



**cooperative  
governance**

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 | Tel: 012 334 0600 | 87  
Hamilton Street, Arcadia, Pretoria | [www.cogta.gov.za](http://www.cogta.gov.za)

## **CIRCULAR NO. 13 of 2021**

**FROM: DIRECTOR-GENERAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE**

**TO: ALL HEADS OF DEPARTMENT RESPONSIBLE FOR LOCAL  
GOVERNMENT IN THE PROVINCES**

**CHIEF EXECUTIVE OFFICER: SALGA**

**ALL MUNICIPAL MANAGERS**

## **PAYMENT OF ONCE-OFF GRATUITY TO ELIGIBLE NON-RETURNING COUNCILLORS**

### **1. PURPOSE OF THE CIRCULAR**

1.1 The purpose of this circular is to provide guidance on the implementation and the roll-out of the Once-Off Gratuity (OOG) payment to eligible non-returning councillors (Cllrs) post the 2021 Local Government Elections (“LGEs”).

1.2 The circular elaborates on the following related matters:

- Background
- Lessons from 2016 Experience
- Roll-out and Implementation of OOG post 2021 LGEs
- Once-Off Gratuity:
  - Payment model
  - Obtaining of tax directive from SARS
  - Payment procedure / process
  - Process plan / timelines / activities
  - Roles and responsibilities
- Enquiries
- Annexures
  - Form A: Application Form
  - Checklist: Provincial and Municipal verification

## **2. BACKGROUND**

- 2.1 The OOG was paid to eligible non-returning Cllrs post the 2011 and the 2016 LGEs.
- 2.2 Pursuant to engagements with various stakeholders<sup>1</sup>, the payment model that will be used to pay beneficiaries of the OOG post the 2021 LGEs is based on the model that was implemented post the 2016 LGEs.
- 2.3 The main purpose of the OOG is to assist non-returning Cllrs to adjust to circumstances as they no longer find themselves in office, and to assist them to meet already entered-into financial commitments.
- 2.4 As funds were appropriated by the National Treasury for this purpose and transferred to the Department of Cooperative Governance (DCoG) for further processing, all OOG payments will be made directly from the DCoG to beneficiaries.

## **3. LESSONS FROM 2016 EXPERIENCE**

- 3.1 From the applications that were submitted to the DCoG post the 2016 LGEs, the following were some of the challenges that were experienced during the application, verification and payment processes:
  - (a) Applications were received from non-returning Cllrs who served less than 24 continuous months;
  - (b) Some municipalities submitted the applications with the incorrect grading of Municipal Councils;
  - (c) Some municipalities submitted incomplete applications without the relevant supporting documentation, such as:
    - (i) pay-slip;
    - (ii) copy of certified ID; and
    - (iii) Letter of Executorship and Letter of authority in the case of a deceased estate / beneficiary; and
  - (d) Submissions were not signed-off by Municipalities (Municipal Managers, Chief Financial Officers (CFO)), and Provinces (Provincial Heads of Department (HOD) or delegated official/s).
- 3.2 The above-mentioned challenges resulted in significant delays in processing these applications.

---

<sup>1</sup> Discussed in further detail in para 4.

#### **4. ROLL-OUT AND IMPLEMENTATION OF OOG POST 2021 LGEs**

- 4.1 As indicated above, the DCoG has engaged with various stakeholders to ensure that these payments are expeditiously processed.
- 4.2 This matter was presented to the Cooperative Governance and Traditional Affairs (CoGTA) Technical MinMEC and the CoGTA MinMEC meetings that were held on 12 March 2021 and 21 May 2021, respectively. Pursuant to comments received from members of these forums, it was resolved that the model to be used for the payments post the 2021 LGEs be based on the principles that informed the 2016 payment model.
- 4.3 Further consultations and engagements were also undertaken with the National Treasury, SALGA, Independent Commission for the Remuneration of Public Office Bearers, South African Revenue Service (SARS), provincial Departments responsible for local government, and municipalities.
- 4.4 The DCoG has a database of incumbent Cllrs as of 1 August 2021, and applications received from Cllrs (through municipalities and provinces) will be compared against this database to verify the date of assumption of office by the Cllr; the period in office as a Cllr; and other pertinent information.
- 4.5 The approved payment model is discussed in greater detail in paragraph 5.

