



01 March 2018

Dear Sir / Madam

ANNUAL LOAN STATEMENTS

In terms of the Home owners Allowance Scheme rules and Audit requirements, you are required to submit a loan statement on an annual basis.

NB: ONLY FOR EMPLOYEES ON SUBSIDY SCHEME

You are therefore kindly requested to comply with the following:

- (a) complete and sign the attached subsidy form to enable any changed information to be updated;
- (b) supply the original bond/loan statement for the period 01 March 2017 to 28 February 2018
(please ensure that you supply the original for the full period);

The above information is to be forwarded to the:

Housing Subsidy Section
4th floor, Shell House,
221 Anton Lembede (Smith Street)
Durban

OR

Email to: Toni.Johari@durban.gov.za

by no later than 31 May 2018

You are reminded that failure to supply the above information is in direct contravention of the scheme rules and could result in your housing subsidy allowance being suspended and no arrear pay will be entertained in this regard.

Please do not hesitate to contact any of the Subsidy Administrators should you have any queries on telephone (031) 311 3125

Yours faithfully

For **HEAD HUMAN RESOURCES:**
(CORPORATE HUMAN RESOURCES)



ETHEKWINI MUNICIPALITY
HOUSING SUBSIDY

DEPT NO. _____ UNIT NAME _____ SERVICE NO. _____

SURNAME _____ FIRST NAME _____

I.D. NUMBER _____ MARITAL STATUS _____

TELEPHONE NO. Home _____ Work _____ Cell _____

E-MAIL ADDRESS _____

PHYSICAL WORK ADDRESS _____

SUBSIDISED ADDRESS _____

1. *Are you still in permanent occupation of your subsidized dwelling?*

YES / NO

If NO, state date dwelling vacated _____

2. *Is your spouse employed?*

YES / NO

If YES, state name of firm/company that spouse is employed _____

3. *Is your spouse in receipt of ANY form of housing assistance/allowance?*

YES / NO

If YES, state the amount of the allowance received _____

4. *Are there any other changes that may affect continued payment of your housing subsidy allowance?*

YES / NO

If YES, please provide details _____

I AM ALSO AWARE THAT SHOULD IT BE DISCOVERED THAT I HAVE NOT NOTIFIED THE HOUSING SUBSIDY SECTION OF ANY RELEVANT CHANGES OR INFORMATION WHICH COULD IMPACT ON MY ELIGIBILITY FOR A SUBSIDY, ANY ALLOWANCE OVERPAID WILL BE RECOVERED WITH INTEREST AND I MAY BE SUBJECT TO DISCIPLINARY ENQUIRY.

Employees Signature

Date

The above information together with the loan statement for the period 1 Mar 2017 to 29 Feb 2018 is to be submitted to Subsidy Section, 4th Floor, Shell House by no later than 31 May 2018