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Your reference : THE DIVISIONAL COMMISSIONER  
My reference : 4/2/1 HUMAN RESOURCE UTILISATION  
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A. The National Head  
**DIRECTORATE FOR PRIORITY CRIME INVESTIGATION**

B. **ALL DIVISIONAL COMMISSIONERS**

C. **ALL PROVINCIAL COMMISSIONERS**

D. The Heads  
**CORPORATE COMMUNICATIONS**

E. All Heads  
**HEAD OFFICE**

F. All Section Heads  
**HEAD OFFICE**

G. All Commanders  
**SAPS ACADEMY AND TRAINING CENTRES**

H. **ALL DEPUTY NATIONAL COMMISSIONERS**

I. The Chief of Staff  
**MINISTRY OF POLICE**

**ANNUAL COST OF LIVING ADJUSTMENT WITH EFFECT FROM 1 APRIL 2016: MEMBERS ON SALARY BANDS A TO MMS APPOINTED IN TERMS OF THE SOUTH AFRICAN POLICE SERVICE (SAPS) ACT, 1995**

- A-G 1. The Minister of Police approved a 7.6% annual cost of living adjustment for members on salary bands A to MMS appointed in terms of the SAPS Act, 1995 with effect from 1 April 2016.
2. The translation key for the salary bands A to MMS is attached as Annexure A.

**ANNUAL COST OF LIVING ADJUSTMENT WITH EFFECT FROM 1 APRIL 2016: MEMBERS ON SALARY BANDS A TO MMS APPOINTED IN TERMS OF THE SOUTH AFRICAN POLICE SERVICE (SAPS) ACT, 1995**

3. Pay progression:

- 3.1 Pay progression takes place every 3 years of completed service in a rank. The evaluation period for pay progression is 1 April to 31 March of each year. Pay progression is based on performance and will be effected on 1 July of the relevant year.
- 3.2 Members who have been in their rank for three years as on 31 March 2016 and who received an annual rating of at least satisfactory for the period 1 April 2013 to 31 March 2016, will be eligible for pay progression with effect from 1 July 2016.
- 3.3 A member who is on a personal notch or remunerated on the maximum notch of his or her current salary band, does not qualify for pay progression, such a member will however still receive the annual cost of living adjustment.
- 3.4 Members must note that the personal notches indicated in Annexure "A" were developed for the members from the former Directorate for Special Operations (DSO) that were integrated into the SAPS. Their salary notches in the DSO could not be accommodated within the SAPS salary structure and they were therefore placed on personal notches outside the MMS salary band. Members may therefore not progress to these personal notches.

4. Translation of MMS members to the revised remuneration scale:

- 4.1 MMS members who structured for the motor vehicle allowance are reminded that claims for official kilometres travelled with a member's private vehicle is limited to 16 000 kilometres per financial year.
- 4.2. If the 16 000 kilometres threshold for claiming official kilometres is exceeded at any given time during the financial year, an MMS member must, in order to exceed the threshold for claiming official kilometres, forward a fully motivated application to the relevant Divisional/Provincial Commissioner for their consideration. The motivation should also indicate how the member intends to down manage the situation.
- 4.3. The packages of MMS members will be translated programmatically by PERSAL with effect from 1 April 2016. Members of the MMS who wish to structure their package according to their needs, must do so by 6 May 2016 within the parameters contained in Annexure B of this circular, so that it can be processed on PERSAL by the Head: Financial Services.
- 4.4. An original signed copy of Annexure C must be sent to the Head: Financial Services for the attention of Colonel Legora at Legorap@saps.gov.za, Room 422 Head Office, telephone number 012 393 1318 or fax numbers 086 529 8833/086 640 1540.