#### **5. PAYMENT MODEL**

In order to ensure uniform interpretation and application, the below-mentioned matters are clarified so as to limit queries during the roll-out and implementation process:

##### **5.1 Eligibility**

Only a Cllr who served for a period of **24 continuous months and more**, qualify for the OOG, on a pro-rata basis. The Cllr must also have been in office three months prior to the LGE, that is **from 1 August 2021** onwards.

##### **5.2 Part of month**

Where a Cllr spent a part of a month during the term, then such part-month must, for purposes of calculating the OOG, be considered as the Cllr having spent a full month: Provided that **16 calendar days and more** were spent in office in such a part-month.

##### **5.3 Grade of municipal council**

- (a) The grade of the municipal council must be as determined in terms of item 4 of *Government Gazette* No. 43246 of 24 April 2020 ("Gazette No. 43246") and must also be confirmed by the province.

- (a) If a municipality has irregularly or incorrectly upgraded its grading to a higher grade in contravention of Gazette No. 43246, the application for such Cllrs will not be processed until concurrence is obtained for the correct grading from the province.

#### 5.4 Cllrs appointed to district councils

- (a) Where the grade of the district council is higher than the grade of the local council at which a Cllr is appointed to, the **BASIC SALARY** that such a Cllr received at the local council **plus the difference in basic salary** that such a Cllr received at a district council (the higher) must be used in calculating the OOG.

The **district and local municipalities must attach** to the application the August 2021 payslips, as well as the **FORM A and the checklist** completed by each municipality, to assist the Province, DCoG and SARS to confirm / verify the details provided by the municipalities.

- (b) Where the grade of the local council is higher than the grade of the district council at which a Cllr is appointed to, then the **basic salary** that is determined for the local council (the higher) must be used when calculating the gratuity for such appointed Cllr.

#### 5.5 Latest **BASIC SALARY** to be used when councillors occupied different positions:

- (a) Regardless of the period / duration that a Cllr occupied a specific position, the basic salary paid to such Cllrs at the end of **August 2021** must be used for purposes of calculating the OOG.
- (b) Basic salary means the salary component of a Cllr that **EXCLUDES** a travel allowance, housing allowance, municipal contribution to a pension fund, and municipal contribution to a medical aid scheme, as provided in Gazette No. 43246.
- (c) Sitting allowances, out-of-pocket expenses, cellphone allowance, mobile data bundles, and non-pensionable allowance that may be payable to a Cllr, in accordance with the provisions in Gazette No. 43246, **MUST BE EXCLUDED**, and not be part of the basic salary when calculating the OOG.
- (d) The municipal manager must verify and confirm that the basic salary inserted by the municipality in the worksheet supplied by DCoG (through the province), is indeed correct, and complies with the criteria and the definition of basic salary as provided in subparagraph (b) and (c) above.

- (e) The original or certified copy of payslip for August 2021 confirming the basic salary of each beneficiary must accompany the worksheet.

## 5.6 Councillors who return as a public office-bearer (POB) or as an employee in any organ of state

If a beneficiary receives the OOG but subsequently takes up office as a POB<sup>2</sup>, or takes up employment in any organ of state before 1 February 2022, then such beneficiary of the OOG **must refund the OOG to the DCoG** before 31 March 2022.

## 5.7 Deceased cases and change of details

- (a) In the event where a beneficiary has passed-on, the OOG will be paid to the beneficiary's estate. In such instance, the relevant municipality must take all necessary steps to contact the family or next-of-kin of the former Cllr and obtain all relevant details of the estate to which the OOG must be paid. Such a beneficiary **must meet the criteria in respect of eligibility<sup>3</sup>**, as set out above.
- (b) Certified copies of the ID and death certificate of the deceased, and the Letter of Executorship or Letter of Authority obtainable from the Master of the High Court, and any other relevant documents must be attached to the application.

## 5.8 Change of Details

If a beneficiary's name or surname was changed for any other reasons (such as, due to marriage) and their new details do not match the IEC's database, such a Cllr must also provide a certified copy of the new marriage certificate obtained from the Department Home of Affairs.

## 5.9 Formula: Calculation of the OOG

- (a) As indicated above, the OOG will be paid on a pro-rata basis, as follows:

COUNCILLORS SERVED ...	PERCENTAGE OF 3 MONTHS BASIC SALARY (PRO-RATA [PR] FACTOR)
60 MONTHS AND MORE	100%
48 TO 59 MONTHS	80%
36 TO 47 MONTHS	60%
24 TO 35 MONTHS	40%

<sup>2</sup> As defined in the Remuneration of Public Office Bearers Act No. 20 of 1998

<sup>3</sup> See paragraph 5.1.

