

ADJUSTMENT OF HOUSING ALLOWANCE (HOME OWNERS)

All provincial Departments of Education have been instructed by the Department: Public Service and Administration (DPSA) to assist with verifying the details of the employees who are home owners and who are eligible for receiving the housing allowance. The purpose of this project is to register home owners at the new Government Employees Housing Scheme (GEHS), and to implement the back pay of this benefit as from 1 July 2015. (Resolution 7 of 2015)

All the above-mentioned employees are urgently requested to submit the attached application form, as well as all required supporting documents to their local district offices by 31 January 2016.

Members are advised to also submit a sworn Affidavit that only one employee receives a government housing allowance on the registered property.

Attached are the following documents:

1. Housing Allowance Application Form for Home Owners (GEHS Employees Enrolment)
2. Pro forma Affidavit re Occupancy.
3. Pro forma Affidavit re Housing Allowance.
4. Resolution 7/2015. (For information)
5. Letter to Heads of Departments (For information)

AANPASSING VAN BEHUISINGSTOELAAG (HUISEIENAARS)

Die Departement van Staatsdiens en Administrasie het alle provinsiale onderwysdepartemente opdrag gegee om die besonderhede van werknemers te verifieer wat huiseienaars is en wat kwalifiseer vir 'n behuisingstoelaag. Die doel van die projek is om huiseienaars te registreer by die Regeringsdiensbehuisingeskema en om die terugbetaling van agterstallige voordele sedert 1 Julie 2015 te implementeer. (Resolusie 7 van 2015.)

Al bogenoemde werknemers word dringend versoek om die aangehegte aansoekvorm, asook die vereiste stawende dokumente teen 31 Januarie 2016 by hul plaaslike distrikskantore in te dien.

Lede word ook aangeraai om 'n beëdigde verklaring in te dien dat slegs een werknemer 'n staatsbehuisingstoelaag sal ontvang ten opsigte van die geregistreerde eiendom.

Die volgende dokumente is aangeheg:

1. Housing Allowance Application Form for Home Owners (GEHS Employees Enrolment)
2. Pro forma Affidavit re Occupancy.
3. Pro forma Affidavit re Housing Allowance.
4. Resolution 7/2015. (Vir inligting)
5. Letter to Heads of Departments (Vir inligting)

The SAOU - Setting the pace.

Die SAOU - Gee die pas aan.



GEHS EMPLOYEE ENROLMENT: HOUSING ALLOWANCE APPLICATION FOR HOME-OWNERS

INSTRUCTIONS

- 1 Employees who are home owners should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 4 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

SECTION A: PERSONAL DETAILS

EMPLOYEE'S DETAILS

Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		

SPOUSE'S DETAILS

Surname		Initials	
ID No			
Employer			
Work address			
Contact No	Work		
	Home		
	Cell		

SECTION B: HOME OWNERSHIP STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box If proof is attached	
					Yes	No
H1	The title to the property is in my name			Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution**		
H2	I have permission from the traditional leader to occupy state/tribal land			Permission To Occupy Certificate (PTO)		
H3	I have bought property on instalment sale (i.e. like a hire purchase)			Instalment Sale Agreement		

For Official Use	
Proof is attached	
Yes	No

* A Ghost Deed Report is a print out from the Deeds Office, which can be obtained from a lawyer/legal firm responsible for the property transaction or the Deeds Office.

