



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

eDisclosure
A stylized graphic element consisting of a horizontal line that curves downwards into a hand-like shape pointing to the right.

"Simple, Smart and Secure"

**PROCEDURES FOR ACCESSING AND USING THE
eDISCLOSURE SYSTEM**

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¹ Request for the eDisclosure system to be opened outside the regulated disclosure period. The soft copy of the form is accessible on the DPSA Website (eDisclosure resource)

ANNEXURE N: CONCESSION FORM - MEMBERS OF THE SENIOR
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ACRONYMS

CIPC:	Companies and Intellectual Property Commission.
DPSA:	Department of Public Service and Administration.
EA:	Executive Authority
eNatis:	Electronic National Traffic Information System
HOD:	Head of Department.
MMS:	Member of Middle Management Service
PSC:	Public Service Commission.
PSR:	Public Service Regulations, 2016.
SMS:	Senior Management Service
System:	eDisclosure system

1. INTRODUCTION

The ***eDisclosure system*** is an electronic system designed for designated employees in the Public Service to disclose their financial interests. It replaces a paper-based form that was prescribed for these officials. The system maintains a database of financial disclosures known as the Register of Designated Employees' Interests. The system is also used by Heads of Department (HODs), Executive Authorities (EAs), the Department of Public Service and Administration (DPSA), Ethics Officers (EOs), and the Public Service Commission (PSC) to monitor compliance and manage conflict of interest situations that could be identified through disclosure of financial interest(s).

Information kept on the eDisclosure system is confidential and should be protected against misuse by those who have access to it. It is, therefore, important to control access to it. Only authorised officials should be granted access to the eDisclosure system. Users will also gain access on a "need to know" basis.

This document outlines the category of users, reasons why they need access to the system, access procedure and the level of access granted for a category of users. The document further outlines procedure to terminate users' access to the system. Various forms have also been designed to simplify the process of accessing the system. Authorised officials are bound by the oath of confidentiality and should undertake to treat the information at their disposal with utmost confidentiality.

2. PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline procedures for accessing and using the eDisclosure system by users to ensure that only authorised officials should have access to the information on the system.

3. DESCRIPTION OF USERS OF THE eDISCLOSURE SYSTEM

The following types of users are authorized to access the system:

3.1 Designated employees

Designated employees mean:

- (i) Members of the Senior Management Service (SMS members);
- (ii) Employees earning the equivalent of salary level 13 and above through the Occupation Specific Dispensation (OSD);
- (iii) Employees appointed at salary levels 11 and 12 including employees earning the equivalent of salary levels 11 and 12 through the OSD;
- (iv) Employees employed in supply chain management units irrespective of their salary level;
- (v) Employees employed in finance units irrespective of their salary level; and
- (vi) Any employee who is authorised by the MPSA, Executive Authority, Head of the Department (HOD) or the chairperson of the Public Service Commission (PSC) for purposes of record keeping and the effective implementation of Part 2 of Chapter 2 of the PSR, 2016, irrespective of their salary level. This category includes ethics officers, officials with delegated authority on the eDisclosure system and officials who perform verification functions.

3.2 Department Administrator (Department Admin):

Department Admin is an official authorised by the HOD to manually register employees on the eDisclosure system and reset passwords for users within his/her department.

3.3 Ethics Officer (EO)

The EO is an official authorised by the HOD to scrutinize financial interests disclosed by designated employees and to monitor compliance with the relevant public service prescripts and departmental policies, e.g., gifts policy and other remunerative work. Furthermore, the EO verifies if the disclosed interests of designated employees do not pose a potential or actual conflict of interests. After verification, the EO submits the financial disclosure forms of designated employees who are not HODs to the HOD and the HOD's financial disclosure form to the EA and recommends appropriate action.

3.4 Head of Department (HOD)²

HOD refers to the following incumbents in terms of the Public Service Act, 1994:

- (a) Heads of National Departments and Offices of the Premier in terms of Schedule 1;
- (b) Heads of Provincial Departments in terms of Schedule 2; and
- (c) Heads of National Government Components in terms of Schedule 3.