- (b) The following formula will be used to determine the pro-rata payment to Cllrs that served a period of 24 continuous months and more:

$$[(N \div 63) \times (\text{MONTHLY BASIC SALARY}) \times 3] \times \text{PR Factor}$$

**Where:**

- N - represents the number of continuous months that a councillor served as a councillor (N must be from 24 and not more than 63);
- 63 - represents the total number of months for the term (from 3 August 2016 until 1 November 2021);
- BASIC SALARY is determined after deducting all benefits and allowances; and
- PR Factor is between and 40% and 100%.

**6. WORKING EXAMPLE**

- 6.1 To guide officials dealing with this matter, and to assist non-returning Cllrs to familiarise how the OOG is calculated, the below example is provided.
- 6.2 Assume that **Cllr XXX** served as a full-time Member of the MAYCO in a Metropolitan Municipality (Grade 6) from 10 August 2017 to 16 September 2021 (50 months).

**This means that:**

- Drawing from Gazette 43246, the Cllr would have received an Annual Total Remuneration Package (ATRP) of R1,068,312 with an annual **BASIC SALARY** of R720, 000;
- The Cllr served for a period of **50 months**; and
- The period of 50 months translates into a **Pro-Rata Factor of 80%**.

**Inputting the formulae (as provided in 5.8 above):**

➡	= [(N ÷ 63) X (MONTHLY BASIC SALARY) X 3] X 80%
➡	= [(50 ÷ 63) X (R60,000) X 3] X 80%
➡	= [(0.7936 X R60,000) X 3] X 80%
➡	= [R47,616 X 3] X 80%
➡	= [R142,848] X 80%
➡	= <u>R114 278.40</u>

**Cllr XXX's GROSS gratuity is: R114 278.40.**

**(Cllr XXX's OOG must still be subjected to taxation)**

## 7. OBTAINING OF TAX DIRECTIVE FROM SARS

- 7.1 The OOG, as is the case with all other ex-gratia payments, will be subject to taxation in terms of the Income Tax Act<sup>4</sup>, and in accordance with the normal tax rules that are issued by SARS. Before any gratuity payments are made, a tax directive must be obtained from SARS.
- 7.2 The gratuity payments will constitute a voluntary award under paragraph (d)(i) of the definition of “gross income” in section 1(1) of the Income Tax Act.
- 7.3 Paragraph 9(3)(a) of the Fourth Schedule to the Income Tax Act provides that the employees’ tax to be deducted or withheld from any such lump sum shall be ascertained by the employer from SARS. This is done by way of an application for a tax directive.
- 7.4 In order to ensure compliance with the above-mentioned requirements in the Income Tax Act, the DCoG will directly apply for a tax directive from SARS in respect of each eligible Cllr to whom the OOG may be paid.
- 7.5 SARS has advised the DCoG that when the DCoG submits the IRP3(a) application for a tax directive, the reason for the directive must be indicated on the application in either one of the following ways:
- (a) **55 years of age and older:** Reason for a directive is “Severance benefit – Retirement”.
  - (b) **Under 55 years of age:** Reason is Other Type in “Loss of Office Gratuity”.
- 7.6 The gratuity will therefore be captured as follows on the IRP5 certificates:

CODE	DESCRIPTION	EXPLANATION
<b>Over the age of 55:</b>		
<b>3901</b>	Gratuities, subject to PAYE	Loss of Office Gratuity – paid in respect of retirement, ill-health or death
<b>4115</b>	Tax on Retirement Lump Sums and Severance Benefits	Tax on severance benefits in respect of retirement, ill-health or death
<b>Under 55 years of age:</b>		
<b>3907</b>	Other Lump Sums	Loss of Office Gratuity
<b>4102</b>	PAYE	Subject to Normal Tax Tables

- 7.7 Any further enquiries in this regard may be directed to the local SARS office by telephone at **0800007277**.

## 8. PAYMENT PROCEDURE / PROCESS

The following procedure / process for the roll-out and the payment of the OOG will be adopted:

---

<sup>4</sup> See Section 17 of the Income Tax Act 58 of 1962.

