

SUID-AFRIKAANSE ONDERWYSERSUNIE  
SOUTH AFRICAN TEACHERS' UNION

MPUMALANGA



SAOU

Nuusbrief / Newsletter

**SAOU (MPUMALANGA) NUUSBRIEF 8/2016**

**HRM DIRECTIVE NO 06 OF 2015 ON THE  
APPLICATION FOR HOUSING ALLOWANCE IN  
THE DEPARTMENT**

Die omsendskrywe is aangeheg ter inligting.

**SAOU (MPUMALANGA) NEWSLETTER 8/2016**

**HRM DIRECTIVE NO 06 OF 2015 ON THE  
APPLICATION FOR HOUSING ALLOWANCE IN  
THE DEPARTMENT**

The directive is attached for your information.



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TO : DEPUTY DIRECTORS- GENERAL  
CHIEF DIRECTORS  
DIRECTORS  
DISTRICT DIRECTORS  
DEPUTY DIRECTORS  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS  
ALL DEPARTMENTAL OFFICIALS  
ORGANIZED LABOUR

## HRM DIRECTIVE NO 06 OF 2015 ON THE APPLICATION FOR HOUSING ALLOWANCE IN THE DEPARTMENT

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### 1. PURPOSE

The purpose of this Directive is to remind all Departmental employees who qualify for housing allowance in terms of the Housing Allowance Scheme about the process that must be followed when applying for a housing allowance.

### 2. BACKGROUND

- 2.1. In terms of the Housing Allowance Scheme, a housing allowance will be paid to qualifying employees who either own (hereafter referred to as **home owner**) or rent (hereafter referred to as a **tenant**).
- 2.2. If the applicant of the housing allowance is a **home owner** and wishes to access the Housing Allowance Scheme, any of the following documents should be submitted as proof together with the application for housing allowance:
  - A title deed
  - Permission to occupy State or Traditional Land (PTO).
  - Installment Sale Agreement
  - Marriage certificate and affidavit declaring that the marriage is in community of property.
  - Documentary proof on a letterhead from the financial institution where a home loan is held.
- 2.3. If the applicant wishes to apply for a housing allowance as a **tenant**, he/she must have a **valid rental agreement** in his/her name for the home/room he/she is occupying.

- 2.4. **NB. A rental agreement between an employee and his/her spouse, who is the only registered titleholder to the home, to rent the home or part of the home that the employee and his/her spouse is occupying is not recognized for purposes of Housing Allowance Scheme.**
- 2.5. It has come to the notice of the Department that there are certain Departmental employees who submit rental agreements that are illegal or not authentic for purposes of accessing the Housing Allowance Scheme. In some instances the applicant signs as both the tenant and the landlord.
- 2.6. In the same breath there are HR officials who do not check these agreements and simply implement the application just to allow the applicant to access the housing allowance.
- 2.7. It is therefore brought to the attention of all the recipients of the allowance that should they know that they submitted fraudulent rental agreements, such agreements should be authenticated by resubmitting genuine ones otherwise all the allowances that were paid to them will have to be recovered from their salaries.
- 2.8. HR officials who accepted or accept fraudulent rental agreements will also be dealt with accordingly.
- 2.9. It must once more be stressed that in terms of the Housing Allowance Policy an employee will start to receive his/her housing allowance on the pay date in the month he/she has submitted his/her authentic signed application including the correct documentary proof that is required.



MR CB MNISI  
CHIEF FINANCIAL OFFICER

2015/02/23  
DATE



MRS MOC MHLABANE  
HEAD OF DEPARTMENT

24/2/15  
DATE