

1 July 2020

Dear Stakeholder,

**RE: COMPANIES PARTICIPATING IN THE SME DG 19/20 PROJECT**

The W&RSETA management has become aware of the delays caused in the processing and payment of the SME DG 19/20 claims which were occasioned by the National Lockdown and the internal challenges within the organization. To address these challenges, the SMME Support Department and the Finance Department met to discuss possible ways of addressing these challenges.

These consultations have resulted in the following being put in place to bring relief to stakeholders that are participating in the SME DG 19/20 project:

- For the first tranche to be paid, participating companies must submit the following:
  - A copy of the signed contract/addendum between the company and W&RSETA;
  - A Grant Claim Form; and
  - First tranche invoice.
- Companies will have 60 days to ensure that the following deliverables are submitted to the W&RSETA for the second tranche to be paid:
  - Learner Agreements;
  - ID Copies (due to the challenges posed by the Lockdown, non-certified copies will be accepted);
  - Training Attendance Register or proof of training in cases where online training has been conducted due to the Lockdown;
  - Implementation Plan;
  - Copies of Certificates;
  - Closure Report;
  - Stamped Bank Letter / Crossed Cheque
  - Grant Claim Form; and
  - Second tranche invoice.

**Board:** Reggie Sibiyi (Chairperson), Sibusiso Busane, Thandeka Ntshangase, Themba Mthembu, Mzimaseki Silimandlela, Lerato Mokhitli, David Makua, Lucas Ramatlhodi, Ross Rayners, Margaret Bango, Zinhle Tyikwe, Nonkululeko Bogopa, Zibele Sokabo, Sebe Rasebitse

- Where possible, companies are encouraged to submit a once-off claim of R18 000.00 for individual participants or R18 000.00 times the number of companies for bulk participants.

The following is required should a company choose to submit one claim for the total contract value:

- A copy of the signed contract/addendum between the company and W&RSETA;
- Learner Agreements;
- ID Copies (due to the challenges posed by the Lockdown, non-certified copies will be accepted);
- Training Attendance Register or proof of training in cases where online training has been conducted due to the Lockdown;
- Implementation Plan;
- Copies of Certificates;
- Closure Report;
- Stamped Bank Letter / Crossed Cheque;
- Grant Claim Form; and
- Second tranche invoice.

The reason for relaxing the standard requirements enshrined in the contract is to ensure that grants are paid to companies, most of whom are struggling because of the nationwide Lockdown. The W&RSETA commits itself to processing and paying compliant claims received through [invoiceadmin@wrseta.org.za](mailto:invoiceadmin@wrseta.org.za). We are further committed to improving the payment period for SMME Claims by paying SME claims within 20 days as opposed to 30 days.

Where a company chooses a two-tranche payment option, it is important to note that all the deliverables stated above must be submitted to the W&RSETA's SMME Department within 60 days (two months) of the payment of the 1<sup>st</sup> tranche. Failure to submit the deliverables within the prescribed period will result in the W&RSETA instituting proceedings to recover the first tranche amount that was paid out.

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For the new process to work effectively it will require the cooperation of both parties. The following are the obligations of the W&RSETA to ensure the process runs smoothly:

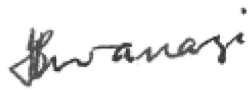
- Ensure that all verifications are completed before the end of July 2020 (as a result of the Lockdown regulations, there will be no physical verifications – alternative forms of verification such as telephone verification, GPS verification, CIPC documents verification, etc. will be used); and
- Ensure that all compliant invoices received through [invoiceadmin@wrseta.org.za](mailto:invoiceadmin@wrseta.org.za) are processed and paid within 20 days of being received.

The following is expected from the companies for the process to be effective:

- Companies that have already submitted their claims via [invoiceadmin@wrseta.org.za](mailto:invoiceadmin@wrseta.org.za) with all the required deliverables as specified in the contract, need not do anything as these claims will be processed; unless a company wishes to withdraw the 1<sup>st</sup> tranche claim and replace it with a once off claim for the total contract value;
- Companies that have submitted their claims via [invoiceadmin@wrseta.org.za](mailto:invoiceadmin@wrseta.org.za) but have not yet submitted the deliverables to the SMME Department, will have to resubmit new claims in accordance with the guidelines of this communique; and
- Companies that have not yet submitted their claims are required to submit them to [invoiceadmin@wrseta.org.za](mailto:invoiceadmin@wrseta.org.za) in accordance with the guidelines of this communique.

We look forward to your full cooperation in our quest to restoring the economy of our country.

Yours faithfully,



**Tom Mkhwanazi**

Chief Executive Officer

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I, \_\_\_\_\_ the undersigned acting on behalf of \_\_\_\_\_ (name of company), hereby accept the new terms of the contract and consent that should the company not submit all the contract deliverables within 60 days of the payment of the 1<sup>st</sup> tranche as outlined above, the W&RSETA can start the proceedings to recover the 1<sup>st</sup> tranche payment.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** *This letter must be signed by the authorized company representative and submitted with the claim.*

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