



Sweet Dreamz  
UIF Assistance

[www.sweet-dreamz.co.za](http://www.sweet-dreamz.co.za)

[hello@sweet-dreamz.co.za](mailto:hello@sweet-dreamz.co.za)

Office: 021 558 2979

Mobile: 082 999 9911

Fax: 086 527 6852

### **Maternity Adoption Benefits Agreement Form**

#### **Before you sign this agreement, please check the following:**

- **Are you sure you are contributing monthly to UIF? (YES/NO)**  
If UIF is not deducted from your salary you cannot claim unemployment benefits from the Department of Labour.
- **Have you claimed from UIF in the past 4 years? (YES/NO)**  
If it is maternity benefits that you have claimed in the last 4 years, you are then able to claim again.  
If you claimed sick or unemployment benefits in the last 4 years, you may not be eligible for further UIF claims.
- **Do you own your own business? (YES/NO)**  
If you are a Sole Proprietor you will not be able to claim UIF.  
If you are a member of a CC and you pay yourself a monthly fixed salary, and pay UIF, you are able to claim from UIF.
- **Have you received the Adoption Court Order? (YES/NO)**  
All maternity Adoption UIF applications must be submitted within 6 months of receiving the court order. Thereafter UIF claims will no longer be considered by the Department of Labour. Please note that any claim done after 5 months from the court order will result in an additional R100 fee for how services.
- **Are you in possession of a bar coded Identity Document? (YES/NO)**  
If you are not a South African citizen and you are not in possession of a South African bar coded Identity Document, you should not be paying UIF and you are not entitled to UIF. There are some exceptions – So please contact us if this is the case.  
If your Identity Document has been lost or stolen, the Department of Labour are unable to process your UIF Claim. They will not accept temporary documentation. They may however, accept a certified copy of your Passport.
- **Are you getting your full salary from your employer whilst on maternity leave? (YES/NO)**  
You are not able to claim for UIF should your employer be paying your full salary while on maternity leave. If they are paying a portion of your salary, you are permitted to claim, although only a portion of UIF will be paid.

**PLEASE SIGN THAT THIS HAS BEEN READ**

**SIGNATURE:**

**DATE:**

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_  
Identity Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Province: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Home Telephone Number: \_\_\_\_\_  
Work Telephone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Husband/Contact Persons Name: \_\_\_\_\_  
Husband/Contact Persons Number: \_\_\_\_\_  
Husband/Contact Persons E-mail Address: \_\_\_\_\_  
Have you ever claimed UIF?: \_\_\_\_\_  
If Yes, What year and What type of UIF Claim?: \_\_\_\_\_  
When do you expect to go on maternity leave: \_\_\_\_\_  
Have you received the Adoption Order?: \_\_\_\_\_  
What date was your baby born? \_\_\_\_\_  
How many months will you be on Maternity Leave?: \_\_\_\_\_  
How many months are you not receiving 100% of your salary?: \_\_\_\_\_  
How did you hear about us/who referred you?: \_\_\_\_\_

**Employment Details**

Full Names: \_\_\_\_\_

**hereby declare** that I was in the employ of the following companies during the last four years.

<b>Company Name</b>	<b>1<sup>st</sup> Working Day : Date</b>	<b>Last Working Day : Date / Current</b>	<b>Reason for Termination ie : Resigned / Retrenched etc.</b>



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I, the undersigned

FULL NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

Appoint **Sweet Dreamz** to be my lawful agent for managing and transacting my claim for maternity adoption benefits in terms of Section 25 of the Unemployment Insurance Act 63 of 2001, in the Republic of South Africa with full powers of authority and in my name and for my account and benefit.

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

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

**Sweet Dreamz** has no legal agreement or affiliation with Department of Labour regarding any UIF claims for maternity adoption benefits, and therefore cannot be held liable for any damages due to any action taken, or decisions made by the Department of Labour regarding our service or claim.

**Sweet Dreamz** will not be held responsible for any payments, or non payments, by the Department of Labour as a result of false or insufficient information supplied by you, or any other reason.

