



**UNDERTAKING AND ACKNOWLEDGEMENT OF LIABILITY**

I \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_,  
(Name in full (Identity Number) (PERSAL Number)  
The undersigned, within the Department of \_\_\_\_\_, do hereby acknowledge that I have on this day of \_\_\_\_\_ / \_\_\_\_\_  
20\_\_\_\_\_ been issued with and taken receipt of PERSAL User Id \_\_\_\_\_ / Complete ID: \_\_\_\_\_. I hereby undertake not to disclose the passwords  
for the abovementioned User ID to any other person. I further undertake that I shall only utilize my User ID for the purpose for which it was issued.

I agree to keep any information obtained by me through the use of the above mentioned User ID strictly confidential and agree not to disclose any information I should obtain from the use of my User ID to any other employee, person or third party unless the employee, person or third party has the necessary authority to receive such information in terms of any relevant legislation(including, but not limited to, the Public Audit Act, 2004 (Act No. 25 of 2004) and the Income Tax Act, 1962 (Act No. 58 of 1962)), a court order or relevant departmental delegations of authority. Furthermore, I also concede that it is my responsibility to ensure that when disclosing any information obtained from the use of my User ID, the person/organization I disclose such information to, has the necessary authority to receive such information.

I acknowledge that security systems to protect users from being accused of illegal payments or incorrect payments are in place.

I accept responsibility for all transactions approved by myself. I further accept responsibility for any loss, if proven guilty at disciplinary hearing, which may be incurred by the Eastern Cape Provincial Government, resulting from any irregular transaction processed and approved by myself unless partial or full responsibility of any other party or parties is proven, in which instance, I am liable to the employer to the extent to which I am responsible and I am absolved from any liability only if the full responsibility of any other party is proven.

I agree that appropriate steps, in terms of law, may be taken by the Eastern Cape Provincial Government, should it be proven that I have failed to meet my obligations in terms of this document: provided that, any internal sanctions imposed on me by the Eastern Cape Provincial Government may only be so imposed after a disciplinary hearing and all due processes thereto has been conducted." It is noted that a disciplinary hearing and any criminal litigation may run concurrently and separately from one another, i.e. one having no bearing on the other".

Signed at \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of User)

\_\_\_\_\_  
(Name of Supervisor)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of PERSAL Coordinator)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of PERSAL Controller)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)