

OFFICE OF DIRECTOR ENTERPRISE RISK & INTERGRITY MANAGEMENT

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MEMORANDUM

TO: ALL EMPLOYEES - SALARY LEVELS 9 & 10

FROM: DIRECTOR ENTERPRISE RISK & INTERGRITY MANAGEMENT

SUBJECT: OPENING OF THE e-DISCLOSURE SYSTEM FOR FINANCIAL DISCLOSURES

DATE: 05 JUNE 2026

1. PURPOSE

This memorandum serves to inform all Head Office employees appointed at salary levels 9 and 10, as well as employees receiving remuneration equivalent to these levels in terms of an Occupational Specific Dispensation (OSD), that the e-Disclosure System will be open from 01 June 2026 until 31 July 2026 to facilitate the submission of financial disclosures.

2. LEGISLATIVE REQUIREMENTS

In terms of Chapter 2, Part 2 of the Public Service Regulations, 2016, designated employees are required to disclose their financial interests within the prescribed timeframe.

3. OBJECTIVES OF THE FINANCIAL DISCLOSURE FRAMEWORK

The Financial Disclosure Framework seeks to:

- Proactively identify and manage potential conflicts of interest;
- Promote ethical conduct and integrity in the Public Service;
- Strengthen accountability and transparency; and

OPENING OF THE e-DISCLOSURE SYSTEM FOR FINANCIAL DISCLOSURES SALARY LEVELS 9 & 10

Ensure compliance with applicable norms, standards, and regulatory requirements.

4. CONSEQUENCES OF NON-COMPLIANCE

Employees who fail to submit their financial disclosures within the prescribed period, or who submit false, incomplete, misleading, or inaccurate information, may be found guilty of misconduct and be subjected to disciplinary action in accordance with the relevant legislation, regulations, and departmental policies.

5. ASSISTANCE WITH DISCLOSURES

All affected employees are requested to attend a support session in the MEC Boardroom from 08 to 10 June 2026, between 09:00 and 16:30, to receive assistance with the completion and submission of their financial disclosure forms.

Your cooperation and commitment to complying with the Financial Disclosure Framework are appreciated.

Yours in Education



Mr S Govind

Director: Enterprise Risk and Integrity Management

5 June 2026

Date