



OFFICE OF THE DIRECTOR: ENTERPRISE RISK AND INTEGRITY MANAGEMENT

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INTERNAL MEMORANDUM

TO : DEPUTY DIRECTOR GENERALS
: CLUSTER CHIEF DIRECTORS
: CHIEF DIRECTORS
: DISTRICT DIRECTORS
: DIRECTORS
: ALL STAFF

FROM : HEAD OF DEPARTMENT

SUBJECT : FINANCIAL DISCLOSURE REQUIREMENTS FOR DESIGNATED EMPLOYEES

DATE : 21 MAY 2025

1. BACKGROUND

As the Head of Department, I have noted with serious concern that several designated government officials, despite being obligated to disclose their financial interests, have failed to comply.

2. PURPOSE

The purpose of this memorandum is to reinforce the commitment of ECDofE employees to the principles of transparency, accountability, and ethical conduct within the public service. Financial disclosures serve as a critical tool for promoting transparency and preventing conflict of interest. This process helps to ensure that public officials carry out their duties without allowing personal interests to influence their decisions or actions.

3. LEGISLATIVE REQUIREMENTS

In terms of the Public Service Regulations, 2016 (PSR, 2016) designated employees are required to disclose their financial interests (Chapter 2, Part 2).

FINANCIAL DISCLOSURE REQUIREMENTS FOR DESIGNATED EMPLOYEES

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PSR, 2016 section 18 (3) require, any other designated employee not contemplated in sub regulations (1) and (2) shall submit to the relevant head of department, on a date and form directed by the Minister, particulars of all his or her interests for the period as may be directed by the Minister.

4. SCOPE OF APPLICATION

This Directive applies to Designated Employees, who are classified into the following categories:

Annual Disclosure

- **Target Group:** Senior Management Service (SMS) members
- **Requirement:** Submit annual financial disclosures for the preceding year
- **Submission Period:** 01 April – 30 April each year
- **Effective From:** Already in effect

Biennial Disclosure – Group 1

Target Group:

- OSD salary levels 11 and 12
- MMS salary levels 11 and 12
- Supply Chain Management (SCM) and Finance officials below salary level 9
- **Requirement:** Submit financial disclosures every two years
- **First Submission Period:** 01 June – 31 July 2025
- **Effective From:** June 2021
- **Next reporting date:** June 2025

Biennial Disclosure – Group 2

Target Group:

- OSD salary levels 9 and 10
- ASD salary levels 9 and 10
- **Requirement:** Submit financial disclosures every two years
- **First Submission Period:** 01 June – 31 July 2026
- **Effective From:** 2021
- **Next reporting date:** June 2026

5. TYPES OF INTEREST

Financial disclosure typically covers various areas like shares, loan accounts, income-generating assets, trusts, directorships, partnerships, other remunerated work, consultancies, gifts, and property ownership.

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6. ELECTRONIC DISCLOSURE

Disclosure is done via the E-Disclosure system, for submitting financial disclosure forms. The E-Disclosure system is accessible via the DPSA website at www.edisclosure.gov.za.

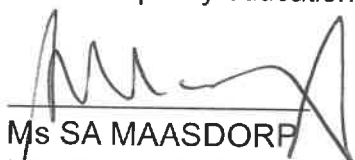
7. CONSEQUENCES OF NON-DISCLOSURE

Failure to disclose or submitting false information may lead to disciplinary action, including dismissal in accordance with Section 16A of the Public Service Act, 1994.

8. HOD's DIRECTIVE

District Directors are kindly requested to share the contents of this memo with all designated employees to ensure adherence to the Financial Disclosure Framework.

Yours in quality education


Ms SA MAASDORP
HEAD OF DEPARTMENT

23/05/2025
Date