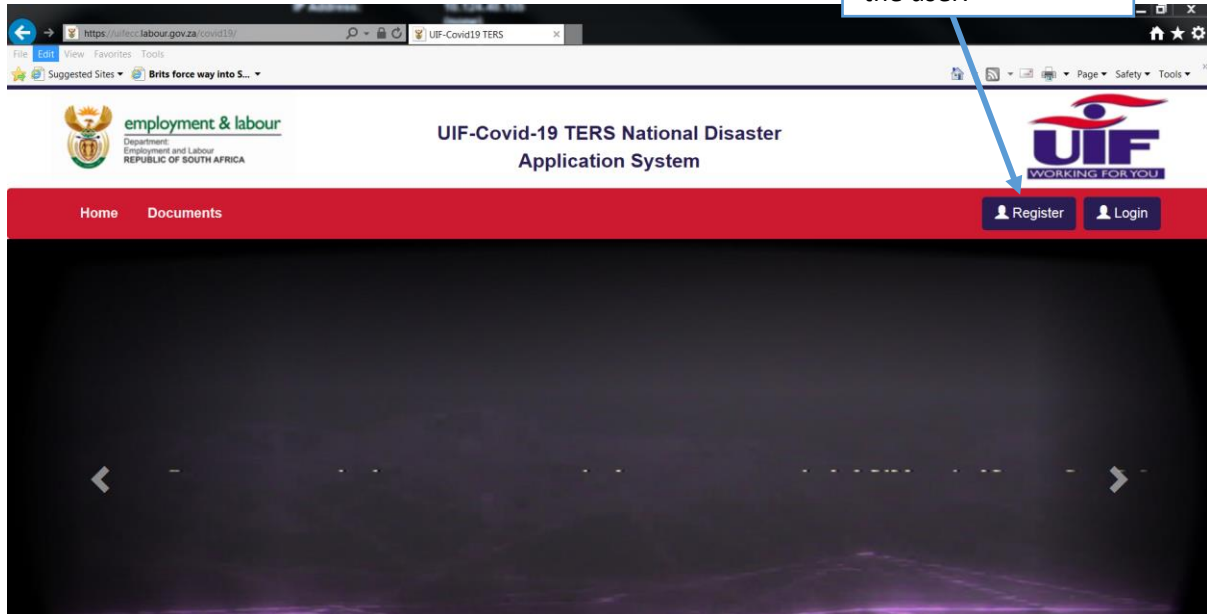
Step 2: UIF COVID – 19 TERS National Disaster Application System Home Page





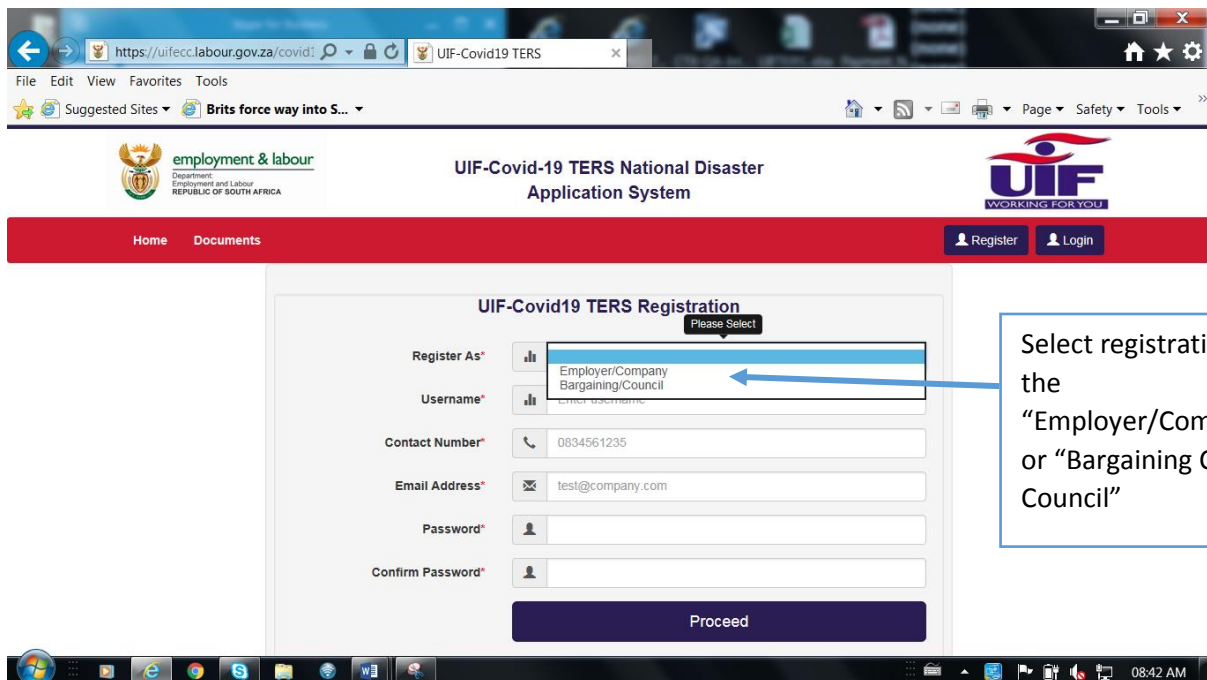
Step 3: Selection of Registration of User

