

Importance of **RECRUITMENT** information

Recruitment is vital in growing the PSA, as more members mean effective representation in labour councils and providing the PSA with more powers during negotiations. A critical component in successful recruitment, is the membership application form that must be completed accurately.

The PSA membership application form has **two sections**. The **first part** relates to the new member's information. The **second part** (below member signature) is applicable to the recruiter. This part must be completed in full by **the recruiter** (PSA member or PSA shop steward) who recruited the new member to ensure that the recruiter receives the honorarium payment, once the PSA has received payment from the new member's employer.

Recruiters must complete **all the required information** on the application form:

- **Personal information:** This information is used to validate the recruiter information and confirm membership. Both the PSA membership number and ID number are used for membership confirmation and for validating eligibility for honorarium payment.
- **Banking details:** This information is required to confirm the correct banking details of the recruiter and to process honorarium payment directly into the recruiter's banking account.
- **Tax information:** The tax number and address details are required by SARS to ensure that an IRP5 (for honorarium payments received) can be issued by the PSA. If a tax number starts with a zero, the zero must be included as part of the tax number in the Tax Number field on the application form.

- Recruiters must ensure that the tax number corresponds with the tax number from their IRP5 or any other personal tax-related documents. **Honorarium payments cannot be processed if the recruiter did not complete a valid tax number on the application form.**

All **compulsory fields** on the membership application form that must be completed by the recruiter are marked with "*". It is important that all fields applicable to recruiter information are completed in full by the recruiter to confirm PSA membership and tax compliance, which will ensure successful honorarium payment.

All compulsory information must be completed on each membership application form submitted. Recruiters cannot assume that information completed on other application forms will suffice. Information supplied on other submitted application forms cannot be used to validate current membership and member recruitment. **Therefore, it is important that the recruiter completes all compulsory fields in full, with each new PSA application form.**

Recruiters who recruited members for the PSA and were not paid the honorarium are urged to email their personal information, banking details, and tax number to ask@psa.co.za as some honorarium payments could not be processed owing to such outstanding information.

Honorarium payments to recruiters are processed on the 15th day of every month **ONLY IF**, personal information, correct banking details, and a valid tax number were completed on the membership application form **AND** the first month's membership fee was received from the recruited member.

**Thank you for your continued efforts
to grow the PSA's membership!**

