



28.09.2020

**Dear Employer / Statutory Body / Bargaining Council / Council**

**RE: UIF COVID19 TERS PAYMENTS**

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**Bank Verification Process:**

The key Identifiers that can be used to conduct a successful verification and effect payment of TERS benefits are:

- Enterprise number (CK or CPIC number) linked to the banking details; or
- RSA Identity number or Passport number linked to the banking details; or
- Trade name linked to the banking details.

It is important to remember that the information being verified **relates to the bank account details as it is registered at your banking institution**, and so entities that utilize a centralized payroll account, for example, should **enter the CIPC or Trade Name details as they relate to the bank account, not necessarily the UIF referenced entity**.

Users must ensure that the information captured on the TERS portal exactly matches the information on your Bank Confirmation Letter.

Non-CIPC registered entities, such as NPO, Trusts, Schools and Clubs, are recommended to speak to their banks to determine the best method of verification. If an ID number, linked to the bank account can be utilized for batch process verification, then enter that ID number when prompted.

Alternatively, opt for the Trade Name verification process. Please take note that if this option is chosen, care must be taken to ensure that the **Trade Name on the TERS portal exactly matches the Trade Name as it appears on the bank confirmation letter** (Bank records).

In the case of Bargaining Councils acting on behalf of multiple employers, please opt for Trade Name verification as above.



## Action required: what you need to do

This option will only be available until your banking details are successfully verified where after it will be blocked for further changes.

A change to the front-end TERS portal allows employers to indicate their preference as to which Identifier will be used to verify banking details captured on the system, either:

- Enterprise number (CK or CPIC number) or
- RSA Identity number or Passport number or
- Trade name.

## Step by step process on the on – line portal

Kindly follow the steps stipulated below to trigger bank verification utilizing Login to the COVID 19 TERS System

### CIPC

Select the Yes (Are you Register with CIPC) under the employer tab

The Text box to type in the CIPC number is now visible and type in the CIPC number and click proceed

### Trade Name

Are you Registered with CIPC?\*  Yes  No

Identifier

(Please select the identifier that the FUND must use to perform the bank verification.)\*

Are you Register with CIPC? under the employer tab

Select **No** and the system will display the 'Identifier' Tab

The three selection options will be displayed

1. RSA ID number
2. Passport number
3. Trade Name

Choose Trade Name

And the system displays a message that a tradename can be change to correct the bank verification” and click ok



Then type in the correct Tradename as per the bank statements or details  
Click on proceed  
Click Proceed/Update button to save the changes

**South Africa ID or Foreign Passport number**

Are you Register with CIPC? under the employer tab  
Select **No** and the system will display the 'Identifier' Tab  
The three selection options will be displayed  
1. RSA ID number  
2. Passport number  
3. Trade Name

Choose RSA ID number or Passport number  
Type in the Id or passport number

Then click proceed.

Regards

Acting Unemployment Insurance Commissioner