



SAOU SA ONDERWYSERSUNIE
SA TEACHERS' UNION

MPUMALANGA

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16/03/2015

NUUSBRIEF/ NEWSLETTER 16/2015

SAOU (MPUMALANGA) NUUSBRIEF 15 VAN 2015

**HRM DIRECTIVE NO 8 OF 2015: EMPLOYMENT
AND RE-EMPLOYMENT DISPENSATION FOR
GRADE R PRACTITIONERS WITH EFFECT FROM 1
APRIL 2015**

Aangeheg is bovermelde direktief ter inligting.

SAOU (MPUMALANGA) NEWSLETTER 15 OF 2015

**HRM DIRECTIVE NO 8 OF 2015: EMPLOYMENT
AND RE-EMPLOYMENT DISPENSATION FOR
GRADE R PRACTITIONERS WITH EFFECT FROM 1
APRIL 2015**

Attached is the above-mentioned directive for
your information.



**TO ALL: SENIOR MANAGERS - HEAD OFFICE AND DISTRICT OFFICES
SENIOR- AND MIDDLE MANAGERS – HEAD OFFICE AND DISTRICT OFFICES
CIRCUIT MANAGERS
HR OFFICIALS AND ECD CO-ORDINATORS – HEAD OFFICE AND DISTRICT
OFFICES
HEADS OF PUBLIC SCHOOLS
GRADE R PRACTITIONERS
SCHOOL GOVERNING BODIES
ORGANISED LABOUR UNIONS**

HRM DIRECTIVE NO 8 OF 2015

**EMPLOYMENT AND RE-EMPLOYMENT DISPENSATION FOR GRADE R PRACTITIONERS
WITH EFFECT FROM 1 APRIL 2015**

1. PURPOSE

- 1.1 The purpose of this Directive is to inform all departmental line managers involved with the employment of Grade R Practitioners (GRP's) of –
- i. The implementation of the employment dispensation for Grade R Practitioners;
 - ii. The documents, processes and procedures that shall apply for the employment and re-employment of the Grade R Practitioners with effect from 1 April 2015; and
 - iii. The requirements that will apply for the appointment of Grade R Practitioners.

2. BACKGROUND

- 2.1 Prior to 1 April 2012 no specific qualifications were required for the employment of Grade R Practitioners, and Grade R Practitioners were employed on annual contracts.
- 2.2 As from 1 April 2012, the Departmental Grade R Early Childhood Development Policy dated 13 October 2011 applied which stipulated that preference had to be accorded in appointing new Grade R Practitioners with at least a Grade 12 Certificate and an NQF Level 4 qualification (Certificate in Basic Childcare), while Grade 12 was set as a minimum requirement for new employment. All serving Grade R Practitioners who did not as yet meet the minimum qualification requirements as on 31 March 2012, could however still be re-employed, and were advised to put measures in place to obtain the minimum qualifications.
- 2.3 To promote stability in the sector, the Department as from April 2012 also employed Grade R Practitioners on extended employment contracts not exceeding 31 March 2015, provided that the learner enrolment annually as on 1 April continued to warrant a Grade R Practitioner post at the institution in question.