3.5 Executive Authority (EA)

In terms of the Public Service Act, 1994, executive authority', in relation to-

- (a) the Presidency or a national government component within the President's portfolio means the President;
- (b) a national department or national government component within a Cabinet portfolio means the Minister responsible for such portfolio;
- (c) the Office of the Commission means the Chairperson of the Commission;
- (d) the Office of a Premier or a provincial government component within a Premier's portfolio means the Premier of that province; and
- (e) a provincial department or a provincial government component within an Executive Council portfolio means the member of the Executive Council responsible for such portfolio.

3.6 Officials of the Public Service Commission (PSC)

Officials of the PSC are the employees authorised by the Director-General: OPSC to scrutinize financial interests disclosed by designated employees and assess if the disclosed interests do not pose a potential or actual conflict of interests in relation to the responsibilities of the designated employees in his/her department.

3.7 The eDisclosure Administrator (eDisclosure Admin)

The eDisclosure Admin is a duly authorized official of the Department of Public Service and Administration (DPSA) who by virtue of the mandate of his/her directorate is

² Summary provided in this document as Annexure A: Heads of Department

responsible for the implementation and monitoring of the use of the eDisclosure system. The eDisclosure Admin is, therefore, located in the Directorate: Interest Disclosure Management.

3.8 Data Administrator (Data Admin)

Data Admin is an official responsible for uploading external data to the eDisclosure system. External data includes personnel information from PERSAL, company details from the CIPC register, vehicle registration details from the eNatis system, and property information from the Deeds Office. The Deputy Director-General Governance delegated this function to the Directorate: Transversal Systems and Data Integrity (TS&DI) in the DPSA.

3.9 Chief Administrator (Chief Admin)

The Chief Admin is an official of the DPSA whose responsibilities include the implementation and monitoring of the use of the eDisclosure system. The Director: Interest Disclosure Management is the Chief Admin for the eDisclosure system.

4. ACCESS PROCEDURES

4.1 General

- ✓ The system is currently accessible on the government network (gov.za).
- ✓ The web address is <https://edisclosure.gov.za>. The link to the eDisclosure system has also been provided on the DPSA website: www.dpsa.gov.za.
- ✓ Government departments and components can also establish a link to the eDisclosure system in their intranet sites.

4.2 Access procedure for different users and level of access

User	Role on the system	Level of access	Procedure to access the system	Requirements
1. Designated employees	1.1 Capture and submit the financial disclosure form; and 1.2 Upload documents relating to disclosed interests.	Own financial disclosure form	<ul style="list-style-type: none"> • Self-registration; or • Manual registration by the Department Admin 	<p>Self-registration: use the identity number to access the online registration form.</p> <p>If registered manually by the Department Admin, the designated employee must complete the registration form for newly appointed designated employee: Annexure B and submit such to the Department Admin</p>
2. Department Admin	Manual- 2.1 registration of newly appointed designated employees; 2.2 resetting of users' passwords; 2.3 activation of users; and 2.4 edit profile of users.	Profiles of users within his/her department	<ul style="list-style-type: none"> ✓ Authorisation by HOD; ✓ Self-registration or manual registration as a user; and ✓ Allocation of the role and jurisdiction by the DPSA (Directorate: Interest Disclosure Management) for allocation of function. The DPSA may register this user if not yet registered. 	An authorisation form for Department Administrator: Annexure C signed by the HOD or delegated official. ³
3. Ethics Officer	3.1 Scrutinise and verify financial interests disclosed by designated employees to assess conflict of interest;	a) Outstanding verifications within his/her department; b) eDisclosure departmental reports; and	<ul style="list-style-type: none"> ✓ Authorisation by the Head of Department. ✓ Self-registration or manual registration as a user. 	An authorisation form for Ethics Officer: Annexure D signed by the HOD or delegated official

³ If signed by a delegated official, written delegations must accompany the authorisation form.

