



**employment & labour**

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Employment and Labour  
REPUBLIC OF SOUTH AFRICA

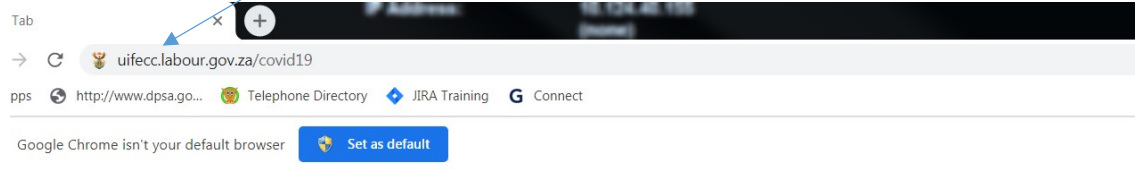


## National Disaster Application System Guide

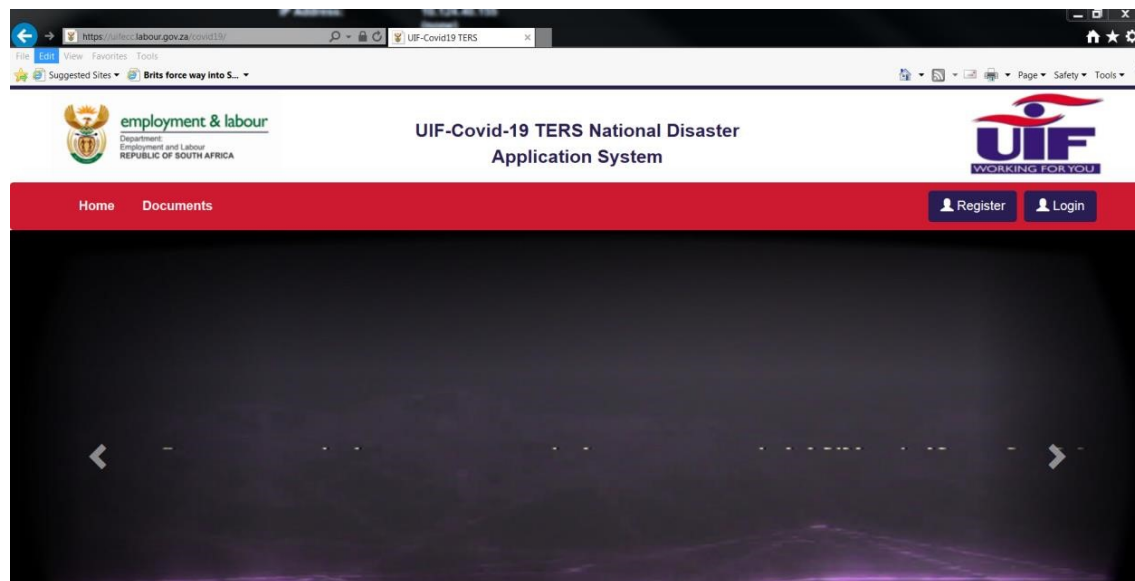
### Step 1:

