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Enquiries: CALL CENTRE

Circular: 0075/2021

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Chief Education Specialists, Circuit Managers, Principals/Line Managers and recognised employee parties

Short summary: *Implementation of the amended Form Z56 for the change of banking details and an affidavit in respect of virtual banking.*

Subject: Implementation of the amended Form Z56 for the change of banking details and an affidavit in respect of virtual banking

1. This circular serves to repeal and replace Circulars 0020/2002, 0120/2003 and 0036/2006 insofar as they enforce the use of forms or procedures concerning the payment of salaries directly into employees' bank accounts.
2. The use of Form DPE3 (banking details change) is hereby discontinued and the amended Form Z56, as issued under Western Cape Government Director-General Circular No. 29 of 2021, dated 28 April 2021, is implemented.
3. In order to minimise and hopefully eradicate fraudulent activities during the payment of salaries to Western Cape Education Department (WCED) employees, Form Z56 has been amended to include controls that can easily be reviewed by the Directorates: Service Benefits or Financial Administration prior to capturing banking details on PERSAL.
4. The amended Form Z56 and the following procedures will be implemented from **01 December 2021**:
 - 4.1 The most important control measure implemented is the inclusion of a banking details confirmation letter from the bank, without which banking details cannot be uploaded or changed on PERSAL.

- 4.2 In respect of **newly appointed employees**, banking details will be captured by the Directorate: Service Benefits and must, therefore, be supplied to that directorate.
- 4.3 In respect of **existing employees**, banking details changes are made by the Directorate: Financial Administration and must, therefore, be supplied to that directorate.
- 4.4 When requesting a change in banking details, existing employees must ensure that they do not close their current banking accounts until their salaries have been paid into their new banking accounts. The Directorate: Financial Administration may be contacted to confirm that the salary details change has been finalised.
- 4.5 **The WCED will henceforth accept the electronic submission of compliant banking details change requests via email.**
- 4.6 However, please note that electronic signatures **will not** be accepted and the Z56 form must be signed and attested to in the presence of a Commissioner of Oaths.
- 4.7 In respect of **virtual banking**, the employee must submit a banking details confirmation letter from the bank together with an affidavit signed by the employee as well as a Commissioner of Oaths confirming that the account details are that of the employee (virtual banking application form and affidavit attached).
5. The amended Z56 form can be accessed and downloaded from the People Management Practices System.
6. The WCED takes any fraudulent activity implicating itself or its employees seriously and is working on measures to manage the consequences of such actions to ensure that employees' salaries are safeguarded.
7. Line managers/principals must ensure that the content of this circular is brought to the attention of all their staff and keep evidence that it has been communicated.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2021-11-19