## 8.1 Completion and confirmation of details of eligible councillors (by the Municipality)

- (a) Following the briefing held on 14 September 2021 with key stakeholders (SALGA; SARS; National Treasury; Provinces, and municipalities), on 16 September 2021 the DCoG shared the following documents with provinces:
  - (i) Provincial workbook containing the municipal-specific worksheets for each of the municipalities in the province;
  - (ii) Form A: Application form for completion by individual Cllrs;
  - (iii) Checklist: to be utilised by Provincial and Municipal designated official for verifying details and supporting documentation submitted by individual Cllrs.
- (b) Upon receipt of the above-mentioned documents, the provinces were to immediately extract the municipal-specific worksheet from the workbook and to distribute each worksheet to the specific municipality.
- (c) Upon receipt of the municipal-specific worksheet, municipalities were required to distribute Form A to the Cllrs identified in the worksheet, for completion. In addition to completing the information, the respective Cllr was to also provide certified copies of the ID, salary advice for August 2021, and proof of banking details.
- (d) When receiving the completed Form A, the designated municipal official must verify the information contained in Form A and the supporting documents, and to electronically fill-in the relevant information in the Excel worksheet, as follows:
  - (i) **Basic Salary**;<sup>5</sup>
  - (ii) Confirm the number of **continuous months**<sup>6</sup> that a Cllr was in office from the date that the seat was assigned (including period served as a Cllr);
  - (iii) Confirm whether the names and ID corresponds to the information provided in the worksheet;
  - (iv) Insert the **Grade** of Municipal Council;<sup>7</sup>
  - (v) Insert and confirm the **banking details** of the Cllr (account details provided must match the name of the Cllr / beneficiary and will be used for payment of the OOG);

---

<sup>5</sup> See paragraph 5.5 above.

<sup>6</sup> See paragraph 5.1 above.

<sup>7</sup> See paragraph 5.3 above.



- (e) **Certified copies** of ID/s of the Cllr (or documentation for beneficiary of Cllr who passed-on<sup>8</sup>).
- (f) **All completed worksheets and the checklist must be signed-off** by the relevant CFO / Finance Official, the Municipal Manager / delegated official, and then submitted to the province by no later than **8 October 2021**.

## **8.2 Verification and confirmation of eligible councillors (by the Provincial Department responsible for local government)**

- (a) Upon receipt of the completed worksheets (and certified supporting documents) from individual municipalities, the province must immediately verify and confirm the information / details contained in the worksheets, as well as against the supporting documentation. The relevant official/s in the province must thereafter **sign each Form A and Checklist** and submit same to the DCoG by **18 October 2021**, for further processing.
- (b) Provincial offices of SALGA will also be available to assist Cllrs to complete the forms and submit same to the Provincial CoGTAs.
- (c) Designated officials at municipalities and provinces are encouraged to liaise with the DCoG LGSIM / B2B Champions. Contact details of designated officials from the DCoG national office are included at the end of this circular.

## **8.3 Incomplete application and supporting documents**

- (a) The following original or certified copies of documents for each eligible Cllr must accompany the application:
  - (i) Salary advice for August 2021;
  - (ii) ID;
  - (iii) Proof of banking details / statement ; and
  - (iv) Letter of Executorship and Letter of authority in the case of a deceased estate / beneficiary (where applicable).<sup>9</sup>
- (b) The submission of incomplete applications and uncertified copies of supporting documents will result in significant delays in processing the applications.

---

<sup>8</sup> See paragraph 5.7 above.

<sup>9</sup> See paragraph 5.7 above.

#### 8.4 Verification and confirmation of information (by DCoG)

- (a) On receipt of the completed applications from the province (workbooks and worksheets), the DCoG will compare the information received against the database of records received from the IEC. In instances where the application matches the information provided by the IEC, the DCoG will engage SARS as part of processing the application further.
- (b) If there are inconsistencies between the submission and the records provided by the IEC, then further engagement will take place to address the matter. **This will result in delays in finalising payments.**
- (c) Applications that have met all the requirements will be forwarded to the Finance Section of the DCoG for the processing of payments. However, the SARS will first have to provide the tax obligations of the individual Cllr (PAYE and IT88 commitment) prior to any payment being effected.
- (d) If SARS identifies any discrepancies, the application will be subject to further scrutiny. **This will also result in delays in finalising payments.**
- (e) Payments will be effected only after receiving final tax obligation figures from SARS. SARS will also provide copies of IRP5's when providing the tax obligations of individual Cllrs. **The DCoG retains the right to recover from any beneficiary of the OOG any amount that may have been overpaid as a result of an error, irrespective of the cause of such error.**
- (f) It is anticipated that payments to eligible beneficiaries will commence as **soon as possible after the LGEs**, and after all Municipal Councils have been established.

