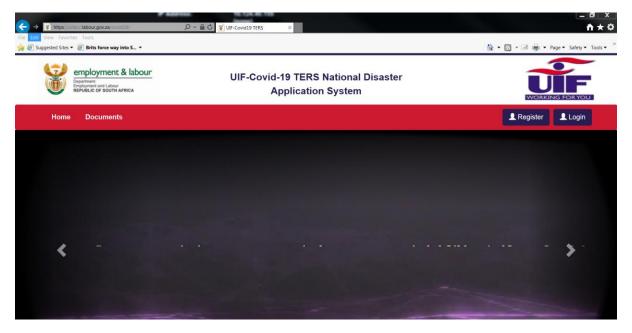## National Disaster Application System Guide

Step 1:

 Type url (**https://uifecc.labour.gov.za/covid19**) on any web browsers (e.g. internet explorer, chrome, firefox, etc.)

https:uifecc.labour.gov.za/covid19

Step 2: UIF COVID – 19 TERS National Disaster Application System Home Page
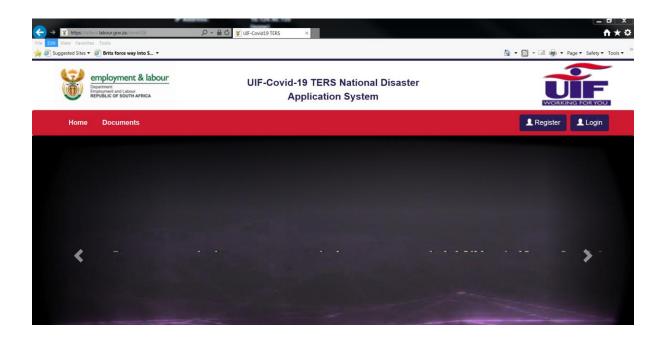

Step 3: Selection of Registration of User

Click on **Register** button to register as the user.

Step 4: Registration of User:

Please populate all the fields on the screen below

Select registration as the "Employer/Company" or "Bargaining Council/ Council"

Step 6: User Registration as Employer/Company

Select **Proceed** button to submit/create user profile

After clicking on Proceed button: successfully registered as the user screen will pop up

Message notification that you have successfully registered as the user

Step 7: Login Screen

UIF-Covid-19 TERS National Disaster Application System

Home   Documents

Register   Login

You are Registered Successfully. Please Login with your Credentials

UIF-Covid-19 TERS-Login

Username*   xxxxxx

Password*   •••••••

Login

Forgot Password?

Important Note(s)

❯ Asterisk(*) symbol is mandatory fields.

Capture the following fields:

Username: UIF reference number

Password: newly created password

Click **Login** button to proceed to the registration of the **Company** and **Employees**

Step 8: Registration of Employer

Capture all the outstanding fields on the screen and click **Proceed** button

The system is prepopulate the following fields: UIF Reference Number, Trade Name, and Contact Number.

Click **Proceed** button after capturing all the information on the Employer screen.

Step 9: MOA between the Fund and Employer

The employer must accept the terms and conditions stipulated on the MOA

Additional information:

Please note that for a Bargaining Council / Council there are three MOA: select the appropriate one

- Bargaining Council pays employees
- UIF pays employees
- UIF to decide (pay employees)

Accepting Terms and Conditions of MOA

Click **Accept** button for accepting the terms and condition of the **MOA**

Step 10: Letter of Undertaking between the Fund and Employer

The employer (authorize official in the company) must accept the terms and conditions stipulated on the Letter of Undertaking

Letter of Undertaking - Undertaking Agreement with the UIF

UNEMPLOYMENT INSURANCE FUND

LEGAL UNDERTAKING – FORM A4

APPLICATION FORM FOR COVID-19 TERS IN TERMS OF DIRECTIVE BY MINISTER OF EMPLOYMENT AND LABOUR, PUBLISHED ON 26 MARCH 2020, GOVERNMENT GAZETTE NUMBER 43161

(to be signed by an authorised signatory of the employer/bargaining Council or such body but not by an agent)

