INSTRUCTIONS

* **All information must be provided in section one**
* **Please indicate N/A in sections which are not applicable**
* **Claim forms must be signed by employer representative who is duly authorised to bind the company**
* **Grant claim forms to be submitted to the W&RSETA office for the attention of the relevant Project Manager**
* **Stamped Bank Letter confirming the bank details must be attached to the claim**
* **All funds not utilized must be paid back to the W&RSETA**

**SECTION 1**

**A) ORGANISATIONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract Number |  | | | Region |  | | | | | |
| Registered Name: |  | | | | | | | | | |
| Trading Name |  | | | | | | | | | |
| Company/Entity Registration Number: |  | | | | | | | | | |
| Physical Address |  | | | | | | | | | |
|  | | | | | | Postal Code | |  | |
| Postal Address |  | | | | | | | | | |
|  | | | | | Postal Code | | | |  |
| Telephone | ( Code) | Fax: | ( Code) | | | e-Mail: | |  | | |

Skills Development Levy Number (SDL) or W&RSETA created X Number or N Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SDL** |  |  |  |  |  |  |  |  |  |  |  |  |
| **X / N** |  |  |  |  |  |  |  |  |  |  |  |  |

**B) CONTACT DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | | Initials: | |  | First Name(s): |  | |
| Job Title |  | | Tel: | (code) | | Fax | (code) | | Email |  |

**C) BANKING DETAILS**

*Letter from bank confirming bank details if not previously submitted*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bank: |  | Account Number |  |
| Branch Name |  | Branch Code |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of account (*Please tick the appropriate box (🗸))* | Savings |  | Current |  |

Acknowledgement Order Instruction

***To whom it may concern:***

*The Company / Entity hereby requests and authorizes you to pay any amounts, which may accrue to the Company / Entity to the credit of the Company’s / Entity’s account with the mentioned bank. The Company / Entity understands that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB ELECTRONIC FUND TRANSFER SERVICES”, and the Company / Entity also understands that no additional advice of payment will be printed on the Company’s / Entity’s bank statement or accompanying voucher. The Company / Entity understands that a payment advice will be supplied by W&RSETA in the normal way and that will indicate the date on which funds will be available in the Company’s / Entity’s Bank account.*

**We hereby acknowledge that we agree and consent to the write back amount as detailed on page 3. We further agree that the said amount will be deducted from the contracted value and will not be available for further invoicing.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Name of Authorized signatory***  ***(Company /Entity)*** |  | ***Job Title*** |  | ***Signature*** |  | ***Date*** |
|  |  |  |  |  |  |  |
| **Authorized by W&RSETA** |  | ***Job Title*** |  | ***Signature*** |  | ***Date*** |

**SECTION 2**

**LEARNING PROGRAMME DETAILS**

1. **ORIGINAL NUMBER OF LEARNERS REGISTERED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NQFLevel | **LEARNING Programme Title** | **Programme Code**  **(refer to notes below)** | **Number of Registered Learners** | **Registration Date On W&RSETA SMS** | **SETA Confirmation** |
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*PROGRAMME CODES*

***1)*** *Learnership :* ***2)*** *Artisan Programme :* ***3)*** *Apprenticeship :* ***4)*** *Skills Programme :* ***5)*** *Academic Programme :* ***6)*** *Degree :* ***7)*** *Diploma :* ***8)*** *Professional Recognition :* ***9)*** *Workplace Experience Placement :* ***10)*** *Internship :* ***11)*** *RPL :* ***12)*** *Non-credit Bearing*

**B) GRANT DISBURSEMENT INFORMATION**

1. **Tranche 1 Grant Disbursement of 50% for Non Credit bearing training programme (Refer to payment structure)**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Companies | M&D 50% Grant per Company | **Total Amount** | **SETA Approval** |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |

1. **Tranche 2 Grant Disbursement of 50% for Non Credit bearing training programme (Refer to payment structure)**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Companies | M&D 50% Grant per Company | **Total Amount** | **SETA Approval** |
|  |  |  |  |
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| --- |
| **Non-Credit Bearing Training** |
| * **Tranche 1: First Claim (50%)** |
| * Signed Contract |
| * Invoice |
| * Grant Claim Form |
| * Proof of Banking Details |
| * Implementation Plan |
|  |
| * **Tranche 2: Last Claim (50%)** |
| * Signed Learners Agreements |
| * Certified ID Copies |
| * Learners Captured |
| * Training Attendance Register |
| * Copies of Attendance Certificates |
| * Invoice |
| * Grant Claim Form |