User	Role on the system	Level of access	Procedure to access the system	Requirements
	<p>3.2 Monitor compliance with relevant public service prescripts; and</p> <p>3.3 Submit the financial disclosure forms to the HOD and EA in case of disclosure form of the HOD.</p>	<p>c) Employee profiles relating to external data (CIPC, Deeds, and eNatis).</p>	<p>✓ Allocation of the role and jurisdiction by the DPSA (Directorate: Financial Disclosure Management) for allocation of the EO function. The DPSA may register this user if not yet registered.</p>	
4. Head of Department	<p>4.1 Verify interests disclosed by designated employees;</p> <p>4.2 Submit financial disclosure forms submitted by SMS members to the PSC; and</p> <p>4.3 Keep a register of disclosed interests by designated employees below SMS level.</p>	<p>a) Outstanding verifications within his/her department;</p> <p>b) eDisclosure departmental reports;</p> <p>c) Register of disclosed interests by designated employees; and</p> <p>d) Employee profiles relating to external data.</p>	<p>✓ Self-registration or manual registration as a user.</p> <p>✓ Allocation of the role and jurisdiction by the DPSA (Directorate: Financial Disclosure Management). The DPSA may register this user if not yet registered.</p>	<p>✓ Submit details form to the DPSA (Directorate: Financial Disclosure Management): Annexure E.</p> <p>✓ If the HOD is acting, the acting letter should accompany the authorisation form.</p>
5. Executive Authority	<p>5.1 Verify interests disclosed by HODs; and</p> <p>5.6 Submit financial disclosure forms submitted by the HOD to the PSC.</p>	<p>a) Outstanding verification of the HOD within his/her department;</p> <p>b) eDisclosure departmental reports; and</p> <p>c) Register of disclosed interests by designated employees in his/her department.</p>	<p>✓ Self-registration or manual registration as a user</p> <p>✓ Allocation of the role and jurisdiction by the DPSA (Directorate: Financial Disclosure Management). The DPSA may register this user if not yet registered.</p>	<p>✓ Submit details form to the DPSA (Directorate: Financial Disclosure Management): Annexure F.</p>
6. Officials of the Public Service Commission	Scrutinise financial interests disclosed by SMS members and HODs to assess whether they present a	<p>a) External data;</p> <p>b) Outstanding verifications;</p> <p>c) Employee profiles relating to external data; and</p> <p>d) eDisclosure reports.</p>	<p>✓ Self-registration or manual registration as a user;</p> <p>✓ Authorisation by the DG: OPSC;</p>	<p>Authorisation form as a PSC Officer: Annexure G signed by the DG: OPSC or delegated official.</p>

User	Role on the system	Level of access	Procedure to access the system	Requirements
	potential or actual conflict of interest.		<ul style="list-style-type: none"> ✓ Allocation of the function and jurisdiction by the DPSA (Directorate: Financial Disclosure Management). The DPSA may register this user if not yet registered. 	
7. eDisclosure Administrator (Admin)	7.1 Manual registration and activation of users; 7.2 assignment of roles and jurisdictions to different users; 7.3 resetting passwords for users; 7.4 transfer users from one institution to the other; and 7.5 granting of concessions.	a) Audit logs; b) Disclosure period concessions; c) Employee disclosure history; d) Employee profiles; e) eDisclosure reports; f) Submission statistics; g) Submitted disclosures; and h) Registered and unregistered users.	Self-registration or manual registration as a user Allocation of the role and jurisdiction by the Chief Admin in or another eDisclosure Admin.	An official within the Directorate: Interest Disclosure Management in terms of the organisational structure or Performance Agreement includes financial disclosure management function.
8. Data Administrator	8.1 Upload external data files; and 8.2 Edit external data files.	External data files.	<ul style="list-style-type: none"> ✓ Self-registration or manual registration as a user; ✓ Allocation of the function and jurisdiction by the Directorate: Financial Disclosure Management. The Directorate: Interest Disclosure Management may register this user if not yet registered. 	An official within the Directorate: TS&DI. The supervisor of the official shall authorise the official by completing authorisation form: Annexure H .
9. Chief Administrator	9.1 All the roles of the eDisclosure Admin;	a) All levels of access by eDisclosure Admin; b) BI disclosure statistics;	Allocation of the function by the system developer.	Director: Interest Disclosure Management or a delegated official.