Click on **Register** button to register as the user.



Step 4: Registration of User:

Please populate all the fields on the screen below



Select registration as the "Employer/Company" or "Bargaining Council/ Council"



Step 6: User Registration as Employer/Company

UIF-Covid-19 TERS Registration

Register As*

UIF Reference Number*

Trade name*

Username*

Contact Number*

Email Address*

Password* Confirm password must match with Password field

Confirm Password*

Select **Proceed** button to submit/create user profile

After clicking on Proceed button: successfully registered as the user screen will pop up

You are Registered Successfully. Please Login with your Credentials

UIF-Covid-19 TERS-Login

Username*

Password*

[Forgot Password?](#)

Important Note(s)

> Asterisk(*) symbol is mandatory fields.

Message notification that you have successfully registered as the user



Step 7: Login Screen



You are Registered Successfully. Please Login with your Credentials

UIF-Covid-19 TERS-Login

Username*

Password*

Login

[Forgot Password?](#)

Important Note(s)

▶ Asterisk(*) symbol is mandatory fields.

Capture the following fields:

Username: UIF reference number

Password: newly created password

Click **Login** button to proceed to the registration of the **Company** and **Employees**



Step 8: Registration of Employer

Capture all the outstanding fields on the screen and click **Proceed** button

The screenshot shows the 'UIF-Covid19 TERS- Capture Entity Details' form. The fields are as follows:

Field	Value
UIF Reference Number	00000/0
Trade name	xxxxxxx
Paye Number	enter your paye number
Contact Number	081234567
Lock Down Dates	27 March 2020 to 16 April 2020
Payment Medium	
Address	
Bank Name	
Branch Code	Enter branch code
Account Number	Enter account number
Account Type	

A 'Proceed' button is located at the bottom of the form.

The system is prepopulate the following fields: UIF Reference Number, Trade Name, and Contact Number.

Click **Proceed** button after capturing all the information on the Employer screen.



Step 9: MOA between the Fund and Employer

The employer must accept the terms and conditions stipulated on the MOA

The screenshot displays the UIF-Covid-19 TERS National Disaster Application System interface. At the top, there are logos for the Department of Employment and Labour, the UIF, and the Republic of South Africa. The main header reads "UIF-Covid-19 TERS National Disaster Application System". Below this is a navigation bar with "Home" and "Documents" links, and a user account section showing "My Account(2592485/0)" and a "Logout" button. The main content area is titled "MOA UIF EMPLOYER - MOA BETWEEN UIF & AN EMPLOYER" and contains a form with the following text:

MEMORANDUM OF AGREEMENT

between

UNEMPLOYMENT INSURANCE FUND

Additional information:


Please note that for a Bargaining Council / Council there are three MOA: select the appropriate one


- Bargaining Council pays employees
- UIF pays employees
- UIF to decide (pay employees)



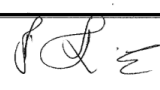
Accepting Terms and Conditions of MOA

AS WITNESSES


TSEHO MARUPING
UI COMMISSIONER
08/04/2020


E M YAWA
CHIEF DIRECTOR: CORPORATE SERVICES
08/04/2020

MOA – "A" (Employer and UIF) Page 15



Click **Accept** button for accepting the terms and condition of the **MOA**



Step 10: Letter of Undertaking between the Fund and Employer

The employer (authorize official in the company) must accept the terms and conditions stipulated on the Letter of Undertaking



Letter of Undertaking - Undertaking Agreement with the UIF

UNEMPLOYMENT INSURANCE FUND

LEGAL UNDERTAKING – FORM A4

APPLICATION FORM FOR COVID-19 TERS IN TERMS OF DIRECTIVE BY MINISTER OF EMPLOYMENT AND LABOUR, PUBLISHED ON 26 MARCH 2020, GOVERNMENT GAZETTE NUMBER 43161

