**ANNEXURE C**

**APPLICATION FOR FUNDS FROM THE UIF COVID-19 TEMPORARY RELIEF SCHEME**

**(for companies who have not paid wages to employees during the shutdown period)**

**PART 1.**

**DATE OF THIS APPLICATION: ……………..…………………...**

**1. COMPANY DETAILS:**

**1. 1. Council Registration Number: …………………………………………………...**

**1. 2. Name of firm: ……………………………………………………………………....**

**1. 3. Address of firm: .........................................................................................................**

**1. 5. Telephone Number …………………….Fax Number …………………………….**

**1. 6. E-mail Address: …………………………………………………………………….**

**1. 7. Contact Person/ Person Authorized to submit application:** (Letter of authority attached) **………………………………………………............................................................................**

**1.8. Company Director/s, Member/s, Partner/s .....................................................................................................................................................**

**1.9 Period assistance is required for: ......................................................................................**

**1.10. Date of resumption of activities: .....................................................................................**

**2. LABOUR DETAILS:**

**2. 1. Total Number of Employees: ………………………………………………………….**

**2. 2. Total Number of Employees at company three months or longer (**qualifying employees**):**

**…………………………………………………………………………………………...**

**PART 2. ATTACHMENTS: (Key documents required for the first application)**

The following documents should be submitted with the application by 28 April 2020:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LIST OF DOCUMENTS *(FIRST APPLICATION)*** | **YES** | **NO** |
| **1** | Motivation letter (warrant) describing that the difficulties faced by the company are directly related to the lockdown due to the current COVID – 19 pandemic. |  |  |
| **2** | Letter of authority, on an official company letterhead granting permission to an individual specified to lodge a claim on behalf of the company |  |  |
| **3** | Payroll of the last three months as reflected in **Annexure B** herewith accompanied by a written explanation where variances occur. |  |  |
| **4** | Confirmation of UIF registration and current UIF contributions.  *(Latest SARS statement of account with UIF number or confirmation from the Department of Employment and Labour’s UIF division and/or Bank deposit slips)* |  |  |

**PART 3. ATTACHMENTS: (Key documents required on second application)**

The following documents should be submitted with the application by 8 May 2020:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LIST OF DOCUMENTS *(SECOND AND THIRD APPLICATION)*** | **YES** | **NO** |
| **1** | Updated **Annexure B** template referred to in paragraph 3 of Part 2 above accompanied by a written explanation where variances occur. |  |  |
| **2** | Details of employees no longer in employment |  |  |

**Submission Process:**

Submit/ transmit all documents as required to the MEIBC via the dedicated mailbox: **c**[**ovidclaims@meibc.co.za**](mailto:Covid19UIFclaims@meibc.co.za)

**PLEASE NOTE:**

* **The details reflected in this document have been provided by the employer or person so designated and are certified as true and correct to the best of their knowledge at the date of this application.**
* **It is understood that all information contained in this document is subject to verification if required. Any information found to have been incorrect would result in immediate disqualification/ rejection of the application.**

**SIGNED………………………………………………………**

**DATE…………………………………………………………**

**PLEASE PRINT NAME…………………………………….**

**DESIGNATION……………………………………………...**