

PROCEDURAL STEPS FOR A REQUEST FOR THE DEDUCTION OF DEPARTMENTAL DEBT

1. The employer completes the departmental debt amount on the Z102 form.
2. The employer completes section A,B,C,D,F of the GEPF Departmental Debt Claim Form (attached hereto as annexure C). This section must be completed with sufficient detail and set out , as a minimum, the following:
 - The name of the employee;
 - The pension number of the employee;
 - The nature of each and every alleged debt;
 - The precise amount of each debt owing as at date of termination of service. (Debt accruing after date of termination of employment may not be included or deducted.);
 - A detailed explanation as to how the debt arose. (If there is more than one debt the basis for each debt amount must be explained separately); and
 - The nature of the debt i.e. is it a debt falling under section 21(3)(a) or section 21 (3)(c) of the GEP Law.
3. Certified copies of all relevant documents must be attached to the claim form. This includes, but is not limited to, the following:
 - Any relevant contract;
 - Any relevant court order;
 - An acknowledgement of debt by the employee;
 - Leave forms;
 - Proof of overpayment of salary;
 - Any incapacity report; and
 - Any outcome of a disciplinary hearing.
4. Once section A,B,C,D,F of the GEPF Departmental Debt Claim Form has been completed, and all relevant documents have been attached, the GEPF Departmental Debt Claim Form must be given to the employee to complete section E of the said form. (Please note that the form, together with all relevant certified copies of documents, must be given to the employee.)
5. Should the employer be **unable to contact** the employee in order to complete section E of the GEPF Departmental Debt Claim Form, the employer must provide an **affidavit** by the relevant official explaining the process taken by the employer to contact the employee, inclusive of detailed reference to all the contact detail of the employee which the employer used to attempt to contact the employee.
6. Should the employee **refuse** to complete section E of the GEPF Departmental Debt Claim Form, the employer must provide an **affidavit** by the relevant official explaining the process taken by the employer to request the employee to complete section B of the GEPF Departmental Debt Deduction Form and detailing the refusal of the employee.
7. The employer must submit the GEPF Departmental Debt Claim Form, together with the Z102 Withdrawal from Fund form, to the GEPF.

**PROCEDURAL STEPS FOR A REQUEST FOR THE DEDUCTION OF DEPARTMENTAL DEBT –
CHECKLIST**

Steps		✓	X
1.	The employer completes the departmental debt amount on the Z102 form.		
2.	The employer completes <u>section A,B,C,D,F</u> of the GEPF Departmental Debt Claim Form. This section must be completed with sufficient detail and set out , as a minimum, the following:		
	<ul style="list-style-type: none"> • The name of the employee; 		
	<ul style="list-style-type: none"> • The pension number of the employee; 		
	<ul style="list-style-type: none"> • The nature of each and every alleged debt; 		
	<ul style="list-style-type: none"> • The precise amount of each debt owing as at date of termination of service. (Debt accruing after date of termination of employment may not be included or deducted.); 		
	<ul style="list-style-type: none"> • A detailed explanation as to how the debt arose. (If there is more than one debt the basis for each debt amount must be explained separately); and 		
	<ul style="list-style-type: none"> • The nature of the debt i.e. is it a debt falling under section 21(3)(a) or section 21(3)(c) of the GEP Law. 		
3.	Certified copies of all relevant documents must be attached to the claim form. This includes, but is not limited to, the following:		
	<ul style="list-style-type: none"> • Any relevant contract; 		
	<ul style="list-style-type: none"> • Any relevant court order; 		
	<ul style="list-style-type: none"> • An acknowledgement of debt by the employee; 		
	<ul style="list-style-type: none"> • Leave forms; 		
	<ul style="list-style-type: none"> • Proof of overpayment of salary; 		
	<ul style="list-style-type: none"> • Any incapacity report; and 		
	<ul style="list-style-type: none"> • Any outcome of a disciplinary hearing. 		
4.	Once <u>section A,B,C,D,F</u> of the GEPF Departmental Debt Claim Form has been completed, and all relevant documents have been attached, the GEPF Departmental Debt Claim Form must be given to the employee to complete <u>section E</u> of the form. (Please note that the form, <u>together with all relevant certified copies of documents</u> , must be given to the employee.)		
5.	Should the employer be unable to contact the employee in order to complete <u>section E</u> of the GEPF Departmental Debt Claim Form, the employer must provide an affidavit by the relevant official explaining the process taken by the employer to contact the employee, inclusive of detailed reference to all the contact detail of the employee which the employer used to attempt to contact the employee.		
6.	Should the employee refuse to complete <u>section E</u> of the GEPF Departmental Debt Claim Form, the employer must provide an affidavit by the relevant official explaining the process taken by the employer to request the employee to complete section B of the GEPF Departmental Debt Deduction Form and detailing the refusal of the employee.		
7.	The employer must submit the GEPF Departmental Debt Claim Form, together with the Z102 Withdrawal from Fund form, to the GEPF.		