

UIF CLAIM PROCESS FLOW

STEP 1: COMPLETION OF THE RELEVANT DOCUMENTS, AS FOLLOWS:

RESPONSIBILITY: The Employer

(Employer = "Indgro Outsourcing (PTY) Ltd. trading as Indgro Multi Services Group™")

- UI19
- UI2.1
- UI2.7
- Letter of suspension (Indgro 218)

RESPONSIBILITY: The Temporary and or Contract Worker (Assignee)

- UI2.8 (Bank Form completed by the Assignee or Employee's bank)
- Certified copy of ID

STEP 2: SUBMIT ALL THE DOCUMENTS ABOVE TO THE RELEVANT INDGRO REPRESENTATIVE BELOW FOR THE REGION, AS INDICATED:

Gauteng: Zintle Mtomde

Telephone: 011-380-7500

Fax2mail: 086-621-4919

zmtomde@indgro.com

Vanderbijlpark: Bianca du Plooy

Telephone: 011-932-9000

Fax2mail: 086-625-4095

bduplooy@indgro.com

KZN: Reshma Chaithram

Telephone: 031-277-0700

Fax2mail: 086-625-4082

rchaithram@indgro.com

Western Cape: Velancia Kotshoba

Telephone: 021-941-1600

Fax2mail: 086-620-2695

vkotshoba@indgro.com

National Disaster Fund payment:

Linked to normal UIF rules.

- It is a flat rate of R3500 per Assignee or Employee for duration of shutdown or a maximum of 3 months.

(whichever comes first)

- If an Assignee or Employee is ill, temporary layoff or unemployed for longer than 3 (Three) months, the normal UIF benefits as explained below will apply.

Reduces work time:

Where a company implements reduced or short time.

- Benefit payable is the difference between what Employer pays should an Assignee and normal UIF benefits payable or Employee lose employment.



STEP 3: SUBMIT DOCUMENTS (AS SINGLE PACKS BY ASSIGNEE OR EMPLOYEE) AS PER POINT 1, AS RECEIVED IN POINT 2 TO UIF AS INDICATED BELOW:

Mailbox	Fax to email Number
Germiston.BCP@labour.gov.za	0864397295
Petermari.BCP@labour.gov.za	0864397296
EastLondon.BCP@labour.gov.za	0864397299
Capet.BCP@labour.gov.za	0864397300
George.BCP@labour.gov.za	0864397301
NorthWest.BCP@labour.gov.za	0864397302
Limpopo.BCP@labour.gov.za	0864397303
Mpumalanga.BCP@labour.gov.za	0864397304
Freestate.BCP@labour.gov.za	0864397305
Online.BCP@labour.gov.za	0864397306
Durban.BCP@labour.gov.za	0864397297
Portelizabeth.BCP@labour.gov.za	0864397298
NorthernCape.BCP@labour.gov.za	0864397309
Johannesburg.BCP@labour.gov.za	0864397294
Pretoria.BCP@labour.gov.za	0864397290

* Indgro: Indgro Outsourcing (Pty) Ltd Trading as Indgro Multi Services Group™ (The Company)

* Assignee(s): Temporary and or Contract Employee(s)

* Employee: Permanent Employee

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This document was approved for the GMS of Indgro and may be used for 30 days after date of print, being: 3/31/2020