#### 8.5 Eligible councillors that do not appear on municipal-specific-worksheet

- (a) Those Cllrs who are of the view that they are eligible to receive the OOG and are not included in the list provided by DCoG must submit their applications in the same manner that the identified Cllrs would do.
- (b) The municipality must certify, verify and confirm if the Cllr meets the criteria set out above. The confirmation letter of term of service signed by the Municipal Manager must accompany the application and submitted to the province for further consideration and approval. However, this application will be subjected to further scrutiny by the DCoG.

## 9. PROCESS PLAN / TIMELINES / ACTIVITIES

The following is the process plan / timelines / activities for the roll-out and the implementation of the OOG that will be adopted:

NO.	ACTIVITIES	DATES	RESPONSIBILITY
1.	Engagement with stakeholders for the implementation plan and the administration / disbursement of the OOGG	14 September 2021	DCoG/ SALGA/ SARS/ Provinces and Municipalities
2.	Preparation of municipal-specific "long-lists" of eligible Councillors and distribution to Provinces	16 September 2021	DCoG / IEC
3.	Proclamation of date of election to be 1 November 2021	20 September 2021	DCoG
4.	Approval of the Payment Model	30 September 2021	DCoG
5.	Issuing of Circular to Provinces and Municipalities by DCoG	4 October 2021	DCoG
6.	Submission of first batch of municipal-specific worksheets to Provinces	8 October 2021	Municipalities
7.	Submission of first batch of provincial-specific workbooks to DCoG	18 October 2021	Provinces
8.	Submission of first batch of applications to SARS	15 November 2021	DCoG
9.	Submission of final list of non-returning Cllrs to DCoG	15 to 30 November 2021	Municipalities and Provinces
10.	Verification of submissions by DCoG / SARS	From 15 November 2021	DCoG and SARS
11.	Payment to beneficiaries (Determination of PAYE / IT 88 / provision of IRP5's)	From 15 November 2021	DCoG and SARS
12.	Finalising queries	From 15 November 2021	DCoG / Provinces
13.	Final submissions from municipalities and provinces	From 15 November 2021	Municipalities and Provinces
14.	Close-Out Report on OOG	31 March 2022	DCoG

## 10. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

The following are specific roles and responsibilities assigned to the relevant key stakeholders in respect of the roll-out and the implementation of the OOG that will be adopted:

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
<b>DCoG</b>	<ul style="list-style-type: none"> <li>Continuous engagement with stakeholders.</li> <li>Verify submissions and to finalise payments to eligible councillors.</li> <li>DDM / LGSIM / B2B Champions to support and respond to queries.</li> </ul>
<b>SALGA</b>	<ul style="list-style-type: none"> <li>Provide dedicated support to DCoG, and to all other stakeholders.</li> <li>Provincial offices of SALGA to work closely with Provinces.</li> <li>Fast-track the verification and submission of documentation to DCoG.</li> </ul>
<b>PROVINCES</b>	<ul style="list-style-type: none"> <li>Provide dedicated support to DCoG, and to all other stakeholders.</li> <li>Provinces must work closely with provincial offices of SALGA.</li> <li>Fast-track the verification and submission of documentation to DCoG.</li> </ul>
<b>MUNICIPALITIES</b>	<ul style="list-style-type: none"> <li>Input, confirm and verify the information for the individual and eligible non-returning councillors.</li> </ul>
<b>NATIONAL</b>	<ul style="list-style-type: none"> <li>Advise on specific compliance related matters.</li> </ul>

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
TREASURY	<ul style="list-style-type: none"> <li>Roll-over / re-allocate funds into the next financial year (if required).</li> </ul>
SARS	<ul style="list-style-type: none"> <li>Advise on tax compliance matters.</li> <li>Fast-track the issuing of tax directives and IRP5's</li> </ul>
AGSA	<ul style="list-style-type: none"> <li>Advise on specific audit compliance matters.</li> </ul>