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- 4.5. The telephone and facsimile number of the MMS member must also be indicated on Annexure C. Faxes must be followed by an original, signed copy, for safekeeping purposes.
- 4.6. Any errors that might occur with the implementation of the MMS dispensation will be rectified. Any amounts that may have been overpaid due to errors will be adjusted.
- 4.7. MMS members are encouraged to make use of private experts should they require expert advice when restructuring their packages.
- 4.8. Every Provincial Head: Human Resource Utilisation must assist MMS members in structuring their inclusive flexible remuneration package.

H-I 1. Copy for your information.



**MAJOR GENERAL**  
**ACTING DIVISIONAL COMMISSIONER: HUMAN RESOURCE UTILISATION**

**TJ DE WIT**

**DATE:** 14/04/2016

TRANSLATION KEY: POLICE ACT MEMBERS: 1 APRIL 2016 FULL-TIME SALARY NOTCHES

Salary level / band		Salary notches / inclusive packages 1 April 2015 (R.p.a.)	
1	1	77 976	
	2	78 753	
	3	79 545	
	4	80 337	
	5	81 138	
	Student Constable	6	81 948
		7	82 761
		8	83 595
		9	84 432
		10	85 275
		11	86 133
		12	86 997
2	1	87 354	
	2	88 236	
	3	89 112	
	4	90 009	
	5	90 909	
	Student Constable	6	91 821
		7	92 736
		8	93 654
		9	94 608
		10	95 553
		11	96 492
		12	97 455
3	1	100 323	
	2	101 328	
	3	102 342	
	4	103 353	
	5	104 388	
	Student Constable	6	105 441
		7	106 491
		8	107 556
		9	108 633
		10	109 722
		11	110 817
		12	111 921
	13	113 043	
	14	114 186	
	15	115 320	
	16	116 469	

A Constable	1	142 140
	2	147 834
	3	153 744
	4	159 897
	5	166 278
	6	172 935
Sergeant	7	179 859
	8	187 050
	9	194 538
	10	202 308
	11	210 399
	12	218 820
B1 Warrant Officer	1	225 546
	2	234 567
	3	243 954
	4	253 707
	5	263 850
	6	274 407
B2 Warrant Officer	1	271 071
	2	281 925
	3	293 202
	4	304 929
	5	317 121
	6	329 808
C Lt / Capt.	1	285 384
	2	296 799
	3	308 673
	4	321 021
	5	333 861
	6	347 223
D Maj. / Lt col	1	359 481
	2	373 860
	3	388 803
	4	404 358
	5	420 531
	6	437 346
P	459 201	
MMS Colonel	1	651 213
	2	677 001
	3	703 812
	4	731 685
	5	760 689
	6	790 851
	P	795 747
	P	802 536
	P	807 792
	P	813 636
	P	819 501
	P	825 348
	P	831 198
	P	837 066

Salary level / band		Salary notches / inclusive packages 1 April 2016 (R.p.a.)	
1	1	83 901	
	2	84 738	
	3	85 590	
	4	86 442	
	5	87 303	
	Student Constable	6	88 176
		7	89 052
		8	89 949
		9	90 849
		10	91 755
		11	92 679
		12	93 609
2	1	93 993	
	2	94 941	
	3	95 886	
	4	96 849	
	5	97 818	
	Student Constable	6	98 799
		7	99 783
		8	100 773
		9	101 799
		10	102 816
		11	103 824
		12	104 862
3	1	107 949	
	2	109 029	
	3	110 121	
	4	111 207	
	5	112 320	
	Student Constable	6	113 454
		7	114 585
		8	115 731
		9	116 889
		10	118 062
		11	119 238
		12	120 426
	13	121 635	
	14	122 865	
	15	124 083	
	16	125 322	

