



**OFFICE OF THE ACTING DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms BM Madonsela Tel: 040 608 4228 . Email: [buhle.madonsela@ecdoe.gov.za](mailto:buhle.madonsela@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

<b>TO</b>	<b>CLUSTER CHIEF DIRECTORS DEPUTY DIRECTORS: CLUSTER OFFICES DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA&amp;P CIRCUIT MANAGERS SCHOOL PRINCIPALS ALL EMPLOYEES IN THE DEPARTMENT</b>
<b>FROM</b>	<b>ACTING DIRECTOR: HRA</b>
<b>SUBJECT</b>	<b>NOMINATION OF BENEFICIARIES FOR PAYMENT OF LEAVE GRATUITY AND PRO – RATA SERVICE BONUS IN THE EVENT OF DEATH</b>
<b>DATE</b>	<b>28 APRIL 2022</b>

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 nominations 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.

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- 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, Miss BM Madonsela, can be contacted through email at [buhle.madonsela@ecdoe.gov.za](mailto:buhle.madonsela@ecdoe.gov.za).
7. The full co-operation of all relevant parties will be much appreciated.

  
MISS BM MADONSELA  
ACTING DIRECTOR

**28 APRIL 2022**  
**DATE**



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**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	Signature	Place	Date