



SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

07 August 2023

To:

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

RE: Letter of authority or director's resolution regarding the banking details

SASSETA's responsibility is to ensure that the employer grants (mandatory grants) are disbursed timely and accurately on a quarterly basis. Moreover, it is also the responsibility of SASSETA 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 a holding (main) company comprising of subsidiaries (affiliates):

- In cases where funds should be paid into the holding (main) company's bank account, the following documents should be provided to SASSETA on the holding (main) company's letterhead:
 - a) Letter of authority or director's resolution stating such fact; and
 - b) Such letter/director's resolution should also list all the subsidiary companies linked to the holding (main) company along with their respective levy number.
- In cases where funds should be paid directly into subsidiary/affiliate's bank account, each subsidiary/affiliate is required to forward a valid (stamped and not older than 3 months) proof of banking details to SASSETA.

For any enquiries, please do not hesitate to contact:

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