

**18 October 2018**

**To:**

Employers – Private Security Companies  
Employers – Legal Firms  
General Participants in the Employer Grant System

**From:**

The Finance Manager

**RE: Letter of Authority or Resolution regarding the banking details**

SASSETA's responsibility is to ensure that the employer grants, also known as the mandatory grants are disbursed timely and accurately on a quarter basis. Moreover, it is also the responsibility of the SETA to ensure that such funds are disbursed to the correct recipients.

In line with strengthening our internal controls, SASSETA humbly requests compliance with the following process in cases where the is a holding company (or the main company) comprising of subsidiaries(affiliates):

- In a case where funds should be paid into the holding (main) company's bank account, the following documents should be provided to the SETA on a company letterhead:
  - a) Letter of authority or directors' resolution stating such fact; and
  - b) Such letter / director's resolution should also list all the subsidiary companies linked to the holding company along with their respective levy number.

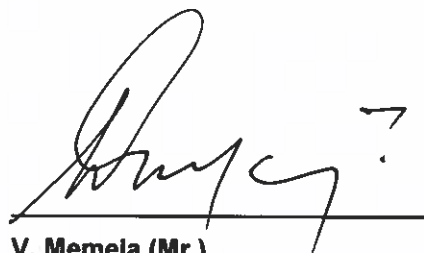
In a case where funds should be paid directly into respective bank accounts of subsidiaries/affiliates, each subsidiary /affiliate is required to forward a stamped proof of banking details to the SETA.

For any enquiries, please do not hesitate to contact:

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