** The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

SECTION C: BOND/HOME LOAN STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached	
					Yes	No
L1	I am repaying a bond/home loan to a financial institution			An original Tax Invoice* from the financial Institution OR a letter from the NHFC funded lender/ intermediary		
L2	My bond/home loan is paid off			No proof required		
L3	I bought my home without a home loan			No proof required		

For Official Use	
Proof is attached	
Yes	No

* The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

** A letter from the National Housing Finance Corporation (NHFC) funded lender/intermediary. See Employee Guide on Housing for an example of a *pro forma* letter

SECTION D: OCCUPANCY DETAILS					For Official Use		
The home is occupied by-	Tick the applicable box	Indicate the number	Proof to be attached to this application form	Tick the applicable box if attached		Proof is attached	
				Yes	No	Yes	No
Myself			A sworn affidavit				
My spouse							
My dependants							
My spouse & dependants							
Date of Occupancy							
The full residential address of the home is:	Province						
	Municipality						
	Town						
	Suburb/Village						
	Street Name & Number Unit Name						

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <ul style="list-style-type: none"> (a) Confirm that the information in this application form is accurate; (b) Confirm that by completing this enrolment I give my consent and permission to the GEHS to verify, profile and cross check my information against other sources; (c) Acknowledge that I could be disqualified from the Housing Allowance should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation); (d) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and (e) Declare that the home is occupied as indicated in the form. 	
<p>_____ Employee Signature</p>	<p>_____ Date</p>

FOR OFFICIAL USE ONLY

Employee PERSAL No									
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Employee is a home owner in category	H1	H2	H3	Do not comply
Employee's loan status falls in category	L1	L2	L3	Do not comply
The home is occupied according to the requirements in the Determination on Housing	Yes	No		Do not comply

Signature of official authorised to approve the Housing Allowance	
Name in print	
Disignation	
Date	
Capture on PERSAL	

AFFIDAVIT:

I, years old, with ID

Residing at

STATES UNDER OATH IN ENGLISH:

I own a house at (Street address) _____

Where I and/or my registered dependents with effect from (date) _____

reside permanently. I know that I am committed to notify the Department of Education as soon as the residence is vacated or occupied by somebody else while I am receiving Home Owner’s allowance.

I know and understand the contents of this declaration.

I have no objection taking the prescribed oath.

I consider the prescribed oath to be binding on my conscience.

.....
Signature

.....
Print name

I certify that the deponent acknowledged that he/she knows and understands the contents of this declaration which was sworn to before me, and that the deponent signed the statement in my presence.

At on at (time).....

.....
COMMISSIONER OF OATH

.....
FULL NAME / SURNAME

RANK:

SAPS:

AFFIDAVIT:

I, years old, with ID

Residing at

STATES UNDER OATH IN ENGLISH:

I own a house at (Street address) _____

Where I and/or my registered dependents with effect from (date) _____

reside permanently. I hereby declare that I shall be the only employee to receive a government housing allowance on the registered property.

I know and understand the contents of this declaration.

I have no objection taking the prescribed oath.

I consider the prescribed oath to be binding on my conscience.

.....
Signature

.....
Print name

I certify that the deponent acknowledged that he/she knows and understands the contents of this declaration which was sworn to before me, and that the deponent signed the statement in my presence.

At on at (time).....

.....
COMMISSIONER OF OATH

.....
FULL NAME / SURNAME

RANK:

SAPS:

RESOLUTION 7 OF 2015

**FRAMEWORK AGREEMENT FOR THE ESTABLISHMENT OF A GOVERNMENT
EMPLOYEES HOUSING SCHEME (GEHS)**

1. OBJECTIVES

- 1.1 To introduce a Government Employees Housing Scheme (GEHS) in terms of clause 4.2 of PSCBC Resolution 4 of 2010, clause 3.3 of PSCBC Resolution 2 of 2011 and of clause 19 of PSCBC Resolution 1 of 2012;
- 1.2 To support, educate and advise employees on housing options and opportunities;
- 1.3 To enhance employees' access to affordable housing;
- 1.4 To promote home ownership and facilitate asset security among employees;
- 1.5 To assist employees to access affordable housing loans and finance;
- 1.6 To assist employees to rent houses with a view to buy and own homes; and
- 1.7 To provide transitional arrangements towards the GEHS.

2. SCOPE

- 2.1 This agreement binds the employer; and employees who:
 - 2.1.1 are employed by the State; and
 - 2.1.2 fall within the registered scope of the Council.