A Constable	1	152 943
	2	159 069
	3	165 429
	4	172 050
	5	178 914
	6	186 078
Sergeant	7	193 527
	8	201 267
	9	209 322
	10	217 683
	11	226 389
	12	235 449
B1 Warrant Officer	1	242 688
	2	252 393
	3	262 494
	4	272 988
	5	283 902
	6	295 263
B2 Warrant Officer	1	291 672
	2	303 351
	3	315 486
	4	328 104
	5	341 223
	6	354 873
C Lt / Capt.	1	307 074
	2	319 356
	3	332 133
	4	345 420
	5	359 235
	6	373 611
D Maj. / Lt col	1	386 802
	2	402 273
	3	418 353
	4	435 090
	5	452 490
	6	470 583
P	494 100	
MMS Colonel	1	700 704
	2	728 454
	3	757 302
	4	787 293
	5	818 502
	6	850 956
	P	856 224
	P	863 529
	P	869 184
	P	875 472
	P	881 784
	P	888 075
	P	894 369
	P	900 684

1. **COMPOSITION OF THE INCLUSIVE FLEXIBLE REMUNERATION PACKAGE**

1.1 **Members who are permanently appointed or on a fixed term contract and who are admitted to the Government Employees Pension Fund(GEPF)**

1.1.1 The inclusive remuneration package consists of the **basic salary**, the **Employer's contribution to the GEPF** and a **flexible portion**.

**Basic Salary**

76% of the total package.

**Employers' contribution to the GEPF**

The **Employer's contribution** towards the GEPF is calculated on the basic salary.

**Flexible portion**

The remaining part of the inclusive remuneration package is the **flexible portion** and may be structured by the MMS member in terms of the rules governing the flexible portion as set out in paragraph 2 below.

1.2 **MMS members who are appointed on fixed-term contract and who are not admitted to the GEPF**

1.2.1 This category of employees (fixed term contract) can structure their package in terms of the rules set out in paragraph 2 below.

1.3 **MMS members who are appointed permanently and are admitted to the SALA pension fund**

1.3.1 The inclusive remuneration package consists of the **basic salary** (76% of total package), the **State's contribution to the pension fund** and a **flexible portion**.

1.3.2 The size of the basic salary, the employer's contribution and flexible portion may vary, depending on the rules of the SALA pension fund to which an MMS member belongs.

Membership towards Polmed is **compulsory** in terms of the South African Police Service Act, 1995. An employee contribution is payable in terms of the rules of Polmed.

2. **ITEMS INTO WHICH THE FLEXIBLE PORTION MAY BE STRUCTURED**

2.1 MMS members will be allowed to structure the flexible portion in terms of the following items:

2.1.1 **Motor vehicle allowance**

2.1.2 **13<sup>th</sup> cheque**

2.1.2.1 **MMS members who are permanently appointed or on a fixed-term contract and who are admitted to the Government Employees Pension Fund(GEPF)**

A 13<sup>th</sup> cheque equal to one-twelfth of the basic salary, to be structured as an annual non-pensionable payment and payable in the anniversary of an employee's month of birth.

**Note:** Should an MMS member decide not to structure for a 13<sup>th</sup> cheque, the value may be structured in terms of another item (which may include the non-pensionable cash allowance).

2.1.2.2 MMS members who are appointed on contract and who are not admitted to the GEPF

An MMS member may not structure for a 13<sup>th</sup> cheque.

2.1.2.3 MMS members who are appointed permanently and are admitted to the SALA pension fund

The extent to which an MMS member can structure for a 13<sup>th</sup> cheque will depend on the size of the basic salary, the State's contribution towards the pension fund and the size of the flexible portion (see paragraphs 1.1.1 and 1.3 above).

2.1.3 **Housing Allowance**

An amount as decided by the MMS member.

2.1.4 **Non-pensionable cash allowance**

Any remaining amount of the flexible portion.

**Note:** MMS members are not obliged to structure for all of these allowances/benefits, but the total amount of the flexible portion must be structured.