3. WAY FORWARD

- 3.1 The national target date for all learners to have access to Grade R in public schools as contemplated in the National Implementation Plan is scheduled for 2019. This goes hand in hand with the envisaged professionalization of the ECD Sector which will – amongst other – provide for the phased absorption of appropriately qualified serving Grade R Practitioners who are registered with the South African Council of Educators (SACE) into the mainstream by effecting their employment as fulltime educators in terms of the Employment of Educators Act, Act 76 of 1994.
- 3.2 In terms of the Employment of Educators Act the minimum requirement for the appointment of an educator is REQV 13 professionally qualified. According to the *Policy on the Minimum Requirements for Teacher Education Qualifications* (July 2011) the minimum teaching qualification for Grade R teaching must be the Level 6, 360 credit Diploma in Grade R teaching. This qualification is evaluated at REQV 13 and cognates with the Level 7, 480 credits Bachelor of Education in Foundation Phase Teaching which is evaluated at REQV 14.
- 3.3 The Mpumalanga Department of Education will also be required to develop, consult and implement a management plan for the phased absorption of appropriately qualified servicing Grade R Practitioners who are registered with the South African Council of Educators (SACE) into the mainstream by effecting their employment as fulltime educators in terms of the Employment of Educators Act, Act 76 of 1994.
- 3.4 The employment contracts of all Grade R Practitioners in the Department are expiring on 31 March 2015. The first step in the process going forward is to therefore to ensure the re-employment of serving Grade Practitioners as from 1 April 2015. To allow space for a management plan for the phased absorption into mainstream to be implemented while Grade R Practitioners also continue to improve their qualifications in order to qualify for absorption, Grade R Practitioners will as from 1 April 2015 be employed / re-employed for a maximum period of 4 years not exceeding 31 March 2019, provided that the learner enrolment annually as on 1 April continues to warrant a Grade R Practitioner post at the institution in question.
- 3.5 **Grade R Practitioners are herewith given the assurance that the signing of an employment contract up to 31 March 2019 will not in any way prejudice them or have any negative effect on their position in as far as the implementation of a management plan for the phased absorption of appropriately professionally qualified Grade R Practitioners into the mainstream is concerned. Grade R Practitioners who contract up to 31 March 2019 and qualify or become qualified will therefore be absorbed into the mainstream in phases as per the departmental management plan to be adopted in this regard.**
- 3.6 In as far as the employment of new Grade R Practitioners is concerned, the Departmental Grade R Early Childhood Development Policy dated 13 October 2011 still applies until further notice. In terms of said Policy preference must be accorded in appointing new Grade R Practitioners with at least a Grade 12 Certificate and an NQF Level 4 qualification (Basic Childcare) - however Grade 12 shall be a prerequisite.
- 3.7 Grade R Practitioners who are duly re-employed as from 1 April 2015 shall receive a stipend of R5000.00 (Five Thousand Rand) per month in line with the last decision of the Council of Education Ministers (CEM).
- 3.8 The existing procedures for the appointment of a substitute Grade R Practitioner where the original incumbent is absent on approved accouchement leave, shall continue to apply, which include prior approval obtaining prior approval subject to the submission of the required documentary proof and leave application forms.

- 3.9 In the event that a GRP's service is terminated, irrespective of the reason for the termination, the measures and processes as stipulated in HRM Directive 13 of 2012 dated 23 March 2011 shall apply without exception.
- 3.10 For Grade R Practitioners to be re-employed or employed as from 1 April 2015, the following documents shall be submitted:
- Original Z83 (Application for Employment) - fully completed and signed;
 - EDU 4 (Assumption of Duty Form) - signed by the GRP and relevant line managers;
 - Z56 (Application to Pay Salary into Bank Account) - completed and stamped by the financial institution;
 - Employment Contract (prescribed format as attached);
 - ID document - originally certified copy (not older than 3 months);
 - Qualifications - originally certified copy (not older than 3 months);
 - Latest bank statement / cancelled cheque.
- 3.11 All Grade R practitioners that are already in possession of the required professional educator qualifications (REQV13) are requested to submit their SACE Registration Certificate with the employment documents. Those Grade R practitioners that are in possession of a professional educator qualifications (REQV13) and do not have a SACE Registration Certificate, are encouraged to apply for said certificate as soon as possible.

4 URGENT TIMEFRAMES TP BE ADHERED TO

- 4.11 District HR- and ECD officials should ensure that the revised contract form is disseminated to all stakeholders by no later than Friday 18 March 2015.
- 4.12 All completed contracts for the employment or re-employment of Grade R Practitioners with effect from 1 April 2015 shall be submitted to the relevant District ECD Coordinator (DCES) by no later than Friday 27 March 2015. The District ECD Coordinator shall in turn verify that all contracts for the posts as approved for 2015/16 are received, and should furthermore ensure the correctness thereof.
- 4.13 All verified Contracts and employment documents shall be submitted to the District HR Office by no later than 2 April 2015 to ensure the timely implementation of appointments on PERSAL.
- 4.14 All stakeholders should take note that the late submission of documents or the submission of incomplete documents will delay the appointment process and subsequently also delay salary payments.
- 4.15 All stakeholders should also take cognisance that no Grade R Practitioner shall be employed or re-employed after reaching the compulsory retirement age of 65 years without the annual prior approval of the Head of Department.


