



Province of the

## **EASTERN CAPE**

DEPARTMENT OF EDUCATION

Physical Address: Steve Vukile Tshwete Education Complex, Zone 6, Zwelitsha.

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### **INTERNAL MEMORANDUM**

<b>Compiler</b>	<b>Tel. number</b>	<b>File number</b>
Miss N Libalele	040-6084551	8/1/2/2
<b>To:</b>	DEPUTY DIRECTOR GENERAL CHIEF DIRECTORS DIRECTORS AT HEAD OFFICE DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA&P CHIEF EDUCATION SPECIALST PRINCIPALS OF SCHOOLS	
<b>From:</b>	DIRECTOR: HUMAN RESOURCE ADMINISTRATION	
<b>SUBJECT:</b>	NOMINATION OF BENEFICIARIES FOR LEAVE GRATUITY PAYMENTS	

1. In terms of the leave measures, provisions exist for employees eligible for payment of leave gratuity payments to designate, if they so desire, one or more beneficiaries to whom their leave gratuity payment is to be effected in the event of their death. The percentage of the leave gratuity payable to each designee must also be indicated.
2. The prescribed form for designating beneficiaries is attached hereto. Employees wishing to designate beneficiaries are required to complete and forward this prescribed form to the relevant HR Component. A new form must be completed and submitted whenever circumstances change, and which necessitates a change in the designation of beneficiaries.
3. In instances where an employee dies and has not designated any beneficiaries, the leave gratuity payment will be effected as follows: -
  - a) In full to the spouse or life partner of that employee; or
  - b) If there is no spouse or life partner, in equal shares for the benefit of minor and other children (including legally adopted children) of the deceased who, at the time of death, were fully dependent on the employee; or
  - c) If there are no children, to the employee's estate.
4. It must be emphasized that the leave gratuity payment will be effected to designated beneficiaries only upon the death of the employee. In respect of other exits, the leave gratuity payable will be remunerated directly to eligible employees.
- 5) Kindly please ensure that the contents of this circular is brought to the attention of all employees.

  
\_\_\_\_\_  
**DIRECTOR**  
**(HR Administration)**

12/04/15  
\_\_\_\_\_  
**DATE**



Province of the  
**EASTERN CAPE**  
EDUCATION

**HUMAN RESOURCE ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**NOMINATION OF BENEFICIARIES ON LEAVE AND SERVICE BONUS PAY-OUT**

In terms of section 11 of the Determination on leave of Absence in the Public Service

I hereby give notice of my wish that the leave gratuity and pro rata service bonus which may be payable on my death, be paid to the beneficiary/beneficiaries or the estate mentioned below and, where applicable, in the proportion indicated by me.

Persal number		Branch/Directorate	
Surnames			
Names			
ID number			

**ESTATE INFORMATION (IF APPLICABLE)**

Name of Executor		Percentage
Address of Executor		

**BENEFICIARY/BENEFICIARIES**

Name & Surname	Date of Birth	Relationship	Address	%

**Signature of official**

Name and Surname	Signature	Place	Date

**Signature of Witness**

Name and Surname	Signature	Place	Date

**Signature of Witness**

Name and Surname building blocks for growth	Signature	Place	Date



*Ikamva eliqaqambileyo!*