1. I, 2592485/0 duly authorised on behalf of Urban Warrior Boxing Gym hereby declare:
    1. That I have read and understood the contents of this FORM and all UIF Requirements for theCOVID-19 TERS application procedure in documents "Easy Application Guide", "MOAs" and Approval Letter "A3".
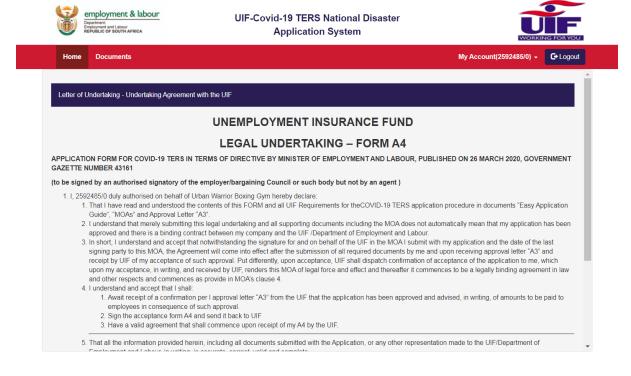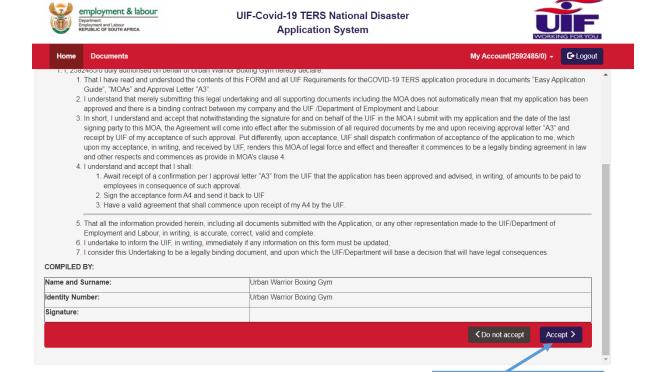   2. I understand that merely submitting this legal undertaking and all supporting documents including the MOA does not automatically mean that my application has been approved and there is a binding contract between my company and the UIF /Department of Employment and Labour.
    3. In short, I understand and accept that notwithstanding the signature for and on behalf of the UIF in the MOA I submit with my application and the date of the last signing party to this MOA, the Agreement will come into effect after the submission of all required documents by me and upon receiving approval letter "A3" and receipt by UIF of my acceptance of such approval. Put differently, upon acceptance, UIF shall dispatch confirmation of acceptance of the application to me, which upon my acceptance, in writing, and received by UIF, renders this MOA of legal force and effect and thereafter it commences to be a legally binding agreement in law and other respects and commences as provide in MOA's clause 4.
    4. I understand and accept that I shall:
        1. Await receipt of a confirmation per I approval letter "A3" from the UIF that the application has been approved and advised, in writing, of amounts to be paid to employees in consequence of such approval.
        2. Sign the acceptance form A4 and send it back to UIF
        3. Have a valid agreement that shall commence upon receipt of my A4 by the UIF.

5. That all the information provided herein, including all documents submitted with the Application, or any other representation made to the UIF/Department of Employment and Labour, in writing, is accurate, correct, valid and complete.

Accepting Terms and Conditions of Letter of Undertaking

Click **Accept** button for accepting the terms and condition of the **Letter of Undertaking**

Step 11: Confirmation of bank account details

The employer must upload the bank confirmation (must be pdf form)

Confirmation of bank account details

Confirmation of bank account details for Covid19ters in the form latest bank statement

Upload File*	📊	Choose File	No file chosen

Proceed

Click **Proceed** button to upload the bank confirmation

Step 12: Adding Employees Screen

UIF-Covid-19 TERS - Employee Details

Do you want to upload CSV file?*   ○ Yes ○ No

Select the method of upload employees through **CSV Files** or **Adding Employees One by One.** You will follow the steps on uploading either by CSV File or One by One.

Add new employee

EMPLOYEES LIST

Show 10 ▼ entries   Search:

Action	Uif Ref	Id Number	Lock down from	Lock down till	Trade name	Contact No	Email	Remuneration	Emp Start Date
				No data available in table					

Showing 0 to 0 of 0 entries   Previous   Next