 CHIEF FINANCIAL OFFICER
 MR CB MNISI


 HEAD OF DEPARTMENT
 MRS. MOC MHLABANE

2015/03/10
 DATE

11/3/15
 DATE

REPUBLIC OF SOUTH AFRICA

G.P.S. 81/97/143



APPLICATION FOR EMPLOYMENT


WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly.

This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1- All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2- Passport number in the case of non-South Africans.

3- This information is required to enable the department to comply with the Employment Equity Act, 1998.

4- This information will only be taken into account if it directly relates to the requirements of the position.

5- Applicants with substantial qualifications or work experience must attach a CV.

A. THE ADVERTISED POST

Position for which you are applying (<i>as advertised</i>)	
Reference number (<i>as stated in the advert</i>)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

B. PERSONAL INFORMATION

Surname				
First names				
Date of birth				
Identity number ²				
Race ³	<i>Black</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
Gender ³			<i>Female</i>	<i>Male</i>
Do you have a disability? ³			<i>Yes</i>	<i>No</i>
Are you a South African citizen?			<i>Yes</i>	<i>No</i>
If no, what is your nationality?				
And do you have a valid work permit?			<i>Yes</i>	<i>No</i>
Have you been convicted of a criminal offence or been dismissed from employment? ⁴			<i>Yes</i>	<i>No</i>
If your profession or occupation requires State or official registration, provide date and particulars of registration				

C. HOW DO WE CONTACT YOU

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence	<i>Post</i>	<i>E-mail</i>	<i>Fax</i>
Correspondence contact details (in terms of above)			

D. LANGUAGE PROFICIENCY –state 'good', fair, or 'poor'						
	Languages (specify)					
	ENGLISH	AFRIKAANS	SWAZI			
Speak						
Read						
Write						

E. QUALIFICATIONS ⁵ (please ignore if you have attached a CV with these details)		
Name of School	Highest qualification obtained	Year obtained
Tertiary education (complete for each qualification you obtained)		
Name of institution	Name of qualification	Year obtained
Current study (institution and qualification):		

F. WORK EXPERIENCE ⁸ (please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-appointment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (Office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed</i>	
Signature:	

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF EDUCATION

*** CONFIDENTIAL ***

CONTRACT FOR THE EMPLOYMENT OF A GRADE R PRACTITIONER FOR A FIXED TERM

between

The Mpumalanga Department of Education [hereinafter called the Employer] represented by.....in his/her capacity as Deputy Chief Education Specialist: ECD on the one part,

of

..... [Insert Physical Address of District Office]

and

..... [hereinafter called the Employee], ID Number
..... on the other part.

of

.....
..... [Insert Physical Address and Telephone Details of Employee]

**MPUMALANGA DEPARTMENT OF EDUCATION - EMPLOYMENT CONTRACT FOR GRADE R
PRACTITIONER (2015/2016 FINANCIAL YEAR AND BEYOND)**

1. GENERAL

- 1.1 The employer agrees to employ the employee who agrees to accept the appointment to the position of Grade R Practitioner at School, Pay point, or any other place of work as may be directed by the employer from time to time, on the terms and conditions set out below.
- 1.2 The Public Service Act 103 of 1994, the Labour Relations Act 66 of 1995 and the Basic Conditions of Employment Act 75 of 1997 shall govern this contract of employment.
- 1.3 Grade R Practitioners are herewith given the assurance that the signing of an employment contract up to 31 March 2019 will not in any way prejudice them or have any negative effect on their position in as far as the implementation of a management plan for the phased absorption of appropriately professionally qualified Grade R Practitioners into the mainstream is concerned. Grade R Practitioners who contract up to 31 March 2019 and qualify or become qualified will therefore be absorbed into the mainstream in phases as per the departmental management plan to be adopted in this regard.