3. **MEASURES: STRUCTURING OF THE FLEXIBLE PORTION**

3.1 **Motor vehicle allowance**

3.1.1 If an MMS member structures for a motor vehicle allowance, he or she is **obliged** to use his/her own (private) vehicle for official journeys. The utilisation of state vehicles by these members is **prohibited**. No time frames exist when a vehicle should be replaced. If an MMS member so wishes, he or she may purchase/lease a new or reliable pre-owned vehicle. However, the MMS member is obliged to maintain a reliable (private) vehicle, and to have this vehicle (or a substitute) available for official journeys at all times.

3.1.2 If an MMS member does not structure for a motor vehicle allowance, there is no obligation on him or her to utilise his or her own (private) vehicle for official purposes.

3.1.3 The National Commissioner (or his or her delegate) must decide whether a member must utilise his or her own vehicle or make use of the provisions for official journeys when transport is used for official purposes, taking into account practical implications, cost-effectiveness, road conditions, etc.

3.1.4 An MMS member who structures a motor vehicle allowance must secure his or

her own financing or loans.

- 3.1.5 A MMS member must obtain and maintain comprehensive insurance on the vehicle, and is fully responsible for all running and maintenance costs and the cost of registering and licensing the vehicle.
- 3.1.6 The MMS member is responsible for parking fees (if it is levied) at the place of work. There is no obligation on the employer to provide parking at the MMS member's usual place of work if he or she structures for a motor vehicle allowance.
- 3.1.7 Any journey between a MMS member's home and the usual place of work constitutes a private journey.
- 3.1.8 As far as practically possible, a MMS member is obliged to provide free transport to official passengers traveling to the same destination on an official journey.
- 3.1.9 If a MMS member utilises his or her vehicle to travel for official purposes away from his or her usual place of work, the National Commissioner shall reimburse parking fees in excess of R10 per month.
- 3.1.10 If a MMS member, who structures for a motor vehicle allowance, uses his or her private vehicle to perform official duties, the National Commissioner will compensate the member for kilometres traveled according to the tariffs payable for privately owned vehicles, as prescribed by the Department of Transport.
- 3.1.11 If a MMS member submits a claim in respect of official journeys undertaken with a privately owned vehicle during a particular month, the attached form as annexure B must be completed.
- 3.1.12 Furthermore, it is important to note that as from the 1<sup>st</sup> of March 2006, claims for official kilometres traveled with a members private vehicle has been limited to 16 000 kilometres per financial year. This limitation was communicated via National Circular 4/2/1 dated the 20<sup>th</sup> of March 2006.
- 3.1.13 If the 16 000- kilometres threshold for claiming official kilometres is exceeded at any given time during the financial year, an MMS member must, in order to exceed the threshold for claiming for official kilometres, forward a fully motivated application to the relevant Divisional/ Provincial Commissioner for their consideration. The motivation should also indicate how the member intends to down manage the situation.

## 3.2 **13<sup>th</sup> Cheque**

- 3.2.1 The 13<sup>th</sup> cheque is an annual payment made to coincide with an employee's month of birth.
- 3.2.2 The 13<sup>th</sup> cheque will be paid on the day the member is usually paid his or her salary and allowances.

