

## UNIFORM CELLULAR PHONE ALLOWANCE POLICY FOR EMPLOYEES

Item A-F (20a-2012)  
CM 31/05/2012

**FINANCE DEPARTMENT: REVIEWED INTEGRATED DEVELOPMENT PLAN (IDP) AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF): 2012/2013 TO 2014/2015**

### RESOLVED:

6. **That** to guide the implementation of the municipality's annual budget, the Council of the Ekurhuleni Metropolitan Municipality **APPROVES** the policies as set out in the following Annexure of this document:

- Annexure M** Property Rates Policy (as reviewed)
- Annexure N** Electricity Tariff Policy (as reviewed)
- Annexure O** Provision of Free Basic Electricity Policy (as reviewed)
- Annexure P** Water and Wastewater Tariff Policy (as reviewed)
- Annexure Q** Provision of Free Basic Water and Wastewater Policy (as reviewed)
- Annexure R** Solid Waste Tariff Policy (as reviewed)
- Annexure S** Credit Control & Debt Collection Policy (as reviewed)
- Annexure T** Indigent Policy (as reviewed)
- Annexure U** Policy on electricity metering for residential and small business customers in the Ekurhuleni Metropolitan Municipality (as reviewed)
- Annexure V** Planning and Approval of Capital Projects (as reviewed)
- Annexure W** Long Term Funding Policy (as reviewed)
- Annexure X** Cash Management Policy (as reviewed)
- Annexure Y** Investment Policy (as reviewed)
- Annexure Z** Funding and Reserves Policy (as reviewed)
- Annexure ZA** Grants in Aid Policy (as reviewed)
- Annexure ZB** Asset Accounting Policy (as reviewed)
- Annexure ZC** Uniform Cell Phone Policy (as reviewed)

# CONTENTS

<b>1. ABBREVIATIONS AND DEFINITIONS: .....</b>	<b>3</b>
<b>2. PURPOSE .....</b>	<b>3</b>
<b>3. CATEGORIES FOR THE ALLOCATION OF CELLULAR PHONES/CELLULAR PHONE ALLOWANCES .....</b>	<b>3</b>
<b>4. CRITERIA FOR THE ALLOCATION OF CELLULAR PHONE ALLOWANCES.....</b>	<b>4</b>
4.1 CATEGORY 1:.....	4
4.2 CATEGORY 2:.....	4
4.3 CATEGORY 3:.....	5
4.4 CATEGORY 4:.....	5
<b>5. GENERAL CONDITIONS.....</b>	<b>6</b>
<b>6. OFFICIAL USE OF CELLULAR PHONES .....</b>	<b>6</b>
6.1 VOICE MAILS: .....	6
6.2 SOFTWARE UPGRADES:.....	6
6.3 CAMERA FUNCTIONS (VOICE AND VIDEO): .....	7
6.4 BLUETOOTH (INCLUDING APPLICATIONS SUCH AS WIRELESS, 3G, WAP, WIFI MMS, ETC.).....	7
6.5 INTERNET AND EMAIL (INCLUDING MMS AND SMS FUNCTIONS):.....	7
6.6 INTERNET BANKING:.....	8
6.7 SPECIAL REQUESTS: .....	8
<b>7. CAR-KITS.....</b>	<b>8</b>
<b>8. HEALTH RISKS .....</b>	<b>8</b>
<b>9. CELLULAR PHONE PACKAGES / ALLOWANCES .....</b>	<b>8</b>
<b>10. AUTHORITY TO APPROVE .....</b>	<b>9</b>
<b>11. WITHDRAWAL OF CELLULAR PHONES ALLOWANCES .....</b>	<b>10</b>
<b>12. MAINTENANCE OF CELLULAR PHONES AND ACCESSORIES.....</b>	<b>10</b>

**13. LOSS OR THEFT OF CELLULAR PHONES.....10**  
**14. INSURANCE OF CELLULAR PHONES.....10**  
**15. ADMINISTRATION.....10**  
**16. EFFECTIVE DATE .....10**  
**17. ATTACHMENTS.....11**

# UNIFORM CELLULAR PHONE ALLOWANCE POLICY FOR EMPLOYEES

## 1. ABBREVIATIONS AND DEFINITIONS:

<b>EMM</b>	The Ekurhuleni Metropolitan Municipality as the Employer
<b>HRM &amp; D</b>	The Human Resource Management and Development Department of the Corporate Services Directorate
<b>OM</b>	The Organizational Management Division of the Human Resource Management and Development Department
<b>CFO</b>	The Chief Financial Officer of the Finance Department or his nominee
<b>TOP MANAGEMENT</b>	Head of Department
<b>USER</b>	An employee who receives a cellular phone / allowance according to the criteria as set out in the Cellular Phone Policy