User	Role on the system	Level of access	Procedure to access the system	Requirements
	9.2 Open the disclosure period for different categories of employees; 9.3 Close the disclosure period for different categories of employees; 9.4 Delete users; and 9.5 Supervise other roles on the system.	c) Disclosure periods; d) Employee categories; and e) All users.		

5. ADMINISTRATION OF THE SYSTEM

5.1 Registration as a user

All users are required to register on the eDisclosure system and create a username and password which they will use to log on to the system. Registration is done only once. Personnel details of SMS members, members of the Middle Management Service (MMS) and employees on salary level 11, 12 or higher because of Occupation Specific Dispensation (OSD) are downloaded from PERSAL and uploaded to the eDisclosure system. The same procedure will apply for designated employees in the Department of Defence (DOD). Their details will be downloaded from PERSOL and uploaded to the eDisclosure system.

A designated employee whose details are available on the eDisclosure system can register him-/herself on the eDisclosure system by navigating to the eDisclosure home page, entering his/her ID number on the appropriate field.

PERSAL data is received a month later than the current month, e.g., in April the DPSA has access to March data. This affects self-registration by newly appointed designated employees. Furthermore, details of employees in Supply Chain Management and Finance Units could not be downloaded from PERSAL. Therefore, these employees cannot register themselves on the system. If the designated employee's details are not available on the eDisclosure system through the uploading of PERSAL data, such employee can be registered manually on the system by either the Department Admin, eDisclosure Admin or the Chief Admin. The designated employee must complete a registration form for newly appointed designated employee (**Annexure B**) which is certified by the EO or human resource practitioner in the relevant department. The official registering the user will provide the user with username and password. The user is encouraged to change the password using the available option on the login page.

Foreign nationals who do not have permanent residence status in South Africa should use the PERSAL generated identity number to register on the eDisclosure system.

5.2 Login and resetting of a password

After registration, the user will use his/her username and password created during the registration process to access the eDisclosure system. In case a user has forgotten his/her password, there is a facility on the login page of the eDisclosure system which enables a user to reset his/her password (“forgotten password”).

5.3 Assignment of roles and manual resetting of passwords⁴

Role	Authorised official to assign the role	Manual reset of passwords
(i) Designated employees	If a designated employee is manually registered on the eDisclosure system, the role will be allocated by the official who is doing the registration (Department Admin, eDisclosure Admin or Chief Admin).	<ul style="list-style-type: none"> ✓ Department Admin; ✓ eDisclosure Admin; or ✓ Chief Admin.
(ii) EO; (iii) HOD; (iv) EA; and (v) PSC official.	<ul style="list-style-type: none"> ✓ eDisclosure Admin; or ✓ Chief Admin. 	<ul style="list-style-type: none"> ✓ Department Admin; ✓ eDisclosure Admin; or ✓ Chief Admin
(vi) Department Admin	<ul style="list-style-type: none"> ✓ eDisclosure Admin; or ✓ Chief Admin. 	<ul style="list-style-type: none"> ✓ eDisclosure Admin; or ✓ Chief Admin.
(vii) eDisclosure Admin (viii) Data Admin;	<ul style="list-style-type: none"> ✓ Chief Admin. 	<ul style="list-style-type: none"> ✓ Chief Admin.
(ix) Chief Admin	<p>System developer The Chief Admin represents the system owner and administrator of the eDisclosure system (DG: DPSA). This is the highest role in the eDisclosure system. The Chief Admin role is occupied by the Director: Interst Disclosure Management. This role is assigned by the system developer and should the Chief Admin lock him-/herself out of the system; only the system developer can reinstate him/her.</p>	<ul style="list-style-type: none"> ✓ System developer

⁴ If the user chooses this option, he/she must complete the “request password” form (Annexure I) which must be certified by the EO or human resource practitioner. The form must be kept as proof that the user requested the password reset.

