



District / Directorate: \_\_\_\_\_

### UPDATING EMAIL ADDRESS INFORMATION

1. Kindly take note as you have been appointed as the Paymaster in terms of the Public Finance Management Act 1 of 1999 section 45(b) and (c) as well as in accordance with Treasury Regulations 8.3.4 and 8.3.5 you have the authority to make any changes to your respective Paypoint for your Institution, School or Directorate. You also have the responsibility of confirming if the payslip for the official under your paypoint should be automatically sent to the official via the below specific official email address

#### 1.1. PARTICULARS OF THE OFFICIAL

This is to confirm that \_\_\_\_\_ (Name of Official) with Persal

Nr. \_\_\_\_\_ official Departmental email address is \_\_\_\_\_

work Tel: \_\_\_\_\_, Cell Nr: \_\_\_\_\_. The official's payslip

should be forwarded to the email provided. The official is currently reporting under my

Institution / Unit / School / Section or Directorate: \_\_\_\_\_

***NB: All his/her salary advice should be certified by me as Paymaster for Paypoint***

#### TO BE COMPLETED BY PAYMASTER

**Initials & Surname:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Paypoint:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CFO Branch

Financial Accounting Directorate, Sub-directorate: Payroll, Tax and Pension

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