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

<https://uifecc.labour.gov.za/covid19>



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





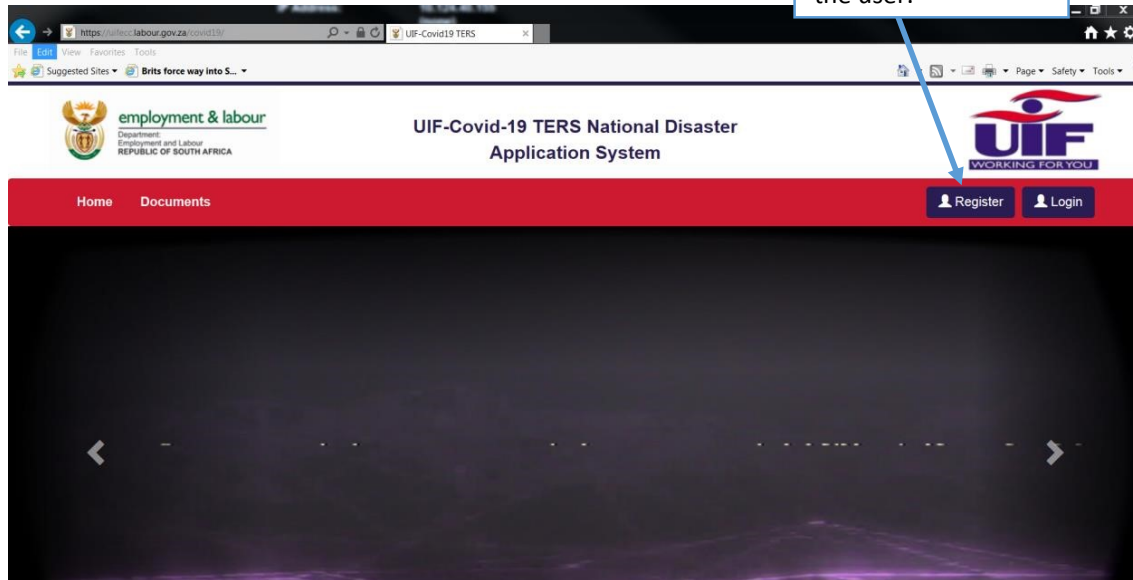
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### Step 3: Selection of Registration of User

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



### Step 4: Registration of User:

Please populate all the fields on the screen below

**UIF-Covid19 TERS Registration**

Please Select

Register As\*

Username\*

Contact Number\*

Email Address\*

Password\*

Confirm Password\*

**Proceed**

Select registration as the  
“Employer/Company”  
or “Bargaining Council/  
Council”



## Step 6: User Registration as Employer/Company

The screenshot shows the 'UIF-Covid-19 TERS Registration' form. The form fields are as follows:

- Register As:
- UIF Reference Number:
- Trade name:
- Username:
- Contact Number:
- Email Address:
- Password:  (with a note: Confirm password must match with Password field)
- Confirm Password:
- Proceed button

A blue arrow points from a text box to the 'Proceed' button.

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

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

The screenshot shows the 'UIF-Covid-19 TERS-Login' screen. At the top, a green message reads: 'You are Registered Successfully. Please Login with your Credentials'. Below this is the login form:

- Username:
- Password:
- Login button
- Forgot Password? link

Below the login form is an 'Important Note(s)' section with a note: 'Asterisk(\*) symbol is mandatory fields.'

A blue arrow points from a text box to the success message.

Message notification that you have successfully registered as the user



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Employment and Labour  
REPUBLIC OF SOUTH AFRICA



## Step 7: Login Screen



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UIF-Covid-19 TERS National Disaster  
Application System



Home Documents

Register

Login

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

UIF-Covid-19 TERS- Capture Entity Details

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\*

Proceed

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.



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Employment and Labour  
REPUBLIC OF SOUTH AFRICA



## 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". The form itself is titled "MEMORANDUM OF AGREEMENT" and includes the text "between" and "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

  
TEBHO MARUPING  
UI COMMISSIONER  
08/04/2020

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

MOA – "A" ( Employer and UIF) Page 15

< Do not accept Accept >

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



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## 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

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UIF-Covid-19 TERS National Disaster  
Application System

[Home](#) [Documents](#) My Account(2592485/0) - Logout

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, correct, valid and complete.





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### Accepting Terms and Conditions of Letter of Undertaking



#### UIF-Covid-19 TERS National Disaster Application System



Home Documents My Account(2592485/0) Logout

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, in writing, is accurate, correct, valid and complete.
6. I undertake to inform the UIF, in writing, immediately if any information on this form must be updated;
7. 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)



#### UIF-Covid-19 TERS National Disaster Application System



Home Documents My Account(2592485/0) Logout

### Confirmation of bank account details

Confirmation of bank account details for Covid19ters 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

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UIF-Covid-19 TERS National Disaster  
Application System

[Home](#) [Documents](#) [Employer Details](#) [Employee Details](#) [My Account\(2592485/0\)](#) [Logout](#)

UIF-Covid-19 TERS - Employee Details

Do you want to upload CSV file?☐ Yes ☐ No

Add new employee

Select the method of upload employees through **CSV Files** or **Adding Employees One by One**. You will follow the steps on uploading either by CSV File or One by One.

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