

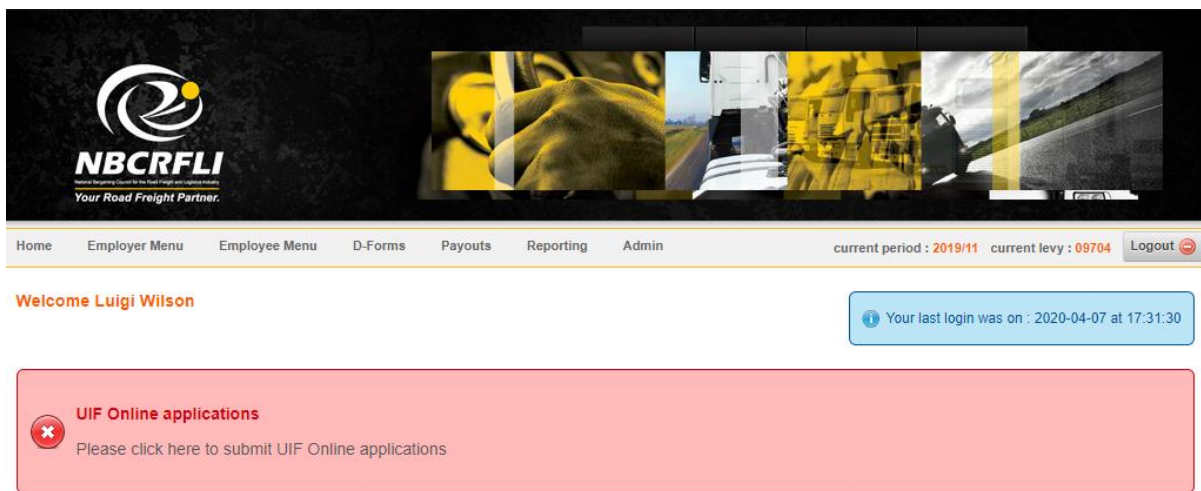
**9 April 2020**

**CLAIM PROCESS FOR COVID-19 TEMPORARY EMPLOYER/EMPLOYEE RELIEF  
(COVID-19 TERS)**

1. This circular serves to inform the industry members that NBCRFLI has entered into Memorandum of Understanding with the Unemployment Insurance Fund (UIF) whereby industry companies will be able to submit individual application to NBCRFLI for Covid-19 TERS benefits.
2. The Covid-19 TERS benefits are to be paid only to those employees who—
  - a. suffer a loss of income as a result of the temporary closure by the employer of its business operations; and
  - b. were in employment prior to the commencement of the national lock-down on 27 March 2020.
3. In order for NBCRFLI to be able to facilitate submission of claims to UIF for COVID-19 TERS benefits, each employer who wish to apply must confirm in writing to the NBCRFLI:
  - a. the temporary closure of its business operations is a direct result of the Covid-19 pandemic;
  - b. employer will immediately inform the UIF on the recommencement of its business operations that were subject to temporary closure;
  - c. employer is registered with the UIF;
  - d. employer has not individually entered into a MOA with the UIF.
4. It is important to note that the undertaking on paragraph 3 (d) above relates specifically to those employees who fall within the scope of the NBCRFLI. Therefore, employers may enter into individual MOA directly with UIF to claim COVID-19 TERS for employees who fall outside the scope of the NBCRFLI.

5. Furthermore, the employers are required to provide Council with the following supporting information:
  - e. Employer UIF reference number
  - f. Shutdown start date and Shutdown end date
  - g. proof of remuneration to employees in terms of pay-roll/ bank-statements for previous 3 months
  - h. Employers who are identified as partial essential services must provide us with a list of affected employees.
  - i. All outstanding banking details must be updated prior to UIF application submission.
6. All documentation must be submitted through the NBCRFLI's E-Business online system by no later than the 17 April 2020.

The employers can access the UIF Online Applications via the home screen as below:



Should you require clarity, please contact your local Agent who will be available to assist.

Yours Faithfully

Musa Ndlovu  
National Secretary

***(This document has been sent electronically and is therefore not signed)***