3. NOTING THAT

- 3.1 Chapter 2, section 26 of the Constitution of the Republic of South Africa, provides that:
 - i. *Everyone has the right to have access to adequate housing;*
 - ii. *The State must take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of this right, and*

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P.O. Box 3123, Lyttelton South, 0176

Tel: (012) 644-8100 • Fax: 086 619 7884

E-mail: info@pscbc.org.za • Website: <http://www.pscbc.org.za>

All correspondence must be addressed to the General Secretary of Council

- iii. *No one may be evicted from their home, or have their home demolished, without an order of court made after considering all the relevant circumstances. No legislation may permit arbitrary evictions.*
- 3.2 Since 1994, it has been government's policy objective to facilitate increased private lending for, and investment in, low and medium income housing whilst eliminating geographic discrimination in the origination of housing loans. To this end, the Government's Human Settlements policy provides a solid framework for addressing the affordable housing needs.
- 3.3 Parties in Council concluded a Service Charter (PSCBC Resolution 1 of 2013) which among others, aims to:
- 3.3.1 Create an enabling environment within the provision of available resources for employees to perform their duties;
- 3.3.2 Implement conditions of service that fairly reward employees; and
- 3.3.3 Improve service delivery programmes.
- 3.4 Parties recognise the need to assist employees in accessing adequate and secure housing in a sustainable and affordable manner.
- 3.5 An estimated 70% of employees who currently receive the housing allowance do not own homes. A further significant number of employees find it extremely difficult to access loans to acquire a house without additional assistance.
- 3.6 Aggregation of the housing demand has the potential to yield enormous socio-economic benefits for all employees.
- 3.7 The level of indebtedness among employees creates a barrier to access housing finance.
- 3.8 The current housing allowance dispensation has not translated into significant improvement in home-ownership among employees.

4. AGREEMENT:

Parties therefore agree to the following;

4.1. THE GOVERNMENT EMPLOYEES HOUSING SCHEME (GEHS)

4.1.1 The GEHS is the new employee housing assistance service.

4.1.2 The GEHS shall provide the following services:

4.1.2.1 Enrol, Counsel, Advise, and Educate:

- (i) Educate employees on the benefits and advantages of home ownership;

- (ii) Advise employees on available housing options; and
 - (iii) Support and facilitate financial rehabilitation of affected employees
 - 4.1.2.2 Administer the application of the housing allowance;
 - 4.1.2.3 Facilitate and support access to housing finances, including housing subsidies and other housing programmes; and
 - 4.1.2.4 Facilitate availability of housing stock both for rental and to own.
- 4.1.3. The employer is responsible to operate, administer and manage the GEHS with due consideration of labour as a key partner to be represented in the governance thereof.
- 4.1.4. All employees who wish to use services offered through the GEHS shall be required to enrol with the GEHS.

4.2. ACCESS TO AFFORDABLE HOUSING FINANCE

4.2.1. The employer, through the GEHS, shall contribute to improving access to affordable housing finance by implementing the following initiatives:

- 4.2.1.1. Educating employees on housing finance and facilitating financial rehabilitation for employees with impaired credit records;
- 4.2.1.2. Improving access to housing finance by aggregating demand of employees and negotiating with financial institutions;
- 4.2.1.3. Offering payroll deductions for home-loan repayments to registered financial institutions who participate in the GEHS; and
- 4.2.1.4. Provide transactional support by linking employees to lenders as well as facilitating access to government housing programmes and/or subsidies.

4.2.2. Through interventions referred to above, the employer shall negotiate favourable terms, including interest rates, for employees who acquire housing finance through the GEHS.