## 11. COMPLETION AND SUBMISSION OF FORMS

- 11.1 Attached herewith are FORM A (Application Form) and the Checklist, for completion by Cllrs and for assisting municipal and provincial officials to ensure that the applications are correctly completed and processed.
- 11.2 Care must be exercised to **ensure that applications are not lost in transit** (between Cllr and municipality; municipality and province; province and DCoG); physical handover is therefore encouraged, and should this option be pursued, **all COVID-19 protocols must be adhered-to.**
- 11.3 Should provinces wish to use a courier service, please send applications to:

**Department of Cooperative Governance**  
**Attention: Mr Nhlamulo Mathye**  
**Offices of the Department of Cooperative Governance**  
**508 Johannes Ramakhoase Street Second Floor (Office No. 215)**  
**Arcadia**  
**0083**

## 12. ENQUIRIES

- 12.1 Further **enquiries relating to the verification and confirmation of receipt of applications** may be directed to the following officials in the DCoG: Municipal Governance Unit (also note provincial allocation when directing enquiries):

NO.	OFFICIAL	PROVINCE ALLOCATED	CONTACT DETAILS
1.	Mr Nhlamulo Mathye	Eastern Cape	Tel: (012) 395 4699 Cell: (066) 484 9210 Email: <a href="mailto:NhlamuloM@cogta.gov.za">NhlamuloM@cogta.gov.za</a> .
2.	Mr Wandile Khumalo	Free State North West	Tel: (012) 334 0840 Cell: (076) 631 2784 Email: <a href="mailto:WandileK@cogta.gov.za">WandileK@cogta.gov.za</a>
3.	Ms Lucia Mphuthi	Gauteng Mpumalanga	Tel: (012) 395 4616 Cell: (082) 943 0082 Email: <a href="mailto:LuciaM@cogta.gov.za">LuciaM@cogta.gov.za</a>
4.	Mr Isaac Kambule	KwaZulu-Natal	Tel: (012) 334 4993 Cell: (082) 942 9560 Email: <a href="mailto:IsaacK@cogta.gov.za">IsaacK@cogta.gov.za</a>
5.	Mr Siyanda Nkehli	Limpopo	Tel: (012) 334 4620 Cell: (076) 422 7345 Email: <a href="mailto:SiyandaN@cogta.gov.za">SiyandaN@cogta.gov.za</a>
6.	Ms Thembelihle Nkosi	Western Cape Northern Cape	Tel: (012) 395 4992 Cell: (072) 075 2443 Email: <a href="mailto:ThembelihleN@cogta.gov.za">ThembelihleN@cogta.gov.za</a>

12.2 Further **enquiries relating to payments and SARS related enquiries** may be obtained from the following officials in the DCoG: Finance Unit:

NO.	OFFICIAL	CONTACT DETAILS
1.	Ms Philisiwe Sithole	Tel: (012) 334 0836 Cell: (072) 226 6070 E-mail: <a href="mailto:Philisiwes@cogta.gov.za">Philisiwes@cogta.gov.za</a>
2.	Mr Andries Makgato	Tel: (012) 334 5744 Cell: (060 997 7570) E-mail: <a href="mailto:AndriesM@cogta.gov.za">AndriesM@cogta.gov.za</a>
3.	Mr Josias Moloto	Tel: (012) 334 0909 Cell: (081 430 6316) E-mail: <a href="mailto:JosiasM@cogta.gov.za">JosiasM@cogta.gov.za</a>
4.	Ms Tinyiko Khoza	Tel: (012) 334 0834 E-mail: <a href="mailto:TinyikoK@cogta.gov.za">TinyikoK@cogta.gov.za</a>

Your cooperation in this regard will be greatly appreciated.

With kind regards,



**MS A A WILLIAMSON**  
**DIRECTOR-GENERAL**  
**DATE: 06 OCTOBER 2021**



**cooperative  
governance**

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

FORM A

FOR DCoG USE ONLY	
Date Received (MG)	
Date Received (Finance)	
Date Captured	
Authorised By	
Date Authorised	
Supplier Code	
Enquiries	
Other	

**ONCE-OFF GRATUITY FOR NON-RETURNING COUNCILLORS (2021)**

**TO:** Director-General: Department of Cooperative Governance  
87 Hamilton Street  
Arcadia  
0083

**ATTENTION: MR NHLAMULO MATHYE**

**DECLARATION BY POTENTIAL BENEFICIARY**

I (details provided in the table hereunder) hereby confirm that I was a Councillor for a period during the term of local government (2016 to 2021) and was still in office as at 1 August 2021. If I am found to be eligible for receiving any gratuity after the Department of Cooperative Governance ("Department") reviews my application and consults with the South African Revenue Services, the relevant gratuity must be paid by the Department into my bank account with details as captured in the spreadsheet prepared by the Municipality where I was a Councillor; these banking details are also confirmed in the attached bank statement / confirmation from my bank.

