



Email Address Capturing Form

It may be necessary to update the email addresses and mobile phone numbers of all employees on the PERSAL system. It is recommended that official e-mail accounts be utilised, however private e-mail accounts can also be used.

Employees must complete this form in order to receive their electronic notification and payslip via e-mail.

This form must be submitted to the Human Resource Management Section or Payroll Control Section of your department (as per your department's internal arrangements).

Part A: To be completed by Employee

System	PERSAL/EDD(epayslip)		
Name & Surname			
Persal Number		Date of Request	
Phone Number		Cell Number	
Department		Programme	
Chief Directorate		Directorate / Section	

I hereby elect to receive my notifications and pay slip electronically via e-mail at the following e-mail address: -

DETAILS FOR CHANGE

E-mail Address

I hereby agree to receive my notifications and payslips electronically at the e-mail address specified above and take responsibility for the safeguarding of the passwords linked to the e-mail account and the electronic payslips sent to

Signed at	(Place)	This day of	(Month)	Year	(Year)
Applicant Signature					

Part B: Office Use Only

Email address captured on PERSAL/SYSTEM By:

Name & Surname	Signature
Persal Number	Date