



EMPLOYEE INFORMATION NOTICE — SMARTCOMMUTE™

CRP/COVNOTE-EE/2026/001 v5.5 | 25 June 2026 | CONFIDENTIAL

[Date]
TO ALL QUALIFYING EMPLOYEES
[Company Name]
Dear Colleague,

SMARTCOMMUTE™ — EMPLOYEE INFORMATION NOTICE

We know that rising petrol prices and the July 2026 fuel levy cliff are placing real financial pressure on many of you. Getting to work has become significantly more expensive, and we want to help. [Company Name] has joined the SmartCommute™ Commuter Resilience Partnership — an independently administered programme run by Community Development Initiatives International NPC (CDII). This notice explains what it means for you.

1. WHAT YOU WILL RECEIVE

A **Social Ex Gratia Payment** — paid monthly based on your verified commuting distance and cost, structured across three tiers:

R250/month Tier 1 <i>Commute ≤20km or ≤40l/mth petrol; short taxi route (~60%)</i>	R400/month Tier 2 <i>Commute 20–40km or outer suburb; medium taxi route (~30%)</i>	R500/month Tier 3 <i>Commute 40km+; or NMW earner >22% net income; rural (~10%)</i>
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- Paid into your bank account **separately from your salary**
- At least 5 business days before your normal salary date
- Clearly labelled "*Social Ex Gratia Payment*" on your bank statement and payslip
- For **3 months: July 2026, August 2026, and September 2026**
- Your individual tier and amount are confirmed by CDII and documented on your Employee Acceptance Form

THIS PAYMENT IS: Non-contractual — a goodwill gesture, not a change to your salary or employment contract. Non-recurring — it will not continue after 30 September 2026 unless your employer elects to extend the programme via Schedule 1 of the Programme Participation Agreement.

2. TAX ON THIS PAYMENT

The Social Ex Gratia Payment is subject to income tax (PAYE) — shown as a separate line on your payslip. The SARS income code is **Code 3601**. It will appear on your IRP5 at year end. **UIF and SDL do not apply** to this payment by law — no UIF or SDL will be deducted. Your net amount is your gross payment minus PAYE only.

BELOW THE TAX THRESHOLD? If you earn below R99,000 per year, no PAYE will be deducted on this payment. Your payslip will show zero PAYE for this line. Your HR or payroll team can confirm this.

Can I apply to pay less tax on this payment?

If you earn above R99,000 per year, you may apply to SARS for a reduced or nil PAYE withholding rate using the IRP3(c) form (paragraph 11, Fourth Schedule, Income Tax Act). Important: SARS is not obliged to grant it; if you earn below the threshold you do not need it; if granted, your employer must apply it. Contact CDII for information on how to apply.

3. WHAT YOU NEED TO DO

1. Complete and sign the Employee Acceptance Form (EAF v6.3) given to you by your HR department — select your tier
2. Keep a copy of the signed form for your own records
3. Confirm your bank account details are correct on the payroll system
4. No further action required — CDII and your employer handle everything else

IMPORTANT: You must sign the Employee Acceptance Form before your first payment can be processed. The form confirms that you understand the non-contractual nature of the payment and records your tier selection.

4. PROGRAMME DETAILS

Administered by	CDII — Community Development Initiatives International NPC (PBO 930 041 456)
Programme period	1 July 2026 - 30 September 2026
When does it end	Automatically on 30 September 2026 , or on declaration of Essential Services Travel Permits by a government authority — whichever is earlier. Extension at employer discretion via PPA Schedule 1 amendment. No action needed from you.
Payment range	R250 - R500 per month (tier-based — your tier is confirmed on your EAF)
Your data	Your personal information is handled in accordance with POPIA. Your employee number (not your name) is used for programme

	administration.
Your employer's role	[Company Name] participates as the Participating Employer. CDII independently administers the programme.

5. QUESTIONS

Please speak to your HR department in the first instance. For questions about the SmartCommute™ programme itself, contact CDII directly:

Adv. Don Leffler	don@wemindfoundation.co.za +27 72 7113 277
Louw Allan	louw@wemindfoundation.co.za +27 83 399 9911
Website	www.wemindfoundation.co.za

Yours sincerely,

[Authorised Signatory]
[Name and Designation]
[Company Name]