5.4 Transfer to another department

When a designated employee is transferred to another department, he/she will maintain his login details (i.e., there is no need to register on the eDisclosure system again). The previous department should inform the DPSA by completing the relevant template (**Annexure J**). The new department can also request the transfer.

5.5 Termination of role on the system

The user's role as Department Admin, EO, HOD, EA, eDisclosure Admin, Data Admin, and Chief Admin will be terminated on the following grounds:

- ✓ When the official transfers to another department in a different capacity; or
- ✓ When the HOD or delegated official terminates the role of an EO or Department Admin. The HOD or delegated official must inform the DG: DPSA as soon as he/she terminates the role of an EO or Department Admin by duly completing and signing the **Termination of role form: Annexure K**.

5.6 Termination of access to the system (removal from the system)

The user's access to the system will be terminated on the following grounds:

- ✓ the user is no longer an employee in the Public Service;
- ✓ the user no longer belongs to any of the categories of designated employees due to the reassignment of duties; or
- ✓ the user no longer plays any of the roles on the eDisclosure system, e.g., service of the EA is terminated.
- ✓ The EO should inform the Chief Admin by completing the relevant template (**Annexure L**). Annexure L should be accompanied by a PERSAL printout showing the status of the employee.

5.7 Granting of concession

Concession in the eDisclosure system refers to a process of opening the eDisclosure system for a designated employee to disclose outside the disclosure period. eDisclosure concession may be granted under the following circumstances:

- ✓ a designated employee assumes duty as a designated employee after the disclosure period for his/her category is closed, e.g. an SMS member who assumes duty after 30 April of a year in question.
- ✓ a designated employee failed to disclose his/her financial interests by the end of his/her designated date of disclosure, e.g. MMS 11 employee who failed to disclose his/her financial disclosure by 31 July of a year in question.

The EO must submit a request form for a concession on behalf of the designated employee as follows:

- ✓ Newly appointed designated employee: **Annexure M and PERSAL printout** showing the date of appointment. The employee will be granted 30 days from the date of assumption of duty to disclose his/her financial interests.
- ✓ An employee who failed to disclose on time: The following forms will be used:
 - (i) **Annexure N** will apply in case of a designated employee who is an SMS member but not an HOD. The form should be signed by the HOD or a delegated official.
 - (ii) **Annexure O** will apply in case of an HOD and should be signed by the EA.
 - (iii) **Annexure P** will apply to other designated employees below SMS level. The employee will have **five working days** to disclose his/her financial interests.

6. RESPONSIBILITY FOR HANDLING INFORMATION ON THE SYSTEM

The confidentiality rules in terms of regulation 20 of the PSR, 2016, apply to the handling of information on the eDisclosure system. No person who has access to a submitted form or the register may, except when a court so orders, disclose any information in that form or register to anyone other than—

- (a) a designated employee in respect of his or her submitted form or an entry in the register in respect of that employee; or
- (b) another person who is permitted access in terms of regulation 20, sub-regulation (1) or to whom access is granted in accordance with sub-regulation (3).
- (c) PSR, 2016, regulation 20(3) states that any person, other than a person contemplated in regulation 20, sub-regulation (1), may only be given access to a

submitted form or the register in terms of section 11 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

Authorised officials are bound by the oath of confidentiality and should undertake to treat the information at his/her disposal with utmost confidentiality. That includes all the 3rd party data⁵ uploaded on the eDisclosure system for verification of disclosed interests by designated employees. Contravening Regulation 13(g)⁶, 14(l)⁷ and 20(2)⁸ of the Public Service Regulations, 2016 constitutes misconduct. Authorised employees will sign this oath of confidentiality when assigned the role to the eDisclosure system.



7. REVIEW OF THE ACCESS PROCEDURES

Access procedure will be reviewed after three years or when there are significant changes to the eDisclosure system.

