



Dear Sir/ Madam

EASY-AID GUIDE FOR UIF BENEFITS UNDER THE SPECIAL CIRCUMSTANCES RELATING TO THE CORONA VIRUS (COVID-19) AND THE LOCK DOWN PERIOD AS ANNOUNCED BY THE PRESIDENT

Due to various questions received regarding the process to be followed for employees affected by the lockdown period from 27 March 2020 to 16 April 2020, please find a summarised process to be followed for the submission of applications for unemployment benefits. This process must be read in conjunction with the Easy Aid Guide for Employers which was issued by the Unemployment Insurance Fund.

REQUIRED FORMS AND DOCUMENTS:

- UI19 (to be completed by the employer)

The employer and affected employees' details must be completed on the UI19. The "termination date" must be indicated as the employees last paid working day (eg. 26 March 2020).

The reason for termination must be indicated as "Corona lockdown" or "lockdown"

- UI2.7 (to be completed by the employer)

The employer must indicate the amount (if any) that the employee will receive as remuneration during the 21 day lock down period. If no income will be received, it should be indicated as Nil.

- UI2.1 (to be completed by the employee/applicant)

Affected employees must complete, sign and date the UI2.1 application form.

Please note that the portion with regard to registration as a workseeker can be marked as "Not applicable"

- UI2.8 (to be completed by the employee/applicant)

Employees must complete, sign and date the applicant's portion of the UI2.8 banking details form.

The applicant is requested to print a bank statement with a stamp online or at the ATM and attach it to the form. It is not necessary for the bank official to complete the form if a printed stamped bank statement is attached. (Please note that mini-ATM statements are not acceptable as the banking account details are not reflected on this slip.)



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- Copy of employee's ID document

It is not compulsory to have the copy certified (due to the current restrictions of movement that is in place).

- Letter from employer confirming the shutdown/"temporary lay-off" is due to the lockdown

The completed forms must be mailed or faxed to any of the mail boxes or fax to email numbers that is indicated on the Easy Aid Guide.

We have also received enquiries about the amount that employees will receive during this period. Please be informed that we are still awaiting the Unemployment Insurance Fund to provide guidance in this regard.

Should any additional information be received or changes in the processes happen, you will be updated.

Kindly take note that the processes as outline above are only applicable during the lockdown period and that normal application procedures will be applied once the lockdown is lifted.

I trust that the information will be of assistance. Please do not hesitate to contact us for further clarity.

Regards

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