4.3. FACILITATION AND PROVISION OF HOUSING STOCK SUPPLY

4.3.1. The employer shall, through the GEHS, facilitate availability of housing stock by implementing the following initiatives:

- 4.3.1.1. Maintaining a comprehensive database of demand for and supply of housing;

- 4.3.1.2. Aggregation of employees' housing demand to inform and match the supply of housing stock to employee housing needs on the basis of available and planned housing units;
- 4.3.1.3. Engage and coordinate with housing supply-side role players to ensure development of housing stock to meet the needs of employees; and
- 4.3.1.4. Undertaking project management and sourcing services for housing developments aimed at accommodating employees.

4.4. TRANSITIONAL ARRANGEMENTS

- 4.4.1. The housing allowance continues to be paid to eligible employees.
- 4.4.2. The employer shall bring the GEHS and its service programmes into operation incrementally with effect from 1 July 2015.
- 4.4.3. Employees shall enrol with the GEHS with effect from 1 January 2016.
- 4.4.4 **Joint working towards Inclusive Administration and Governance:** Parties to the PSCBC shall establish a consultative committee to contribute to the design of the GEHS administration and governance architecture.
- 4.4.5 **Enabling Partnerships to support the implementation of GEHS:** The employer shall foster structured partnerships with spheres of government, public development agencies, development finance institutions as well as private entities to gear-up efforts and investments therein to advance the objectives of the scheme.
- 4.4.6 The employer shall meaningfully consult on all provisions listed in 4.1 – 4.4 above.

4.5. STATE FINANCING OF EMPLOYEE HOUSING

- 4.5.1. With effect from **01 July 2015**, the current housing allowance shall be applied as set out below.
- 4.5.2. The amount of the housing allowance paid to eligible employees shall increase to **R1 200** (one thousand and two hundred rand) per month.
- 4.5.3. The amount of the housing allowance shall be adjusted annually on the basis of the average Consumer Price Index (CPI) for the preceding year with the first adjustment being effective on 1 July 2017.
- 4.5.4. All employees who are on total-cost-to-employer packages shall not be eligible to receive

the housing allowance, save for all other provisions and services of GEHS.

4.5.5. **New employees** entering the public service after date of signature of this agreement and become eligible to receive the housing allowance:

4.5.5.1. shall only be paid the housing allowance if they own a house and/or are repaying a home-loan for a house in which they live.

4.5.5.2. shall have the full housing allowance diverted and accumulated into the individual-linked saving facility if they do not own a house.

4.5.6. **Individual-linked savings facility:**

4.5.6.1. Employees who are eligible to receive the housing allowance but do not own a house shall continue to receive R900 per month. The difference between the total housing allowance and the R900 shall be diverted into and accumulated in an individual-linked savings facility.

4.5.6.2. Employees may elect to have the full housing allowance diverted into and accumulated in an individual-linked savings facility.

4.5.6.3. Accumulated savings shall only be accessed for the purpose of acquiring home-ownership, building and improving a home.

4.5.6.4. Accumulated savings shall be held in an interest-bearing facility until such time as the employee is ready to access the funds for the purposes of acquiring home-ownership, building and improving a home.

4.5.6.5. Should an employee's employment in the public service be terminated, the following provisions shall apply:

4.5.6.5.1 **In the event of retirement or medical boarding** – the employee shall receive the full value of the accumulated savings;

4.5.6.5.2 **In the event of the death of the employee** - the full value of accumulated savings shall be paid to the nominated beneficiaries of the deceased employee or estate; and

4.5.6.5.3 **In the event of resignation and dismissal** – Employees who resign or are dismissed shall not be entitled to receive the accumulated savings.

4.5.7 **Employees in rural areas:** Employees residing on communal land with valid permission to occupy shall be deemed to be home-owners.

4.5.8 **Payroll deductions for GEHS-recognized home-loan repayments:**

Employees who access GEHS recognized home-loans from GEHS recognized lenders shall have the repayment of such home-loans effected by the employer through a mandatory priority payroll deduction in favour of the lender from their salary prior to salary being paid to the employees.