I will not be eligible for receiving the gratuity if I do not meet the requirements as set out in the payment model, or if I return as a Public Office-bearer in any sphere of government, or as an employee in any sphere of government before 1 February 2022. If the gratuity is received before I took up public office or employment, I hereby undertake to repay the gratuity in full to the Department by no later than 31 March 2022.

I understand that the Department will provide me (either directly, or through the Province / Municipality) with a payment advice and a copy of the IRP5 after the gratuity has been paid.

<b>Surname</b>	
<b>First Name/s</b>	
<b>Identity Number</b>	
<b>Tax Number</b>	
<b>Residential Address</b>	
<b>Email address</b>	
<b>Contact Number</b>	
<b>Name of Municipality</b>	
<b>Grade of Municipal Council</b>	
<b>Last Position Held as Councillor</b>	
<b>Part-time or Full-time</b>	
<b>Start date as Councillor</b>	
<b>End date as Councillor</b>	
<b>No. of Continuous Months</b>	
<b>Basic Salary</b>	
<b>Are you a candidate for the LGE to be held on 1 November 2021? (Yes or No)</b>	

We, the undersigned, confirm that the above details of the potential beneficiary are true and correct, and the correct and certified supporting documentation is attached herewith: **(PLEASE WRITE CLEARLY)**

<b>Councillor</b>	<b>Municipal Manager</b>	<b>CFO / Finance Official</b>	<b>Provincial Dept. of LG</b>
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Sign:</b>	<b>Sign:</b>	<b>Sign:</b>	<b>Sign:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

# CHECKLIST



**cooperative  
governance**

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

## *Checklist for the 2021 Once-Off Gratuities Grant (OOGG)*

<b>Province</b>	
<b>Name of Municipality</b>	
<b>Name of Eligible Councillor</b>	
<b>Grade of Municipality</b>	

VERIFICATION AND CONFIRMATION OF DETAILS OF ELIGIBLE COUNCILLORS (MUNICIPALITY)				
No.	Description/Item	(✓)	(X)	Comment
1.	Are the supporting documents certified (Salary advice; Identity Document; Banking details / statement etc.)?			
2.	Does the bank account details provided by the Cllr match the name of the Cllr / beneficiary?			
3.	Basic Salary as at end August 2021 provided?			
4.	Is the number of continuous months correctly calculated and reflected in the application form and spreadsheet?			
5.	Do the names and Identity Number correspond to the information provided in the application form and worksheet?			
6.	If there was a change in surname, are the relevant documents as provided by Department of Home Affairs attached?			
7.	Does the grade of Municipal Council provided by the Cllr correspond to the grade determined in terms of item 4 of the <i>Government Gazette No. 43246</i> of 24 April 2020, and confirmed by the MEC?			
8.	If the beneficiary has passed-on/deceased, are the following documents attached to the application: <ul style="list-style-type: none"> <li>○ Certified copy of ID of the person/or next-of-kin of the beneficiary/Cllr;</li> <li>○ Letter of Executorship or Letter of Authority obtainable from the Master of the High Court; and</li> <li>○ Any other relevant document/s.</li> </ul>			
VERIFICATION AND CONFIRMATION OF DETAILS OF ELIGIBLE COUNCILLORS (PROVINCE)				
No.	Description/Item	(✓)	(X)	Comment
1.	Has the province verified and confirmed that the application submitted by the municipality contains the required <b>supporting information</b> ?			
2.	Has the province confirmed that the <b>grade, basic salary, number of continuous months are correct</b> ?			

**(PLEASE WRITE CLEARLY)**

Data Capturer (Municipality)	CFO / Finance Official	Municipal Manager	HoD: Provincial CoGTA
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Sign:</b>	<b>Sign:</b>	<b>Sign:</b>	<b>Sign:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>