8. EFFECTIVE DATE

This document will become effective on the date signed by the Director-General of the DPSA.

APPROVED BY THE DIRECTOR-GENERAL


PP. 

PROFESSOR RICHARD LEVIN
DIRECTOR-GENERAL
DATE: 19/12/2018

⁵ Data from CIPC, Deeds, and eNatis

⁶ "An employee shall not use or disclose any official information for personal gain or the gain of others".

⁷ "An employee shall honour the confidentiality of official matters, documents and discussions".

⁸ "No person who has access to a submitted form or the register may, except when a court so orders, disclose any information in that form or register to anyone other than..."

ANNEXURE A: DESIGNATION OF HEADS OF DEPARTMENT IN LINE WITH SCHEDULE 1, 2, AND 3 OF THE PUBLIC SERVICE ACT, 1994

Department	Head of Department
National Department	Director-General
Civilian Secretariat of Police	Secretary for the Police Service
Correctional Services	Commissioner: Correctional Services
Department of Defence	Secretary for Defence
Department of Police	National Commissioner: South African Police Service
Independent Police Investigative Directorate	Executive Director: Independent Police Investigative Directorate
Office of the Chief Justice	Secretary General: Office of the Chief Justice
National School of Government	Principal: National School of Government
Statistics South Africa	Statistician General: Statistics South Africa
Offices of the Premier	Director-General: Office of the Premier
Provincial Departments	Head: Provincial Department
Centre of Public Service Innovation	Executive Director: Centre of Public Service Innovation
Government Pensions Administration Agency	Chief Executive Officer: Government Pensions Administration Agency
Government Printing Works	Chief Executive Officer: Government Printing Works
Government Technical Advisory Centre	Head: Government Technical Advisory Centre
Municipal Infrastructure Support Agent	Head: Municipal Infrastructure Support Agent
Gauteng Infrastructure Financing Agency	Chief Executive Officer: Gauteng Infrastructure Financing Agency

ANNEXURE B: REGISTRATION FORM FOR NEWLY APPOINTED DESIGNATED EMPLOYEE



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Details of the designated employee

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Institution / Department	
6. Salary level and description (e.g. 13:SMS)	
7. Cell phone number	
8. E-Mail address	
9. Date of appointment	

Signature of the designated employee

Date

Certification by Human Resources Management Unit

I, _____ (surname and name(s) of the HR official) confirm that according to the HR records of the Department, the information provided by the employee is correct.

Rank

Signature

Date

NB: The completed form should be sent to the Director-General, Department of Public Service and Administration, Private Bag X961, Pretoria, 0001

ANNEXURE C: AUTHORIZATION FORM – DEPARTMENT ADMIN



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**Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

Details of the designated official

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Salary level and Rank	
6. Institution / Department	
7. Telephone number	
8. Cell phone number	
9. E-Mail address	

Authorization by the Head of Department / delegated official

I, (surname and name(s) of the HOD/delegated official) hereby designate the employee whose details appear on this form as a Department Administrator.

Signature of HOD/delegated official

Date

NB: Kindly inform the Director-General of the DPSA as soon as this authority has been revoked.

ANNEXURE D: AUTHORIZATION FORM - ETHICS OFFICER



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Details of the designated official

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Salary level and Rank	
6. Institution / Department	
7. Telephone number	
8. Cell phone number	
9. E-Mail address	

Authorization by the Head of Department / delegated official

I, (surname and name(s) of the HOD/delegated official) hereby designate the employee whose details appear on this form to perform the role of an Ethics Officer on the eDisclosure system.

Signature of HOD or delegated official

Date

NB: Kindly inform the Director-General of the DPSA as soon as this authority has been revoked.

ANNEXURE E: DETAILS FORM - HEAD OF DEPARTMENT



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Details of the HOD

1. Surname	
2. Name(s)	
3. Identity Number	
4. PERSAL Number	
5. Salary level and Rank	
6. Institution / Department	
7. Telephone number	
8. Cell phone number	
9. E-Mail address	

.....