## 2. PURPOSE

The purpose of the policy is as follows:

- 2.1 to provide uniform guidelines regarding the processes applications, management and the allocation of cellular phones allowances;
- 2.2 to provide fair criteria for the allocation of cellular phone allowances to users in the EMM;
- 2.3 to standardise the documentation needed for cellular phone allowance applications;
- 2.4 to revoke all previous cellular phone policies;
- 2.5 this policy does not apply to employees who occasionally require the cost of business usage of a personal cellular phone to be reimbursed.

## 3. CATEGORIES FOR THE ALLOCATION OF CELLULAR PHONES/CELLULAR PHONE ALLOWANCES

The different categories for the allocation of cellular phones/cellular phones allowances are as follows:

- Category 1: users on salary level 1, 2, 3, 4, CCC Heads and legislature officials who receive cellular phones allowances as a management benefit/perk;
- Category 2: users on salary levels 5 and 6 who receive cellular phone allowances if required;

- Category 3: users on salary level 7 and below who need to be contacted or make calls on work related matters when outside the office if required;
- Category 4: exceptional cases not classified as a Category 1, 2 or 3

## 4. CRITERIA FOR THE ALLOCATION OF CELLULAR PHONE ALLOWANCES

### 4.1 CATEGORY 1:

4.1.1 Users on users on salary levels 1, 2, 3, 4, CCC Heads and legislature officials are automatically included in the Cellular Phone Allowance Policy. The HR must advise the CFO of personnel appointments on this category

4.1.2 The user must utilize his/her private cellular phone

### 4.2 CATEGORY 2:

4.2.1 Users on salary levels 5 and 6 can only be included in the scope of the Cellular Phone Allowance Policy after the submission of an Application Form for a cellular phone allowance (Appendix II), a job description, placement/appointment letter and a Cellular Phone Investigation Control Sheet (Appendix I) approved by the Top Management of the Department.

4.2.2 The following requirements should be adhered to in order to qualify for the allocation of a cellular phone allowance:

- The functions of the job description must clearly require/ demand the use of a cellular phone.
- Sufficient funds must be available on the budget.
- The use of alternative communication methods such as telephone lines, two way radios and pagers are either impractical or insufficient.
- The user should not be office bound as indicated by the functions on the job description
- The user must utilize his / her private cellular phone.
- The user must be available on daily basis. By failing to do so, the cellular phone allowance will be terminated by Top Management
- Written proof of his / her private cellular phone contract and latest account must be attached to the application form when an allowance is requested.
- The Cellular Phone Investigation Control Allowance Sheet must be completed in full, recommended by Management, and approved by the Top Management of the Department

### 4.3 CATEGORY 3:

- 4.3.1 Where the functions of a position on salary levels 7 and below dictate that a cellular phone allowance be allocated to the position in order to contact the user when outside his / her office regarding urgent work and related matters.
- 4.3.2 Users on salary levels 7 and below can only be included in the scope of the Cellular Phone Allowance Policy after the submission of an Application Form for a cellular phone allowance (Appendix II), a signed job description, a placement/appointment letter and a Cellular Phone Investigation Control Sheet (Appendix I) approved by Top Management.
- 4.3.3 The following requirements should be adhered to in order to qualify for the allocation of a cellular phone allowance:
- The functions of the job description must clearly require/ demand the use of a cellular phone.
  - Sufficient funds must be available on the budget
  - The use of alternative communication methods such as telephone lines, two way radios and pagers are either impractical or insufficient.
  - The user should not be office bound as indicated by the functions on the job description.
  - The user must utilize his / her private cellular phone.
  - The user must be available on a daily basis. By failing to do so, the cellular phone allowance will be terminated by Top Management.
  - Written proof of his /her private cellular phone contract and latest account must be attached to the application form when an allowance is requested.
  - The Cellular Phone Investigation Control Sheet must be completed in full, recommended by Management, and approved by the Top Management of the Department.