2. DURATION AND TERMINATION OF EMPLOYMENT

- 2.1 This contract will commence on _____ / _____ / _____ (YYYY / MM / DD), and will terminate on 31 March 2019 (YYYY / MM / DD), or be terminated in the following circumstances:
- 2.1.1 Whether appointed on four year contract or less – the employment contract is deemed terminated on the date of contract expiry without any further notice of termination;
- 2.1.2 The employment contract can be prematurely terminated by the Employee, provided that the Employer is given a written notice of such termination. An EDU6 (Notice of Termination of Service) must be submitted;
- 2.1.3 The employment contract is terminated without further notice on the last day of the month in which the employee turns 65 years of age; and
- 2.1.4 The Employment contract can furthermore be terminated prematurely by the Mpumalanga Department of Education by giving a notice period of 30 calendar days in the following cases:
- a. Where the learner enrolment at the Grade R Centre where the Employee is employed has dropped to such an extent that it no longer warrants the post in which the Grade R Practitioner is appointed; and
 - b. Where the Grade R Centre where the Employee is employed is suspended or closed.

3. DUTIES

- 3.1 The employee shall serve the employer faithfully and honestly and use reasonable care and skill in the performance of his/her duties.
- 3.2 The employee shall perform the duties assigned to him/her that are detailed in the attachment entitled **Job Description: Grade R Practitioner**.

4. WORKING HOURS

- 4.1 The normal working hours of the employee shall be for 6 hours per day from 08h00 to 14h00 or 07h30 to 13h30 for four (4) of the work days, and for 7 hours per day from 08h00 to 15h00 or 07h30 to 14h30 on the remaining (1) designated day within the week to do collaborative planning and preparation. (The starting time of the Grade R Practitioner duties depends on the school's time-table.)

5. REMUNERATION

- 5.1 The employee's gross salary shall be an all inclusive stipend of **R5 000.00 (Five Thousand Rand)** payable monthly retrospectively on the last day of each month in line with the Council of Education Ministers (CEM)

6. TRAINING COURSE

- 6.1 The employee will be required to attend compulsory training courses as determined by the Employer.

**MPUMALANGA DEPARTMENT OF EDUCATION - EMPLOYMENT CONTRACT FOR GRADE R
PRACTITIONER (2015/2016 FINANCIAL YEAR AND BEYOND)**

7. ANNUAL LEAVE

- 7.1 A Grade R Practitioner will be regarded as being on annual leave during institution closure periods that are outside of scheduled working time, provided that the measures regarding the workload, duties and responsibilities of Grade R Practitioners may require such an educator to perform some of his or her normal duties, such as preparation for the new school term, during such periods
- 7.2 A Grade R Practitioner may, during a scheduled working period, also be granted special leave to attend to an urgent private matter, the nature of which is such that it warrants such a Practitioner's absence from work.
- 7.3 The number of leave days taken in terms of sub-paragraphs 7.2 shall, in respect of a Grade R Practitioner, not exceed five working days in a 12 month employment period.

8. SICK LEAVE

- 8.1 The employee shall for the duration of this contract be entitled to one day's paid sick leave for every full month worked.
- 8.2 If the employee is absent from work for more than two consecutive days on more than two occasions during an eight week period and at the request of the employer, fails to produce a medical certificate from a qualified and recognised medical practitioner explaining the employee's absence from work due to medical reasons, the employer will not remunerate the employee for those days of sick leave. The medical practitioner must be a person accredited by the Health Professionals' Council of South Africa.

