

SELF-SERVICE PORTAL REGISTRATION FORM

Definitions:

“The Act” means the Pension Funds Act, 1956 (Act No. 24 of 1956)

“The Conduct Standard” means the Requirements related to the payment of pension fund contributions, 2022, published in FSCA Conduct Standard 1 of 2022, of 19 August 2022, (FSCA Conduct Standard) and any word or expression to which a meaning has been assigned in the Act or FSCA Conduct Standard bears, subject to context, that meaning and any subsequent renewals and/or amendments thereto.

“The MIBCO Administrative Collective Agreement” means the Agreement entered into between the parties for the administration of the Council as published in terms of a Government Gazette and any subsequent renewals and/or amendments thereto.

Preamble:

1. In terms of section 13A(8) of the Pension Funds Act, 1956, no. 24 of 1956 (Act), persons who are in control of or regularly involved in the management of the employer's overall financial affairs shall be personally liable (liable person) for any non-compliance with section 13A of the Act.
2. In terms of section 37(1) of the Act, any person who contravenes or fails to comply with the provisions of section 13A of the Act is guilty of an offence and may be liable on conviction to a fine not exceeding R10 million or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.
3. Section 13A(9)(b) of the Act provides that, where an employer fails to comply with the requirements of section 13A(9)(a) of the Act, all the directors (in the case of a company), all the members regularly involved in the management of the closed corporation (in respect of a closed corporation), or all the persons comprising the governing body of the employer, as the case may be, shall be personally liable in terms of section 13A(8) of the Act.
4. Furthermore and in terms of the provisions of the MIBCO Administrative Collective Agreement, employers and the liable person or people are responsible for the management of MIBCO activities via the MIBCO Self-services Portal, which is a website enable application (web-based application). Failure to comply with the said provisions constitutes a contravention and the employer will be issued with a non-compliance notice in terms of MIBCO regulations and enforcement will ensue.
5. The MIBCO web-based Self-services Portal allows Liable Persons and officials delegated by the Liable Person to access and perform prescribed MIBCO activities for companies to honour their obligations and comply with the legislation and regulations referred to herein.
6. However, the Liable Person of micro employers (employers with less than 10 employees) may opt not to use the Employer Portal and request support from MIBCO to update employee information. Such employers must still register a liable person and maintain employee information by using the Administrative Agreement Annexure-B document. The said document shall be completed and shared with MIBCO whenever an employer is engaged or employee information changes.

Note: Employers who do not sign-up to use the Self Services Portal will not be able to make online employee benefit claims, log complaints, or do any other value adds MIBCO may introduce via the Self-service Portal applications.

MIBCO shall –

- register an owner/director, partner or a governing board member of the organisation as the liable person according to a selection made by the employer; or
- select and register an owner/director, partner or a governing board member of the organisation as the liable person should the employer not select a liable person in terms of the FSCA Conduct Standard.

Notwithstanding, owners/directors, partners or governing board members accept joint and several liability in terms of the Act, FSCA Conduct Standard and the MIBCO Administrative Agreement.

SELF-SERVICE PORTAL REGISTRATION & INFORMATION UPDATE FORM

Email to: liablepersonreg@mibco.org.za

Provide the reason for completing this form (mark with a tick ✓):

Registration ☐

Updating Information ☐

In terms of point-6 of the Preamble, I will not be using the Self-Service Portal / Complete the form below and make a tick (✓) here →

LIABLE PERSON (Compulsory)

<i>To be completed by the Liable person (e.g. owner, director, partner or governing board member)</i>		Status of employer (e.g. owner, director, partner)		
Email Address		Mobile Number		Alternative Number
Title	Full Name	Surname		
SOUTH AFRICAN CITIZENS:		Identity Number		
FOREIGN NATIONALS:				
Nationality	Passport Number	Work Permit Number	Date of Birth	Gender

Disclaimer:

I, the authorised owner/director or governing board member am ultimately accountable and accept the responsibilities as the person liable in terms of the preamble.

Notes:

The liable person shall complete the branch addendum to finalise the registration.

When updating branches: Only insert title, name, surname of the liable person and any new branches that need to be added onto the branch list of the Self-service Portal.

Signature	Date

DELEGATED LIABLE PERSON (Optional)

<i>To be completed by the person delegated to perform the same duties as the Liable person (e.g. owner, director, partner or governing board member)</i>		Designated Job Role at the business		
Email Address		Mobile Number		Alternative Number
Title	Full Name	Surname		
SOUTH AFRICAN CITIZENS:		Identity Number		
FOREIGN NATIONALS:				
Nationality	Passport Number	Work Permit Number	Date of Birth	Gender

Disclaimer:

I, the Delegated Liable Person administrator hereby confirm that I act on behalf of the Liable Person and that I am responsible for maintaining employee information in terms of the Act and using other applications on the MIBCO Self-Service Portal.

Signature	Date

NOTICE INFORMATION OF A 3rd PARTY USERS (Optional)

To be completed by the 3rd Party Business Consultants or Labour Brokers delegated to perform the same duties as the Liable person (e.g. owner, director, partner or governing board member) and hereby confirm that I act on behalf of the Liable Person and that I am responsible for maintaining employee information in terms of the Act and using other applications on the MIBCO Self-service Portal.

Trading Name		Status of employer (e.g. owner, director, partner)	
Email Address		Mobile Number	Alternative Number
Title	Full Name	Surname	
Identity/Passport Number		Work Permit Number (Foreigners)	

ACCESS PERMISSIONS FOR 3RD PARTY CONSULTANTS TO APPLICATIONS (mark with a tick ✓)

Employee Personal Information Application (EPIA): YES ☐ NO ☐ Customer Service Application (CSA): YES ☐ NO ☐

Notes:

This section must contain the detail of the owner, director or partner of the 3rd Party consultancy firm for MIBCO to verify user approval.

Newly incepted 3rd Party Users must complete a 3rd Party registration form if not registered with MIBCO.

Existing 3rd Party Users do not have to complete the 3rd Party registration form and will be linked to the liable person.

Signature		Date	
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BRANCH LIST

[illegible]