- 3.2.3 If a MMS member is appointed (from outside the Public Service) on or after 1 April 2016 and structures a 13<sup>th</sup> cheque, he or she will receive a pro rata 13<sup>th</sup> cheque for the period from date of appointment until the end of the month preceding the anniversary month of birth.
- 3.2.4 If a MMS member, who was in service on 1 April 2016, **structures** a 13<sup>th</sup> cheque with effect from 1 April 2016 (date of adjustment to the inclusive flexible remuneration packages) the following apply:
- The full 13<sup>th</sup> cheque will be payable in the next anniversary month of birth. The 13<sup>th</sup> cheque is calculated from the month in which the last service bonus was paid to the last day of the month preceding the anniversary month of birth.
  - In the event of the MMS member's services being terminated before the next anniversary month of birth, a pro rata 13<sup>th</sup> cheque will be payable. The pro rata 13<sup>th</sup> cheque is calculated from the month in which the last service bonus was paid to the last day of service.
- 3.2.5 If a MMS member, who was in service on 1 April 2016, **does not structure** a 13<sup>th</sup> cheque with effect from 1 April 2016 (date of implementation of this dispensation) the following apply:
- A pro rata service bonus will be paid in terms of the provisions of PSCBC Resolution 3 of 1999, calculated from the month that the last service bonus was paid until 31 March 2016. This pro rata service bonus will be payable in the next anniversary month of birth and based on the MMS member's salary notch as at 1 April 2016.
  - In the event of the MMS member's services being terminated before the next anniversary month of birth referred to above, **except in the case of resignation or discharge owing to misconduct**, a pro rata service bonus is paid to the member in terms of the provisions of PSCBC Resolution 3 of 1999. The pro rata service bonus is calculated from the month that the last service bonus was paid until the date of termination of service. This pro rata service bonus will be payable at the last day of service and based on the MMS member's salary notch as at 1 April 2016.
- 3.2.6 If an MMS member **restructures** his/her package ***from a position where a 13<sup>th</sup> cheque has been structured to a position where a 13<sup>th</sup> cheque is not being structured***, effective from a date after 1 April 2015, the following applies:
- A pro rata 13<sup>th</sup> cheque will be paid, calculated from the month that the MMS member's last 13<sup>th</sup> cheque has been paid until the month prior to the effective date of the revised restructuring. This pro rata 13<sup>th</sup> cheque will be payable in the next anniversary month of birth, based on the basic salary in the month prior to the effective date of the revised restructuring.
  - In the event of an MMS member's services being terminated before his/her next anniversary month of birth referred to above, a pro rata 13<sup>th</sup>



cheque is payable on the last day of service. This pro rata 13<sup>th</sup> cheque is calculated from the last month in which the MMS member received his/her last 13<sup>th</sup> cheque until the month prior to the effective date of the revised structuring, based on the basic salary in the month prior to the effective date of the revised restructuring.

3.2.7 If a MMS member **restructures** his/her package ***from a position where a 13<sup>th</sup> Cheque has not been structured to a position where the MMS member structures a 13<sup>th</sup> Cheque***, effective from a date after 1 April 2016, the following applies:

- A pro rata 13<sup>th</sup> cheque will be payable in the MMS member's next anniversary month of birth, calculated from the effective date of the revised structuring to the last day of the month preceding the anniversary month of birth.
- In the event of a MMS member's services being terminated before or in his or her next anniversary month of birth, a pro rata 13<sup>th</sup> cheque is payable on the last day of service. The pro rata 13<sup>th</sup> cheque is calculated from the effective date of the revised restructuring to the last day of service.
- In the event of a MMS member's services being terminated after his/her next anniversary month of birth, a pro rata 13<sup>th</sup> cheque is payable on the last day of service. The pro rata 13<sup>th</sup> cheque is calculated from the month in which the member received his/her last 13<sup>th</sup> cheque to the last day of service.

#### 4. **AMENDMENTS TO THE STRUCTURING OF THE FLEXIBLE PORTION**

4.1 The structuring of the flexible portion of the package may only be amended in the following circumstances:

4.1.1 One year after the date of implementation of the dispensation;

4.1.2 Adjustment of the remuneration scale;

4.1.3 On transfer to another post; or

4.1.4 Substantial changes to tax legislation – departments will be informed accordingly.

4.2 A MMS member is not allowed to restructure the package (the flexible portion) with the awarding of pay progression, unless the structuring can be done simultaneously with the restructuring of the package due to an annual cost-of-living adjustment. The awarding of pay progression at a later stage, but with retrospective effect to 1 July will be dealt with as follows:

- **MMS members admitted to the GEPF**  
PERSAL will increase the components basic salary and the employer's contribution to the GEPF of the member's package accordingly and add the increase in the flexible portion to the non-pensionable cash

allowance as default.

- **MMS members not admitted to the GEPF**

As a member's package does not consist of any components, PERSAL will add the increase in the package to the non-pensionable cash allowance as default.

