SAOU
DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION
PROFESSIONELE DIENSTE
PROFESSIONAL SERVICES
NUUSBRIEF | NEWSLETTER
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Nuusbrief 23/2020 **05/10/2020**

METODES VAN BETALING VAN SARO-LIDMAATSKAPSFOOIE VIR OPVOEDERS WAT NIE IN DEPARTEMENTELE POSTE AANGESTEL IS NIE

Die SAOU het verskeie navrae ontvang van hoofde wat duidelikheid verlang rondom die betaling van SARO-lidmaatskapsfooie vir opvoeders wat deur die Beheerliggaam aangestel word, asook opvoeders by privaatskole en ander privaatinstansies. Daar is tans geen riglyne of voorskrifte in hierdie verband op SARO se webwerf nie.

Die SAOU het navraag gedoen by SARO en die volgende inligting ontvang:

1. Skole wat eenmalige betalings maak namens SBL-opvoeders of opvoeders by privaatinstansies:
   - Die skool moet 'n rekening by SARO skep.
   - Hierdie versoek moet op die briefhoof van die skool aan SARO gestuur word.
   - 'n Lys met die name van die opvoeders, hul ID-nommers en SARO-nommers moet aangeheg word.
   - Dui aan hoe die betaling gehef moet word: maandeliks of jaarliks?
   - Dui die periode waarvoor die betaling gedoen word, aan.
   - Neem kennis dat SARO se finansiële jaar strek vanaf 1 April tot 31 Maart.
   - U moet dus aandui vir watter finansiële jaar u betaal bv. 2019/20 of 2020/21
   - Gebruik die volgende e-posadres: **revenue@sace.org.za**
   - SARO sal die skool inlig dat die rekening geskep is.
   - U sal dan 'n pro-forma faktuur ontvang.
   - Betaling moet dan aan SARO gemaak word. **Klik hier** vir die bankbesonderhede.
   - 'n EFT-opsie is beskikbaar vir skole. Gebruik die rekeningnommer wat SARO vir die skool geskep het as verwysing.
   - Stuur bewys van betaling aan: **revenue@sace.org.za** en heg weer die lys met inligting van opvoeders aan.
   - Wanneer die betaling gemaak is en die bewys van betaling deur SARO ontvang is, sal die skool 'n belastingfaktuur van SARO ontvang.

METHODS OF PAYMENT OF SACE MEMBERSHIP FEES FOR EDUCATORS WHO ARE NOT APPOINTED IN DEPARTMENTAL TEACHING POSITIONS

The SAOU has received numerous queries from principals who requested clarity on the methods of payment of SACE membership fees for educators appointed by the SGB, as well as educators at private schools and other private institutions. There are currently no guidelines or instructions in this regard on SACE's website.

The SAOU made enquiries to SACE and received the following information:

1. Schools that make once-off payments on behalf of SGB educators or educators at private institutions:
   - The school must create an account with SACE.
   - Send the request on the school's letter head to SACE.
   - A list with the names of the educators, their ID's and their SACE numbers must be attached.
   - Indicate how you want the billing done - monthly or annually?
   - State the period that you are paying for.
   - Note that SACE's financial year extends from 1 April to 31 March each year.
   - You must indicate which financial year you are making the payment for e.g. 2019/20 or 2020/21.
   - Use the following email address: **revenue@sace.org.za**
   - SACE will inform the school once the account has been created.
   - You will receive a pro-forma invoice.
   - Payment must then be made to SACE. **Click here** for the banking details.
   - An EFT payment option is available for schools. Use the account number that SACE has created for the school, as reference.
   - Send proof of payment to: **revenue@sace.org.za** and again attach the list with the info of the educators.

- Indien die skool 'n opvoeder wil verwyder of byvoeg, gebruik **revenue@sace.org.za** om SARO in kennis te stel. Onthou om aan te dui vanaf watter datum die verwydering of byvoeging moet geld. Indien 'n opvoeder verwyder word voordat die periode van betaling verstryk het, sal SARO 'n kredietnota aan die skool stuur.
- Ons beveel aan dat u die bewys van betaling stoor en deel met die individuele opvoeders namens wie die betaling gemaak is vir toekomstige verwysing, indien nodig.

2. Betalings gemaak deur individuele opvoeders:
   - Besoek: **www.sace.org.za**
   - Kies die **payment**-opsie, voltooi die besonderhede wat vereis word, klik op **annual membership fee** en maak die betaling.
   - Gebruik u **ID-nommer** as verwysing.
   - 'n EFT-opsie is ook beskikbaar vir individuele opvoeders. **Klik hier** vir die bank-besonderhede.
     Gebruik u **ID-nommer** as verwysing.

3. Lidmaatskapsfooi
   - Die SARO lidmaatskapsfooi is R15 per maand - dus R180 per jaar.

4. Kontaknommers vir betalingsnavrae:
   - 012- 6630428 of 012-6630420

- Once a payment has been made and proof of payment has been received by SACE, the school will receive a tax invoice from SACE.
- It the school wants to remove or add an educator to the list, use **revenue@sace.org.za**
  to inform SACE. Remember to indicate from which date the removal or addition is valid. If an educator is removed before the term of payment has lapsed, SACE will send a credit note to the school.
- We suggest that you save your proof of payment and share it with the individual educators on whose behalf you have made the payment, for future reference if needed.

2. Payments made by individual educators:
   - Visit: **www.sace.org.za**
   - Select **payment** option, complete the requested details, click on **annual membership fee** and make payment.
   - Use your **ID number** as reference for your payment.
   - An EFT payment option is also available for individual educators. **Click here** for the banking details.
     Use your **ID number** as reference for your payment.

3. Membership fee
   - The SACE membership fee is R15 per month - thus R180 per annum.

4. Contact numbers for payment queries:
   - 012- 6630428 and 012-663042