



**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 departments internal arrangements).

**Part A: To be completed by Employee**

System	PERSAL/EDD(epayslip)		
Name & Surname			
Persal Number		Date of Request	
Cell 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**

Email Address	
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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 me.

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	