



ELECTRONIC SUBMISSION APPLICATION GUIDE



**NOTE: E-MAIL SUBJECT LINE should be SSC EMPLOYER NUMBER
Forms not submitted in the correct format will be rejected**

HOW TO FILL IN YOUR COVID-19 APPLICATION

Employer Formal Sector Salary Protection

1. **Employer Name** – Trade Name as registered with SSC
2. **Social Security Number** – your **SSC EMPLOYER** Number
3. **Company Registration number** – Company Registration Number as per founding statement
4. **Last Contribution Month** – the month in which you last paid your SSC contribution
5. **Wage Return 2019/2020 Submitted** – have you submitted your wage return for the Financial Year 2019/2020?
6. **Total Wage Bill (TCTC)** – your **monthly total Total cost to company** wage bill for February 2020.
7. **Did Company benefit from any other financial support, compensation or insurance** – has your company received any other state/private financial assistance/compensation/insurance/e.g. Fidic for construction industry related to covid_19?
8. **Number of employees** – **number (e.g. 3 and not “three”)** of employees in your company
9. **Industry** – indicate the industry your company operates in
10. **Last Contribution amount** – the last amount paid to SSC for contributions in Namibian dollars
11. **Total Basic Wage Bill** – your **monthly total wage bill** on basic salary for February 2020.
12. **Training needs** – does your company require future training post covid-19 ?

Which grant are you applying for?

1. **Cash injection** – subsidy based on total wage bill in the form of a cash injection from the state
2. **Contribution waiver** – contribution holiday on your MSD and ECF contributions for three months (May, June, July 2020).
3. **Effected employees** - compensation for those below N\$ 50,000 threshold who have lost income as a result of Covid-19 impacts.

Employee details

1. Provide the details of all employees on your payroll as of February 2020.
2. Your employee must have an Identity document and bank account.

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FORMAL SECTOR SALARY PROTECTION

EMPLOYER DETAILS

EMPLOYER NAME	ABC Construction	SOCIAL SECURITY NUMBER	20141234
TAX NUMBER	123456	INDUSTRY	TOURISM & HOSPITALITY
EMPLOYER PHONE NUMBER	061-123145	EMPLOYER MOBILE NUMBER	812345678
COMPANY REGISTRATION NUMBER	CC/05/DD2020	CONSTITUENCY	WINDHOEK EAST
BUSINESS EMAIL ADDRESS	ERF 2020	BUSINESS POSTAL ADDRESS	1234 AUSSPANPLATZ
REGION	Khomas	CITY / TOWN	WINDHOEK
LAST CONTRIBUTION MONTH	Feb-20	LAST CONTRIBUTION AMOUNT	N\$1,281.00
WAGE RETURN 2019/20 SUBMITTED	YES	NUMBER OF YEARS OPERATING	5.00
TOTAL WAGE BILL TCTC	N\$350,000.00	TOTAL WAGE BILL BASIC SALAR	N\$500,000
WILL BUSINESS OPERATE IMMEDIATE	YES	ANNUAL TURNOVER	N\$67,000.00
DID COMPANY BENEFIT FROM FINANCIAL PROTECTION	NO	ARE THERE ANY FUTURE TRAINING REQUIREMENTS	YES
NUMBER OF EMPLOYEES	6		

WHICH GRANT ARE YOU APPLYING FOR?

CASH INJECTION	YES	CONTRIBUTION WAIVER	YES
AFFECTED EMPLOYEES	YES		

COMPLETED BY

FORM COMPLETED BY	John Doe	ID NUMBER OF REPRESENTATIVE	12345678910
EMAIL ADDRESS	testagent@abc.com.na	MOBILE NUMBER	812345678

EMPLOYER BANKINGS DETAILS

BANK NAME	BANK WINDHOEK	BRANCH NAME	AUSSPANPLATZ
ACCOUNT NUMBER	12345678910	BRANCH CODE	1234

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FIRST NAME	SURNAME	INITIAL	OCCUPATION	ID NUMBER	SSC NUMBER	SSC REGISTRATION DATE
JANE	DOE	J	CLEANER	80123456781	92345671	02/03/2015
JUDY	CORONA	J	ADMINSTRATC	83123456782	92345672	04/05/2019
JESSY	COVID	J	LABOURER	84123456783	92345673	02/03/2015
JULIA	COMING	J	OPERATIONS N	85123456784	92345674	02/03/2015
JOHN	DONE	J	ACCOUNTANT	86123456785	92345675	02/03/2015
ELIPHAS	PHILING	E	RECEPTIONIST	87123456786	92345676	02/03/2015

TAX NUMBER	MONTHLY REMUNERATION	ANNUAL SALARY	MONTHLY AMOUNT OF CONTRIBUTION DEDUCTED	IMPACT ON EMPLOYEE
0	N\$1,800.00	N\$21,600.00	N\$32.40	No Salary
0	N\$3,500.00	N\$42,000.00	N\$63.00	No Salary
0	N\$3,000.00	N\$36,000.00	N\$54.00	No Salary
123456	N\$8,000.00	N\$96,000.00	N\$162.00	No Salary
123457	N\$7,500.00	N\$90,000.00	N\$162.00	No Salary
0	N\$3,000.00	N\$36,000.00	N\$54.00	No Salary

	N	O	P	Q	R	S
BANK NAME	BRANCH NUMBER	ACCOUNT NUMBER	MOBILE NUMBER	EMAIL		
Bank Windhoe	1234	123456789	812345678	jane@abc.com.na		
FNB Namibia	2345	6123456789	817856234	judy@abc.com.na		
Bank Windhoe	1234	6123998521	817895236	jessy@abc.com.na		
Bank Windhoe	1234	143456789	819632547	julia@abc.com.na		
FNB Namibia	2345	6123569829	819632458	john@abc.com.na		
FNB Namibia	2345	6128563249	817632548	eliphas@abc.com.na		

ABOVE NAMES AND OTHER INFORMATION PROVIDED IS FOR ILLUSTRATIVE PURPOSES ONLY!!!

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REMEMBER TO SAVE YOUR FORM USING YOUR SSC EMPLOYER NUMBER
ONLY

DO NOT **CHANGE** THE **FORMATTING** OF THE **SHEET COLUMNS**

SUBMIT THE **APPLICATION** AS ONE **EXCEL SHEET**

THE FORM SHOULD BE SENT TO EMAIL:

Stimulus2020@ssc.org.na



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