

04 May 2020

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

1. We refer to the industry circular date 09 April 2020.
2. Kindly be advised that NBCRFLI is now allowing the submission of the second phase of UIF TERS applications. In this phase, we are considering UIF TERS applications for the 14 days of the national lockdown extended period of 17 April 2020 to 30 April 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 for the extended period must confirm in writing to the NBCRFLI:
  - (a) that 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, 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) Employer must also provide details of employees no longer in employment, if any, who were part of the UIF TERS application for the first lockdown period.*

*(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 TERS application submission.*

**6. PLEASE NOTE: Employers that have applied directly to the UIF for the first lockdown period, must also submit their UIF TERS applications for the extended period directly to the UIF.**

7. Kindly be advised that NBCRFLI will submit UIF TERS applications for the extended period of lockdown once payment for the first period of lockdown received from UIF and the reconciliation process has been finalised with the UIF for the first period of lockdown.

All documentation for this second phase of application must be submitted through the NBCRFLI's E-Business online system by **no later than Monday, 11 May 2020.**

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

The screenshot shows the home screen of the NBCRFLI E-Business online system. At the top, there is a navigation bar with links: Home, Employer Menu, Employee Menu, D-Forms, Payouts, Reporting, and Admin. To the right of the navigation bar, it displays 'current period : 2020/04', 'current levy : 00028', and a 'Logout' button. Below the navigation bar, the user is greeted with 'Welcome Luigi Wilson'. To the right of the welcome message, a blue box indicates 'Your last login was on : 2020-05-04 at 08:40:44'. The main content area features a red box titled 'UIF COVID-19 TERS Application - Submissions'. Inside this box, there is a 'Please Note:' section with a red 'x' icon, stating: 'All Employee Terminations must be completed BEFORE completing a secondary application for UIF COVID-19 TERS.' Below this, there is a checkbox that is checked, with the text: 'I hereby confirm that all terminations relating to employees no longer in employment, if any, who were part of the UIF TERS application for the first lockdown period have been updated.' At the bottom of the red box, there is a link: 'Click here for the Second Phase UIF Covid-19 TERS Application Submissions (17th April 2020 - 30th April 2020)'.

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

Yours Faithfully

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Musa Ndlovu

National Secretary

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