4.6 ANNUAL ADJUSTMENT OF THE HOUSING ALLOWANCE

Annually, the basis of adjustment of the housing allowance shall be the average Consumer Price Index (CPI) for the preceding financial year. Such adjustments shall be implemented on 01 July of each year.

5. INTERPRETATION AND APPLICATION

5.1 In the event of any conflict between the provisions of this agreement and any other agreement of the Council, the provisions of this agreement shall take precedence.

5.2 No amendments to this Agreement shall be of force unless reduced to writing and agreed upon at the Council as a resolution of the Council.

6. DISPUTE RESOLUTION

If there is a dispute about the interpretation or application of this agreement any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.


7. IMPLEMENTATION OF AGREEMENT

7.1 The agreement shall come into effect on the date it enjoys majority support and will remain in force unless terminated or amended by agreement.


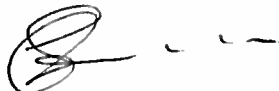

7.2 The Council will monitor the implementation of this agreement.

THUS DONE AND SIGNED AT CENTURION ON THIS 27TH DAY OF
MAY 2015.

ON BEHALF OF THE EMPLOYER

	Name	Signature	Date
STATE AS EMPLOYER	KHUMBUA NDABA		2015/05/19

ON BEHALF OF TRADE UNION PARTIES

Trade Union	Name	Signature	Date
DENOSA			
HOSPERSA/NUPSAW/NATU			
NAPTOSA			
NEHAWU	MKE Shingyo		19/05/2015
POPCRU	ntsoinaki Mabida		19/05/2015
PSA			
SADTU	Migweni Malulele		27/05/2015

SAPU			
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K



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Tel : (012) 336 1009
Ref : 17/3/P

TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

ADJUSTMENT OF HOUSING ALLOWANCE FOR EMPLOYEES IN THE PUBLIC SERVICE WHO ARE HOME-OWNERS

1. The Minister for the Public Service and Administration will in terms of sections 3(5)(a) and 5(6)(b) respectively of the Public Service Act, 1994, as amended, issue an Amended Determination on Housing inclusive of the adjustment of the housing allowance, the establishment of the Government Employees Housing Scheme (GEHS) and other related matters. A copy of the Amended Determination will be furnished once approved.
2. The adjustment gives effect to the provisions of Clause 4.5.2 of the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015 as indicated hereunder:-
 - 2.1. All employees who are home-owners and are eligible for the housing allowance shall receive the increased amount of R1 200-00 per month effective from 1 July 2015, subject to submitting the required documentation as indicated in paragraph 4 supra of this circular.
3. A home-owner is:
 - 3.1. An employee with registered title over a residential property with a mortgage 'bond' or home loan; or
 - 3.2. An employee with registered title over a property without a mortgage 'bond' or home loan over such a property; or
 - 3.3. An employee residing on communal land with a valid permission to occupy (PTO) certificate shall be deemed to be a home-owner, and
 - 3.4. An employee and/or his/her immediate family who/ that is/ are occupying the house in question.
4. The necessary instruction has been communicated to PERSAL to adjust the housing allowance for home-owners. A new PERSAL code is to be created for this purpose. The

Human Resources (HR) section of each Department has to capture the amended housing allowance of R1 200-00 per month on the PERSAL system after the employee has submitted the following:

- 4.1. A completed and signed application form, attached hereto titled "GEHS Employee Enrolment: housing allowance for home owners"
 - 4.2. the necessary proof that he/she is a home-owner as indicated in paragraph 3 supra of this circular, and occupies the house concerned.
5. In terms of Clause 4.1.4 of the PSCBC Resolution 7 of 2015 it is mandatory for all employees who wish to use the services offered through the GEHS to enroll with the Scheme.
 6. The HR section of each Department must file the completed application form, together with all the required supporting documents and safeguard them on the employees personal file.
 7. To minimize interpretation and application disputes, all National and Provincial Departments and Provincial Administrations are required –
 - 7.1 to ensure that the contents of this Circular have been brought to the attention of all employees to enable them to submit the required forms as indicated in paragraph 4 supra before or on **31 January 2016**; and
 - 7.2 to submit a completed name-list (format herewith attached) on *excel spreadsheet* to the DPSA, via email to gehs@dpsa.gov.za, before or on 31 March 2016.
 - 7.3. ensure that the capturing on PERSAL is completed expeditiously to enable the payment of the increased housing allowance, including back pay to 01 July 2015, is effected without delay.
 8. Please note that **additional** expenditure incurred as a result of implementing the adjustment to the housing allowance, must be defrayed from the existing departmental budget allocations.


DIRECTOR-GENERAL

DATE: 01/12/2015

6	5	4	3	2	1	Nr
						Initials
						Surname
						Persal Number
						ID Number
						Completed Application Form
						Printout of Enrollment Confirmation Form
						Proof of Home-Ownership
						Capture date on Persal



GEHS EMPLOYEE ENROLMENT: HOUSING ALLOWANCE APPLICATION FOR HOME-OWNERS

INSTRUCTIONS

- 1 Employees who are home owners should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 4 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

SECTION A: PERSONAL DETAILS

EMPLOYEE'S DETAILS

Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		

SPOUSE'S DETAILS

Surname		Initials	
ID No			
Employer			
Work address			
Contact No	Work		
	Home		
	Cell		

SECTION B: HOME OWNERSHIP STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if proof is attached	
					Yes	No
H1	The title to the property is in my name			Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution**		
H2	I have permission from the traditional leader to occupy state/tribal land			Permission To Occupy Certificate (PTO)		
H3	I have bought property on instalment sale (i.e. like a hire purchase)			Instalment Sale Agreement		

For Official Use	
Proof is attached	
Yes	No

* A Ghost Deed Report is a print out from the Deeds Office, which can be obtained from a lawyer/legal firm responsible for the property transaction or the Deeds Office.

** The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

SECTION C: BOND/HOME LOAN STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached	
					Yes	No
L1	I am repaying a bond/home loan to a financial institution			An original Tax Invoice* from the financial Institution OR a letter from the NHFC funded lender/ intermediary		
L2	My bond/home loan is paid off			No proof required		
L3	I bought my home without a home loan			No proof required		

For Official Use	
Proof is attached	
Yes	No

* The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

** A letter from the National Housing Finance Corporation (NHFC) funded lender/intermediary. See Employee Guide on Housing for an example of a *pro forma* letter

SECTION D: OCCUPANCY DETAILS					For Official Use		
The home is occupied by-	Tick the applicable box	Indicate the number	Proof to be attached to this application form	Tick the applicable box if attached		Proof is attached	
				Yes	No	Yes	No
Myself			A sworn affidavit				
My spouse							
My dependants							
My spouse & dependants							
Date of Occupancy							
The full residential address of the home is:	Province						
	Municipality						
	Town						
	Suburb/Village						
	Street Name & Number Unit Name						

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <p>(a) Confirm that the information in this application form is accurate;</p> <p>(b) Confirm that by completing this enrolment I give my consent and permission to the GEHS to verify, profile and cross check my information against other sources;</p> <p>(c) Acknowledge that I could be disqualified from the Housing Allowance should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation);</p> <p>(d) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and</p> <p>(e) Declare that the home is occupied as indicated in the form.</p>	
Employee Signature _____	Date _____

FOR OFFICIAL USE ONLY

Employee PERSAL No									
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Employee is a home owner in category	H1	H2	H3	Do not comply
Employee's loan status falls in category	L1	L2	L3	Do not comply
The home is occupied according to the requirements in the Determination on Housing	Yes	No		Do not comply

Signature of official authorised to approve the Housing Allowance	
Name in print	
Disignation	
Date	
Capture on PERSAL	