5. **ALLOWANCES**

5.1 Certain allowances are still payable in addition to the dispensation, provided MMS members meet the qualifying (payment) criteria. (Such allowances are based on the provisions of relevant collective agreements and prescripts such as the Service Allowance, allowances payable to employees working in the offices of Executing Authorities, Acting Allowance, employees working night shifts etc.).

5.2 The acting allowance is payable to-

5.2.1 MMS members who act in a higher (vacant and funded) SMS position, and is calculated as the difference in the acting MMS member's total package and the minimum package attached to the relevant MMS/SMS post.

5.2.2 The acting allowance payable to employees on salary bands A to D who act in a higher (vacant and funded) MMS post, is calculated as the difference between the employee's salary notch and the basic salary of the minimum package attached to the relevant higher MMS post.

6. **MMS MEMBERS APPOINTED ON FIXED-TERM CONTRACTS OR ON A CASUAL BASIS**

6.1 The remuneration of an MMS member employed on a fixed-term contract will be equal to the remuneration package of an equivalent permanent worker, which is derived from -

6.1.1 the evaluation of the job in line with the South African Police Service Employment Regulations, 1999; or

6.1.2 the remuneration package of a similar existing position.

6.2 Clause 36 of PSCBC Resolution 3 of 1999, which provides that the employer may pay an employee with a fixed-term contract for more than three months and who earns the same salary as an equivalent permanent worker, an allowance of 30% of his or her basic salary in lieu of benefits, **is not applicable to MMS members**. As contained in paragraph 1.1 above, the remuneration of a fixed-term MMS member is derived from the total package of a similar existing position.

6.3 The remuneration of MMS members remunerated on an hourly, weekly or monthly basis (casual basis) is set proportionally to the total package of an equally graded full-time member.

7. **STATE GUARANTEE SCHEME FOR HOUSING**

7.1 The State Guarantee Scheme for housing, as maintained by the National

Department of Public Works, applies to MMS members.

# 2016 MMS MODEL B



the **dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## GUIDE TO MMS MODEL B: MMS MEMBERS ON SALARY LEVELS 11 AND 12

Effective from 1 March 2016 (2017 tax year)

**This Model is only applicable to members employed in terms of the following Acts:**

**Correctional Services Act, 1998  
SA Police Act, 1995  
Defence Act, 2002**

Dear MMS member

### GENERAL

- 1 This step-for-step Guide and MMS Model B (Excel spreadsheet) are made available to empower you to structure your Total Cost-to-Employer (TCE) package and to view the implications thereof - therefore to view the practical implications of your choices. Please read this GUIDE carefully before you structure your package - you are advised to print this GUIDE for easy reference while
- 2 The calculations in this Model may differ from calculations on PERSAL/PERSOL.
- 3 This Model consists of the following sheets:-
  - (a) **Structuring of package**
  - (b) **Salary advice**
- 4 Please make a copy/back-up of this spreadsheet before you commence with the structuring.
- 5 Please read "pop-up" comments in the sheets carefully (indicated by a red triangle in the right upper corner of certain cells)
- 6 **Only complete green cells. The red cells (formulas) and the other general cells are protected.**

### STEPS

#### Structuring of package

**Please complete this sheet (page). Once completed, it must be printed, signed and submitted to your HR Component for implementation**

## General information

- 7 Enter your personal details in **CELLS B20 to B23**.
- 8 Enter the effective date of structuring in **CELL D21**.
- 9 Confirm in **CELL D25** (dropdown table) whether you are admitted to the Government Employees Pension Fund (GEPF) or not - **Yes or No**.
- 10 Confirm in **CELL C29** your MMS level and the pension set that you have chosen, and which you have already confirmed in writing to your employer on translation/appointment to this Dispensation - please refer to the MMS Dispensation for details