Name of Head of Department

Signature

Date

ANNEXURE F: DETAILS FORM – EXECUTIVE AUTHORITY



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Details of the Executive Authority

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Institution / Department	
6. Cell phone number	
7. E-Mail address	

.....

Name and designation of the official providing information

**Signature of the EA or the official
providing information**

Date

ANNEXURE G: AUTHORIZATION FORM - PSC OFFICIAL



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Details of the authorised official

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Salary level and Rank	
6. Institution / Department	
7. Telephone number	
8. Cell phone number	
9. E-Mail address	

Authorization by the Head of Department / delegated official

I, (surname and name(s) of the **HOD/delegated official**) hereby designate the employee whose details appear on this form as a PSC official for the purpose of verification of financial interests disclosed by designated employees.

Signature

Date

NB: Kindly inform the Director-General of the DPSA as soon as this authority has been revoked.

ANNEXURE H: AUTHORIZATION FORM – DATA ADMIN



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Details of the designated official

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Salary level and Rank	
6. Institution / Department	
7. Telephone number	
8. Cell phone number	
9. E-Mail address	

Authorization by supervisor

I, (surname and name(s) of the supervisor) hereby authorise the employee whose details appear on this form as a Data Administrator on the eDisclosure system.

Signature of supervisor

Date

NB: Kindly inform the Chief Administrator as soon as this authority has been revoked.

ANNEXURE I: REQUEST FORM FOR PASSWORD RESET



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Details of the user requesting password reset

Surname	
First Names	
ID Number	
Persal Number	
Job Title	
Salary Level	
Name of Department (National / Provincial)	
Telephone Number (W)	
Cell Number	
E-mail address	

I (surname and name of the user)
confirm that I have requested a password reset.

User's signature

Date:

Password reset by:

Name of the official

Signature

Date:

NB: An official resetting the password must keep this form as proof that the user requested password reset.

ANNEXURE J: TRANSFER OF THE USER TO ANOTHER DEPARTMENT



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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

REQUESTING DEPARTMENT:

NAME OF THE ETHICS OFFICER:

ID NO.	SURNAME	NAME(S)	REGISTERED / UNREGISTERED ¹	CATEGORY

¹ INDICATE IN WHICH REGISTER IS THE EMPLOYEE (REGISTERED / UNREGISTERED)

ANNEXURE K: TERMINATION FORM - AUTHORISED OFFICIALS



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Details of the official to be terminated

1. Surname	
2. Name(s)	
3. Identity Number	
4. Persal Number	
5. Institution / Department	
6. Cell phone number	
7. E-Mail address	
8. Role to be terminated	
9. Reason for termination	

The role of the official whose details are listed above should be terminated on the eDisclosure system.

.....
Name of HOD / delegated official

.....
Signature

.....
Date

NB: The completed form should be sent to the Director-General, Department of Public Service and Administration, Private Bag X961, Pretoria, 0001.

ANNEXURE L: TERMINATION OF ACCESS TO THE SYSTEM (REMOVAL FROM THE SYSTEM)



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

NAME OF THE REQUESTING DEPARTMENT:

NAME OF THE ETHICS OFFICER

ID NO.	SURNAME	NAME	REASON FOR REMOVAL ¹	REGISTERED / UNREGISTERED ²		CATEGORY ³
				REGISTERED	UNREGISTERED	

**NB: Attach PERSAL printout indicating relevant details of an employee and the reason to be removed from the register
Send this document in word**

¹ RESIGNATION, DISMISSAL, DEATH, RETIREMENT OR REASSIGNMENT OF DUTIES

² INDICATE IN WHICH REGISTER IS THE EMPLOYEE (REGISTERED / UNREGISTERED)

³ INDICATE THE CATEGORY OF THE EMPLOYEE ON THE REGISTER (SMS, MMS, OSD, OTHER)

ANNEXURE M: REQUEST FOR A DISCLOSURE PERIOD CONCESSION¹ FOR A NEWLY APPOINTED DESIGNATED EMPLOYEE



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

To: Director-General: Department of Public Service and Administration

Attention: Director - Interest Disclosure Management

From: (Name of the Head of Department / Institution) or delegated authority²

Name of Department³/ Institution:.....