- I understand that once **Sweet Dreamz** has submitted the application to the Department of Labour the processing and approval of the application is out of their hands and must follow due course, as stipulated by the Department of Labour.
- I understand that **Sweet Dreamz** cannot control payments by the Department of Labour and can only give me feedback on information given to them by the Department of Labour.
- I understand that it is my responsibility to make sure that all forms and documents reach **Sweet Dreamz** in time.
- I understand that my correct forms and documents for my application should reach **Sweet Dreamz** before my baby is 4 months old.
- I understand that **Sweet Dreamz** are not allowed and will not submit my application if all my documentation is not in their possession and completed correctly by myself and any third parties that must have completed them as stipulated in the forms and instructions supplied by **Sweet Dreamz**.

- I understand that all forms (except the UI19, UI2.7 and Salary Schedule) should be original forms. **Sweet Dreamz** will only take responsibility for forms and faxes once they send me an SMS/Email to confirm receipt. If I do not receive the SMS/Email I will call and confirm that they did receive the document. This will be confirmed on the phone and with an SMS/Email.
- I understand that if I were to handle my own Maternity Adoption UIF claim directly with The Department of Labour that this is a FREE service that they offer and that it was my own choice to employ **Sweet Dreamz** to assist with my claim for the said consultancy fee that they charge.
- A fee of R650.00 (Six Hundred and Fifty Rand Only) is payable to **Sweet Dreamz** on return of the agreement form.
- I undertake to **READ AND FOLLOW** the instructions given to me by **Sweet Dreamz**. I understand that **Sweet Dreamz** cannot be held responsible for forms that are completed incorrectly by me or any other party.

**Sweet Dreamz undertakes the following:**

We will give you all the forms with instructions that you need.  
 We'll advise you on how to complete the forms  
 When you go on maternity leave we will submit the forms to the Department of Labour for processing.  
 When your claim is approved we will go back monthly and submit the necessary claim forms on your behalf.  
 We will assist you as far as possible if any problems arise regarding your UIF claim.  
 We will stay in contact with you and keep you up to date with the progress of your claim and dates of payment.

**I understand that my application will not be submitted before the full amount is paid. This fee is all inclusive and is NOT transferable or refundable, for whatever reason, however, **Sweet Dreamz** may use their discretion in such cases. Their decision regarding these refunds is final, and they will enter into no correspondence what so ever regarding this matter.**

**Banking Details for **Sweet Dreamz** Maternity Adoption UIF Claims:**

**Account Name:** **Sweet Dreamz**

**Bank:** FNB

**Account Number:** 62375018720

**Account Type:** Cheque Account

**Branch:** N1 City, Goodwood

**Branch Code:** 200410

**Reference Number:** Please use your surname and your date of birth.

**Thus done and signed at \_\_\_\_\_ on this day \_\_\_ of \_\_\_\_\_ 20\_\_**

**Full Name:** \_\_\_\_\_

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



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## POWER OF ATTORNEY

I, (Full Name): \_\_\_\_\_

IDENTITY NUMBER \_\_\_\_\_

hereby authorize **Sweet Dreamz**, to assist me in applying for maternity adoption benefits on my behalf as well as receive and hand in any such documents as may be required by the Department of Labour.

I also hereby authorize **Sweet Dreamz** to receive telephonic or written updates on my Maternity Adoption UIF Claim including but not limited to any information that is deemed privileged pertaining to my claim should this be required throughout the claim process until such time that my claim is complete.

I also acknowledge that **Sweet Dreamz** is in no way responsible or has no control on how the South African Labour Department should choose to handle or process the Maternity Adoption UIF benefits applications. **Sweet Dreamz** is in no way responsible for or has control over the salary percentage of clients' UIF benefit the South African Labour Department chooses to assign the applicant.

I acknowledge and understand the above and fully understand the services of **Sweet Dreamz** or its staff are essentially Queuing services for the relevant queues and booths relating to a Maternity Benefits Application and that the advice and knowledge of the UIF process supplied by **Sweet Dreamz** and its staff can assist in the initial submission; there after all matters relating to the application are entirely in the hands of the South African Labour Department, and their relevant divisions that deal with maternity adoption UIF benefit applications.

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2018.

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Signature of Applicant