## Elements of package

- 11 Enter your **total** package in **CELL D36**, as provided to you by your HR Component  
Note:
  - @ If you are admitted to the GEPF, your basic salary, the employer's contribution to the GEPF and the flexible portion (the flexible portion being the component that you may structure) are reflected in CELLS D37, D38 and D39 respectively. The amount reflected as the "employer's contribution to the GEPF" (CELL D38) is deducted from your package, and in turn your employer contributes the same amount as an employer's contribution to the GEPF
  - @ If you are not admitted to the GEPF, your total package (being the component that you may structure) is reflected in CELL D39

## Structuring of the flexible portion (members admitted to GEPF) or total package (members not admitted)

**While you structure this component, please refer to CELLS D43 and D44 on a continuous basis (red cells) to keep track of the amount (provided for in this component) that you have structured and what amount remains to be structured. If an "ERROR" message is displayed in CELL C44, you have exceeded the amount available for structuring - please ensure that your allocation fits into the available amount (envelope)**

### Medical

- 12 If you are admitted to a registered medical aid scheme, and the subscription is deducted from your salary, you **must** enter the **annual** subscription (membership) fee of your registered medical aid scheme in **CELL C46**
- 13 You may structure any annual amount as employer contribution towards a registered medical aid scheme in **CELL C47**, provided the amount does not exceed the total annual subscription fee. **(Members are not obliged to structure for this purpose to secure the tax benefit - they will still qualify for the Medical Schemes Fee Tax Credit (benefit) if they do not structure for this purpose)**
- 14 If you are admitted to a registered medical aid scheme, and the subscription is deducted from your salary, then you **must** indicate your medical membership profile in **CELL B49** (dropdown table) (e.g. single member, member plus 1 dependant, member plus 2 dependants etc.)

### 13th Cheque

- 15 Confirm in **CELL C50** whether you wish to structure for a 13th Cheque - **Yes or No** (dropdown table). The amount structured is reflected in **CELL D50**.  
Note:  
Only members admitted to the GEPF may structure for a 13th Cheque.
- 16 If you decide to structure for a 13th Cheque, please confirm in **CELL C55** whether the tax on the 13th Cheque should be spread over the tax year or not - **Yes or No** (dropdown table).

#### Motor vehicle (car) allowance

- 17 Enter **annual** amount that you wish to structure as a motor vehicle (car) allowance in **CELL C51 - the amount, which is rounded down to make the amount that you have structured divisible by 12 (therefore to ensure a clean monthly amount), is reflected in CELL D51**

Notes:

- @ The amount reflected in CELL D51 will not exceed 25% of your total package
- @ It is not a prerequisite that you must purchase another vehicle or that your vehicle should still be under financing in order to structure for this allowance.
- @ If you participate in the Subsidised Motor Transport Scheme (SMTS Scheme A) you may not structure for this allowance.
- @ If you structure for this allowance, you are obliged to use your own (private) vehicle for official journeys.

#### Housing allowance

- 18 Enter **annual** amount that you wish to structure as a housing allowance in **CELL C52 - the amount, which is rounded down to make the amount that you have structured divisible by 12 (therefore to ensure a clean monthly amount), is reflected in CELL D52**

#### Non-pensionable cash allowance

- 19 Enter **annual** amount that you wish to structure as non-pensionable cash allowance in **CELL D53**

### **Salary advice**

**This tool enables you to view the effect of your preferred structuring (i.e. on your net salary, your (monthly) deduction (contribution) for a registered medical aid scheme, tax, your (monthly) contribution to the GEPF)**

**Please note that calculations may differ from PERSAL/PERSOL because no (possible) tax reconciliations over the course of a tax year are taken into account**

- 20 Enter allowances (monthly rates) payable to you in addition to your package in **CELLS C17 to D20** (if any).
- 21 Enter other deductions from your salary in **CELLS C34 to D41** (i.e. garnish orders, bond repayment, parking, life assurance, annuities) (if any).
- 22 View your gross monthly income (**CELL D22**), total deductions (**CELL D43**) and nett salary (take-home pay) (**CELL D45**).