I hereby request for the eDisclosure period concession for an employee/employees listed below in line with regulation 18(4) and paragraph 7 of the Determination on Other Categories of Designated Employees to disclose their financial interests and the Directive on the form, date and financial interests to be disclosed.

Identity number	Surname	Name(s)	Date of assumption of duty ⁴

Signature: Head of Department / institution or delegated authority

Date:

¹ Request for the eDisclosure system to be opened outside the regulated disclosure period. The soft copy of the form is accessible on the DPSA Website (eDisclosure resource)

² Written delegation should accompany this request

³ Indicate the name of the Province in case of a provincial department

⁴ Please include PERSAL printout indicating date of assumption of duty



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

ANNEXURE N: REQUEST FOR CONCESSION MEMBERS OF THE SENIOR MANAGEMENT SERVICE

REQUEST FOR DISCLOSURE PERIOD CONCESSION¹

To: Director-General: Department of Public Service and Administration

Attention: Director - Interest Disclosure Management

From: (Name of the Head of Department / Institution) or delegated authority²

Name of Department³/ Institution:.....

It has come to my attention that the employee(s) listed below has/ have failed to disclose his/her/their financial interests by 30 April (year in question). I undertake to investigate all cases and take the necessary disciplinary action for non-compliance. The report on action taken against the affected employee(s) shall be submitted to your office by 30 August (year in question). I therefore, request for the eDisclosure period concession up to..... (due date for eDisclosure period concession) for employees.

Identity number	Surname	Name(s)

Signature: Head of Department / institution or delegated authority

Date:

¹ Request for the eDisclosure system to be opened outside the regulated disclosure period. The soft copy of the form is accessible on the DPSA Website (eDisclosure resource)

² Written delegation should accompany this request

³ Indicate the name of the Province in case of a provincial department

ANNEXURE O: CONCESSION FORM - HEAD OF DEPARTMENT



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

REQUEST FOR DISCLOSURE PERIOD CONCESSION¹

To: Director-General: Department of Public Service and Administration²

Attention: Director - Interest Disclosure Management

From: (Name of the Executive Authority)

Name of Department³/ Institution:.....

It has come to my attention that the Head of Department (HOD) has failed to disclose his/her financial interests by 30 April (year in question). I undertake to investigate this matter and take the necessary disciplinary action for non-compliance. The report on action taken against the HOD shall be submitted to the Minister for the Public Service and Administration by 30 August (year in question). Particulars of the HOD are as follows:

Identity number	Surname	Name(s)

Signature of the EA

Date:

¹ Request for the eDisclosure system to be opened outside the regulated disclosure period. The soft copy of the form is accessible on the DPSA Website (eDisclosure resource)

² The Director-General: DPSA is the eDisclosure system administrator

³ Indicate the name of the Province in case of a provincial department

ANNEXURE P: CONCESSION FORM – OTHER CATEGORIES OF DESIGNATED EMPLOYEES



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

REQUEST FOR DISCLOSURE PERIOD CONCESSION¹

To: Director-General: Department of Public Service and Administration

Attention: Director - Interest Disclosure Management

From: (Name of the Head of Department / Institution) or delegated authority²

Name of Department³/ Institution:.....

It has come to my attention that the employee(s) listed below has/have failed to disclose his/her/their financial interests by (due date). I undertake to investigate all cases and take the necessary disciplinary action for non-compliance. The report on action taken against the affected employee(s) shall be submitted to your office by 31 December (year in question). I therefore, request for the eDisclosure period concession for the listed employee(s).

Identity number	Surname	Name(s)

Signature: Head of Department / institution or delegated authority

Date:

¹ Request for the eDisclosure system to be opened outside the regulated disclosure period. The soft copy of the form is accessible on the DPSA Website (eDisclosure resource)

² Written delegation should accompany this request

³ Indicate the name of the Province in case of a provincial department