9. MATERNITY LEAVE

- 9.1 An employee shall be granted paid maternity leave that is proportional to her term of contract at a rate of 10 calendar days maternity leave with full pay, calculated at each month of her term of contract to a maximum of 4 months, where after maternity leave without pay shall be granted. The total period granted in respect of maternity leave shall not exceed four (4) consecutive months.
- 9.2 An employee may commence maternity leave at any time from 4 weeks before expected date of birth, unless otherwise agreed or for health reasons and certified by a medical practitioner. No employee may return to work before 6 weeks after date of birth unless certified to do so by a medical practitioner.
- 9.3 An employee who miscarries in the 3rd trimester of pregnancy or bears a stillborn child is entitled to paid maternity leave that is proportional to her term of contract at a rate of 10 calendar days maternity leave with full pay, calculated at each month of her term of contract to a maximum of 6 weeks after the event, whether or not she has commenced maternity leave at the time of the event.

10. ADOPTION LEAVE

- 10.1 An employee who during the term of employment adopts a child that is younger than two (2) years shall qualify for adoption leave that is proportional to his/her term of contract at a rate of four (4) days paid leave for each month service to a maximum of 45 days, on condition that valid documentary proof of adoption as required by the Employer is submitted and adoption leave approved prior to the commencement of the adoption leave.

11. CONFIDENTIALITY

- 11.1 During the existence of this contract the employee shall not, unless it is during the normal course of his/her duties and for the purposes of promoting the interests of the employer, without the written consent of the employer use or make available to any persons any of the confidential information of the employer or any other members of the institution (school).

12. DISPUTE RESOLUTION

- 12.1 Any labour dispute arising from this contract will be resolved in terms of the Labour Relations Act 66 of 1995.

MPUMALANGA DEPARTMENT OF EDUCATION - EMPLOYMENT CONTRACT FOR GRADE R PRACTITIONER (2015/2016 FINANCIAL YEAR AND BEYOND)

13. ADDRESSES

13.1 The parties will use their respective physical addresses to receive correspondence and any legal process that is necessary in connection with this agreement.

14. VARIATION

14.1 The parties agree that no variation of the terms and conditions of this contract shall be of force or effect unless the Mpumalanga Education Department has approved such variation, which must be reduced to writing and signed by both parties.

SIGNED at _____ this _____ day of _____ 20__.

AS WITNESSES:

- 1. _____
- 2. _____

_____ the "employee" who confirms that he/she has read, fully understands and agrees to abide by the terms and conditions of this contract.

SIGNED at _____ this _____ day of _____ 20__.

AS WITNESSES:

- 1. _____
- 2. _____

_____ (CES: GET) for and on behalf of the "employer" who warrants that she/he is duly authorised to represent the employer.

Job Description: Grade R Practitioner

The job description of an Grade R Practitioner shall include inter alia the following:

- The Grade R Practitioner shall organise the Grade R classroom. A Grade R classroom should be generally be user friendly for the learners in order to present them with opportunities to learn through play freely. There should be a special designated creative area where there is access to water, close access to tables and shelving and storage facilities to house toys, puzzles and games. There should be a fantasy area which should be demarcated where learners can engage in role play. There should also be a quiet area where learners can sit on a mat or carpet and can serve as a meeting area with other young learners.
- The Grade R Practitioner shall organize the outdoor area. Time outdoors means exploring the outdoor environment for learners. Safety is therefore crucial in this instance. This activity present constant possibility for new discoveries and unfolding mysteries, especially during individual free times. It is important to bear the following in mind when organizing the outdoor area. There should be enough play equipment for the learners to use while outside. This eliminates the possibility of fights instead of play. If there is not enough equipment or apparatus to go around, then the teacher must play games with the learners or get them to play a game on their own. Outdoor area should be such that it allows learners to be actively and constructively involved all the time instead of just running around aimlessly. Many of the creative activities that are done indoors can also be done outdoors.
- The Grade R Practitioner shall first to a situational analysis to determine the language competence of the learners in order to decide on the literacy work plan.
- The Grade R Practitioner shall develop a daily programme that structures, segments and ring fences activities and interactions children have with their friends and Grade R Practitioner during specific times. Learning segments should include small and large group times, eating, rest and toile times, outside times and transit times.
- The Grade R Practitioner shall plan and prepare learning programmes, work schedules and lesson plans continuously and should submit the above to the Head of Department for moderation against recommended guidelines and should cooperate with the visiting Curriculum Implementer when documents are requested. Lesson plans shall establish the context for the home language, decide on the texts to be used, provide for a range of teaching, learning and assessment activities in each lesson plan and be worthwhile and challenging so that the learners can see value in what they are doing.
- The Grade R Practitioner shall mark the attendance register daily and refer frequent absenteeism to the Head of Department for further handling and action.
- The Grade R Practitioner shall convene parents' meetings every school quarter to discuss learner progress in learning outcomes in different learning programmes against the assessment standards used in the various classroom activities.
- The Grade R Practitioner shall develop, maintain and update the personal portfolio and compile a profile of every learner in class.
- The Grade R Practitioner shall initiate, develop, implement and monitor the Assessment programme based and premised on developing Pre-Reading, Pre-Writing and Literacy Skills in young children in the 5-6 age cohort.