### **Note:**

**If a member has structured for a Motor vehicle allowance, he or she must maintain a LOG SHEET of actual official traveling with the member's private vehicle in order to qualify for a tax deduction against the allowance on assessment of the member's tax return**

**Issued by the DPSA**

**Date: 29 February 2016**



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## 2016 MIDDLE MANAGEMENT SERVICE (MMS) MODEL B

Effective from 1 March 2016 (2017 tax year)

MMS members employed in terms of the following Acts:

Correctional Services Act, 1998

SA Police Act, 1995

Defence Act, 2002

### STRUCTURING OF TOTAL COST-TO-EMPLOYER (TCE) PACKAGE

Please read (and print) the step-for-step guide in the GUIDE SHEET to use this Model

Name:	<input type="text"/>	Composition w.e.f.
Job Title:	<input type="text"/>	<input type="text"/>
MMS Grade:	<input type="text"/>	
PERSAL no.	<input type="text"/>	

Indicate whether you are admitted to the Government Employees Pension Fund (GEPF) - please refer to your employment contract	<input type="text" value="Yes"/>
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Indicate your MMS Level and the pension set that you have chosen, and confirmed in writing to your employer, on translation/appointment to this dispensation - please refer to the MMS dispensation for details	<input type="text" value="MMS Level 11 (Pension SET 1 (75%))"/>
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Elements of TCE package	R.p.a.
TCE package	0.00
Basic salary (pensionable)	0.00
Employer's contribution to GEPF	0.00
Flexible portion of package	0.00

Composition of flexible portion		R.p.a.
Amount remaining to be structured (CHECK)		0.00
Total amount of composition (structuring) below (CHECK)	OK	0.00

<b>Medical Aid</b> (only applicable to members of a registered medical aid scheme)	Indicate total <u>annual</u> medical aid subscription fee	0	0.00
	Structure any <u>annual</u> amount as employer contribution towards a registered medical aid scheme, limited to the total annual medical subscription - <u>Members are not compelled to structure for this purpose to secure the tax benefit - they will still qualify for the Medical Schemes Fee Tax Credit (benefit) if they do not structure for this purpose</u>	0	
	Indicate membership profile below (i.e. principle member only, member plus 1st dependant, member plus 2 dependants etc.)		
	<input type="text" value="Not member to a registered medical aid scheme"/>		
13th Cheque	<input type="text" value="No"/>	0.00	
Car allowance	0	0.00	
Housing allowance	0	0.00	
Non-pensionable cash allowance		0.00	

If a 13th Cheque is selected, please select option in adjacent green cell whether the tax must be spread over the year	<input type="text" value="Yes"/>
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Conditions for amendments to the package composition

Please refer to the MMS Dispensation

Employee  
I accept the package composition and conditions

Date

Employer

Date



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## Draft salary advice and tax calculation

Effective from 1 March 2016 (2017 tax year)

Please note that this draft salary advice is only a tool to view the implications of the structuring of the package - it does not take into account possible tax or other reconciliations over the course of a tax year

### Draft salary advice

Income		Per month
Basic salary		-
Car allowance		-
Housing allowance		-
Non-pensionable cash allowance		-
Any other allowances payable additional to package	Capital Remuneration (Sub. Car Scheme - A Scheme)	-
		-
		-
		-
<b>Gross income</b>		<b>-</b>

Deductions		Per month
Medical Aid (Employee's contribution)		-
Pension (Employee's contribution)		-
<b>Estimated</b> tax		-1,125.00
Others (Specify) (i.e. bond payment, motor financing, union membership, short term insurance, parking etc.)	Retirement Annuities (RA's) - monthly deduction	-
		-
		-
		-
		-
		-
<b>Total deductions</b>		<b>-1,125.00</b>

**NET SALARY** **1,125.00**