COVID-19 Monitor
Keeping you informed. Here to help you.

22 July 2021

Dear Valued Member

TERS EXTENSION: LOCKDOWN PERIOD 16 MARCH 2021 – 25 JULY 2021

On 20 July 2021, the Minister of Employment and Labour issued a directive extending the COVID-19 Temporary Employee/Employer Relief Scheme (C19-TERS).

Only employers who were prohibited to operate, either partially or in full, due to the Adjusted Alert Level 4 regulations from 16 March 2021 to 25 July 2021 are eligible to submit claims for relief from the scheme.

Whilst the Retail Motor Industry was allowed to operate during the lockdown period from 16 March 2021 until 25 July 2021, some employers might have been unable to make use of their employees' services, either partially or fully, during this period as a result of compliance with the lockdown regulations. **These businesses may submit a claim to the Unemployment Insurance Fund (UIF) for a reduced hours benefit on behalf of their employees. Such a claim is subject to the availability of sufficient credits of the particular employee with the UIF.**

It is important to note that employers must supplement the reduced time benefit amount received from the UIF, provided that the reduced time benefit, as well as any other remuneration received by the employer for work performed by the employee in any period, shall not exceed 100% of the remuneration that the employee would ordinarily have received for working during that period.

Employers can submit claims on behalf of their employees by following the step-by-step process:

Step 1

Download from the website: http://www.labour.gov.za/DocumentCenter/

(Request Reduced Work Time application spreadsheet or from your relevant Provincial Office).

Step 2

Prepare a letter with the official letterhead of the company and ensure the following information is included. The compiler of the spreadsheet must be a duly authorised person to act on behalf of the company. (Indicate name and ID number of person responsible, email address and contact number on letter). The information contained therein must be accurate and authentic. State that the employees have consented to the employer submitting information and an application on their behalf. The employer will be liable for all overpayments that may arise due to incorrect information submitted. No fees will be charged to employees for submitting this information.

Step 3

Complete the attached bulk spreadsheet with ALL accurate and complete information. Incomplete claims will be rejected. Employees that are applying for 12(1)B (Reduced Work Time) need not complete the (PES ESSA FORM INDIVIDUAL MANUAL) document as they are still currently employed.

Step 4

Lock or Password protect your excel spreadsheet. Please note that unlocked or unprotected submitted spreadsheets will result in the claim being rejected.

Step 5

Email the spreadsheet only to your respective provincial office (email address is for receiving spreadsheets only, see list below). Note: The email address spreadsheets are sent from, must be consistent with the address stated in (step 2):

Mailbox Fax to email Number

Capet.BCP@labour.gov.za	0864397300
Durban.BCP@labour.gov.za	0864397297
EastLondon.BCP@labour.gov.za	0864397299
Freestate.BCP@labour.gov.za	0864397305
George.BCP@labour.gov.za	0864397301

Germiston.BCP@labour.gov.za	0864397295
Johannesburg.BCP@labour.gov.za	0864397294
Limpopo.BCP@labour.gov.za	0864397303
Mpumalanga.BCP@labour.gov.za	0864397304
NorthernCape.BCP@labour.gov.za	0864397309
NorthWest.BCP@labour.gov.za	0864397302
Petermari.BCP@labour.gov.za	0864397296
Portelizabeth.BCP@labour.gov.za	0864397298
Pretoria.BCP@labour.gov.za	0864397290

The Motor Industries Staff Association (MISA) will also assist RMI members with applications if required. It is important to note that members should refrain from submitting claims, either in full or partially, if they would like MISA to assist them with the claim. Any RMI Member wishing to make use of this service, should direct such a request to MISA on the following email address: UIFClaim@ms.org.za

This service applies to all the employees employed at an RMI Member business, and not just MISA members. All information provided to MISA by RMI Members, will in terms of a strict contractual provision, be kept confidential.

This service is part of the RMI's ongoing commitment to find and implement workable solutions for business challenges that Members may face during this disruptive period of lockdown, associated with the National State of Disaster. This service may continue after lockdown has been suspended, provided there is sufficient demand from RMI Members for the service.

If members should have any questions or queries in this regard, please do not hesitate to contact any one of the RMI's IR Specialists, deployed at our various regional offices.