MPUMALANGA DEPARTMENT OF EDUCATION



NOTICE OF ASSUMPTION/RESUMPTION OF DUTY

This form must be completed in duplicate on the first day that the official/educator assumes/resumes duty at the station in question, and the original forwarded to reach the relevant HR Component via the normal channels before the first following pay date. Any delays in this regard which result in the late payment of salary will be investigated and responsibility will be determined. A copy should be kept by the Head of the Section/Institution for audit purposes.

A. PARTICULARS WITH REGARD TO STATION (complete A1 or A2 as applicable)

A1 Office: Section:
 A2 Institution: Circuit:

B. PARTICULARS OF OFFICIAL/EDUCATOR ASSUMING/RESUMING DUTY

Surname and Full Names:

PERSAL Number:

SARS Number:

ID Number:

Actual Date of Assumption/Resumption of Duty:

Previous Department (if any):
 Previous Date of Termination (if any):
 Reason for previous Termination (if any):

C. REASONS FOR ASSUMPTION/RESUMPTION OF DUTY

- Acceptance of Department's written offer of appointment to an advertised post.
- Acceptance of Department's written notification of placement in an approved vacant post.
- New appointment as educator on temporary closed employment contract: Form EDU 1 together with all relevant documents should be attached.
- Substitute temporary closed employment as educator: Form EDU 1 together with all relevant documents including a copy of the original incumbent's recommended leave application, should be attached.
- Transfer from another provincial/national department: Form Z83 (officials) or Form EDU 1 (educators) together with all relevant documents as well as a copy of this Department's formal approval of such transfer, should be attached.
- Resumption of duty after approved leave without pay.

OFFICIAL/ EDUCATOR : GOVERNING BODY (if applicable) :
 DATE : DATE :

HEAD OF DIVISION/ INSTITUTION : OFFICE HEAD/ CIRCUIT MANAGER :
 DATE : DATE :

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF EDUCATION

APPLICATION TO PAY SALARY INTO BANK ACCOUNT

I hereby request the Mpumalanga Department of Education, to pay my net salary into my personal bank account. My particulars are as follows:

PERSAL NUMBER:																				
IDENTITY NUMBER:																				
SURNAME:																				
INITIALS:																				
FULL NAMES:																				
PAYPOINT:																				
INSTITUTION:																				
REGION:																				
BANK NAME:																				
BRANCH NAME:																				
BRANCH CODE:																				
ACCOUNT NUMBER:																				
TYPE OF ACCOUNT. INDICATE WITH AN: X																				
ACCOUNT HOLDER NAME:																				
ACCOUNT HOLDER RELATIONSHIP. INDICATE WITH AN: X																				

***ATTACH CERTIFIED COPY OF IDENTITY DOCUMENT AND LATEST BANK STATEMENT OR CANCELLED CHEQUE**

_____ SIGNATURE OF APPLICANT	_____ DATE
--	----------------------

TO BE COMPLETED BY THE BANK I hereby certify that the above – mentioned information with regard to our client is correct, and that the account number belongs to the applicant, and that the account is active.	
PRINT NAME: _____ SIGNATURE: _____ CAPACITY: _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>