(to be signed by an authorised signatory of the employer/bargaining Council or such body but not by an agent)

1. I, 2592485/0 duly authorised on behalf of Urban Warrior Boxing Gym hereby declare:
 1. That I have read and understood the contents of this FORM and all UIF Requirements for the COVID-19 TERS application procedure in documents "Easy Application Guide", "MOAs" and Approval Letter "A3".
 2. I understand that merely submitting this legal undertaking and all supporting documents including the MOA does not automatically mean that my application has been approved and there is a binding contract between my company and the UIF /Department of Employment and Labour.
 3. In short, I understand and accept that notwithstanding the signature for and on behalf of the UIF in the MOA I submit with my application and the date of the last signing party to this MOA, the Agreement will come into effect after the submission of all required documents by me and upon receiving approval letter "A3" and receipt by UIF of my acceptance of such approval. Put differently, upon acceptance, UIF shall dispatch confirmation of acceptance of the application to me, which upon my acceptance, in writing, and received by UIF, renders this MOA of legal force and effect and thereafter it commences to be a legally binding agreement in law and other respects and commences as provide in MOA's clause 4.
 4. I understand and accept that I shall:
 1. Await receipt of a confirmation per I approval letter "A3" from the UIF that the application has been approved and advised, in writing, of amounts to be paid to employees in consequence of such approval.
 2. Sign the acceptance form A4 and send it back to UIF
 3. Have a valid agreement that shall commence upon receipt of my A4 by the UIF
5. That all the information provided herein, including all documents submitted with the Application, or any other representation made to the UIF/Department of Employment and Labour, is true, in accurate, correct, valid and complete.



Accepting Terms and Conditions of Letter of Undertaking



Home Documents My Account(2592485/0) Logout

I, 2592485/0 duly authorised on behalf of Urban Warrior Boxing Gym hereby declare:

- That I have read and understood the contents of this FORM and all UIF Requirements for the COVID-19 TERS application procedure in documents "Easy Application Guide", "MOAs" and Approval Letter "A3".
- I understand that merely submitting this legal undertaking and all supporting documents including the MOA does not automatically mean that my application has been approved and there is a binding contract between my company and the UIF /Department of Employment and Labour.
- In short, I understand and accept that notwithstanding the signature for and on behalf of the UIF in the MOA I submit with my application and the date of the last signing party to this MOA, the Agreement will come into effect after the submission of all required documents by me and upon receiving approval letter "A3" and receipt by UIF of my acceptance of such approval. Put differently, upon acceptance, UIF shall dispatch confirmation of acceptance of the application to me, which upon my acceptance, in writing, and received by UIF, renders this MOA of legal force and effect and thereafter it commences to be a legally binding agreement in law and other respects and commences as provide in MOA's clause 4.
- I understand and accept that I shall:
 - Await receipt of a confirmation per I approval letter "A3" from the UIF that the application has been approved and advised, in writing, of amounts to be paid to employees in consequence of such approval.
 - Sign the acceptance form A4 and send it back to UIF
 - Have a valid agreement that shall commence upon receipt of my A4 by the UIF.
- That all the information provided herein, including all documents submitted with the Application, or any other representation made to the UIF/Department of Employment and Labour, in writing, is accurate, correct, valid and complete.
- I undertake to inform the UIF, in writing, immediately if any information on this form must be updated;
- I consider this Undertaking to be a legally binding document, and upon which the UIF/Department will base a decision that will have legal consequences.

COMPILED BY:

Name and Surname:	Urban Warrior Boxing Gym
Identity Number:	Urban Warrior Boxing Gym
Signature:	

< Do not accept Accept >

Click **Accept** button for accepting the terms and condition of the **Letter of Undertaking**

Step 11: Confirmation of bank account details

The employer must upload the bank confirmation (must be pdf form)



Home Documents My Account(2592485/0) Logout

Confirmation of bank account details

Confirmation of bank account details for Covid19sters in the form latest bank statement

Upload File* Choose File No file chosen

Proceed

Click **Proceed** button to upload the bank confirmation



Step 12: Adding Employees Screen

UIF-Covid-19 TERS - Employee Details

Do you want to upload CSV file?* Yes No

Add new employee

EMPLOYEES LIST

Show 10 entries Search:

Action	Uif Ref	Id Number	Lock down from	Lock down till	Trade name	Contact No	Email	Remuneration	Emp Start Date
No data available in table									

Showing 0 to 0 of 0 entries Previous Next