



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION
Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605,
REPUBLIC OF SOUTH AFRICA. Enquiries: Mr Qaphela Luthuli

CIRCULAR NO:12 OF 2020

TO: ALL EMPLOYEES OF THE DEPARTMENT

FROM: ACTING DEPUTY DIRECTOR GENERAL

**SUBJECT: NOMINATION OF BENEFICIARIES FOR PAYMENT OF LEAVE GRATUITY
AND PRO – RATA SERVICE BONUS IN THE EVENT OF DEATH**

1. An agreement on remuneration allowance and benefits was signed in the Public Service Co-ordinating Bargaining Council (PSCBC) which, inter alia, provided for a new leave dispensation for Public Service.
2. In completing the attached form, contributing members may nominate any person/s, entity or estate to receive part of the Leave Gratuity payment and Pro-rata service bonus upon his or her death. The nomination's in this regard will not be taken into consideration should the contributing member terminates services for any reason.
3. Whilst the completion of this form is mandatory, contributing members are not obliged to nominate any beneficiary at 100%. For example: You may nominate 25% each for four beneficiaries. Should they opt not to nominate any beneficiaries, they must indicate the word "NIL" .
4. Nomination form must be accompanied by the following documents:
 - a) Originally certified copy (certified within the last three months) of bar-coded ID document of the contributing member.

- b) Originally certified copy (certified with the last three month) of bar-coded ID document / Birth Certificate in respect of each nominee and if an institution is nominated, proof of registration of the institution.
5. Kindly ensure that the contents of this communication is brought to the attention of all employees.
6. Should further information be required regarding the content of this memorandum, Mr Luthuli, can be contacted through email at gaphela.luthuli@ecdoe.gov.za.
7. The full co-operation of all relevant parties will be much appreciated.



DR N MBUDE
ACTING DDG: CORPORATE SERVICES



DATE

NOMINATION OF BENEFICIARIES BY AN EMPLOYEE FOR THE PAYMENT OF LEAVE GRATUITY

Full Names and Surname	
Identity Number	
Date of Birth	
Persal Number	
District / Directorate	

NOTIFICATION:

I hereby give notice that the leave gratuity and pro-rata bonus which may be payable on my death, be paid to the beneficiaries mentioned below and in the proportion indicated by me. (*no fractions)

BENEFICIARIES:

Full Names and Surname	Date of Birth	Relationship	Address	Contact No. & alternative contact No.	Percent *
					%
					%
					%
					%
					%
					%

Signature of Employee (in the presence of witnesses)		Date	
		Place	

WITNESSES:

1. Full Names and Surname	Signature	
	Date	
	Address	
2. Full Names and Surname	Signature	
	Date	
	Address	