### 4.4 CATEGORY 4:

- 4.4.1 Exceptional cases that cannot be defined as a category 1, 2 or 3
- 4.4.2 Exceptional case users can only be included in the scope of the of the Cellular Phone Allowance Policy after the submission of an Application Form for a cellular phone allowance (Appendix II), a signed job description, a placement / appointment letter and a Cellular Phone Investigation Control Sheet (Appendix I) approved by the Top Management. Top Management has to indicate the monthly monetary value to be paid to the users in this category.
- 4.4.3 The following requirements should be adhered to in order to qualify for the allocation of a cellular phone allowance:
- The functions of the job description must clearly require/demand the use of a cellular phone.
  - Sufficient funds must be available on the budget.
  - The use of alternative communication methods such as telephone lines , two way radios and pagers are either impractical or insufficient
  - The user/users should not be office bound as indicated by the

- functions on the job description.
- The user must utilize his / her private cellular phone.
- The user must be available on a daily basis. By failing to do so, the cellular phone allowance will be terminated by Top Management.
- Written proof of his / her private cellular phone contract and the latest account must be attached to the application form when an allowance is requested.
- The Cellular Phone Investigation Control Sheet must be completed in full, recommended by Management and approved by the Top Management of the Department.

## 5. GENERAL CONDITIONS

- 5.1 The cellular allowance recipient must avail his /her contact information for EMM use.
- 5.2 A cellular phone allowance is allocated to a specific post and cannot be transferred to another post. Should the personal details of the user changed, the user must complete the Personal Detail Changes Form (attached Appendix IV) and forward it to the CFO.
- 5.3 When a user resigns or his contract is terminated, the cellular phone allowance be terminated as confirmed by Top Management. The employee must obtain the necessary signatures on his/her exit clearance form to clear his/her cellular phone obligations.
- 5.4 The department that requested a cellular phone allowance is responsible to ensure that it is correctly issued and utilized and that sufficient funds are provided on the departmental budget.
- 5.5 Cellular phone allowances should not be allocated simply to contact employees (categories 2 and 3).
- 5.6 Users must sign the Undertaking by the User Document (attached as Appendix III) at the CFO before the cellular phone allowance can be paid.

## 6. OFFICIAL USE OF CELLULAR PHONES

Users must comply with the EMM's codes of conduct for the use of information and communication technology. The conduct of the user should be as such that it does not interfere with the governance and proper administration of the EMM. When acting on behalf of the EMM a user must do so in good faith and in the best interest of the EMM.

### 6.1 VOICE MAILS:

The voice mail of users must be activated at all times.

### 6.2 SOFTWARE UPGRADES:

It is the user's responsibility to upgrade the software and mobile antivirus programs on his/her private cellular phone. The EMM shall not bear any additional costs in this respect.

**6.3 CAMERA FUNCTIONS (VOICE AND VIDEO):**

- 6.3.1 The inappropriate use of the built-in camera can expose the EMM to risks, the compromising of its systems and services that can lead to damages and even criminal liability.
- 6.3.2 The user undertakes to use the built-in camera(s) discretely and to safeguard any sensitive and or vulnerable digital images to protect the EMM.

**6.4 BLUETOOTH (INCLUDING APPLICATIONS SUCH AS WIRELESS, 3G, WASP, WIFI MMS, ETC.)**

- 6.4.1 Cellular phones are designed to communicate with each other or with computers via Bluetooth (like a small network). The user must ensure that this function is stopped after each usage to ensure that the information on his/her instrument cannot be hacked or that it may result in leaving them susceptible to viruses. The onus rests on the user to take the necessary measures to reduce digital security risks.
- 6.4.2 This part of the policy must be read together with the Policy on Internet Usage and the Policy on E-Mail Usage as implemented by the ICT Department.

**6.5 INTERNET AND EMAIL (INCLUDING MMS AND SMS FUNCTIONS):**

- 6.5.1 The inappropriate use of the Internet and email via the cellular phone can expose the EMM to risks, the compromising of its systems and services for damages and even criminal liability.
- 6.5.2 The user undertakes to use the Internet and email discretely and to safeguard any sensitive and or vulnerable information to protect the EMM.
- 6.5.3 Users must not infringe the copyright of others. This means that other than for the purposes of fair dealing the owner of the copyright has exclusive rights to the work in which he or she holds copyright. A user may reproduce the work, to perform it in public, broadcast the work, or adapt it.
- 6.5.4 The employer is vicarious liable for any harmful actions carried out by users while engaged in their duties.
- 6.5.5 This part of the policy must be read together with the Policy on Information Usage, Policy on Internet Usage and the Policy on E-Mail Usage as implemented by the ICT Department.



## 6.6 INTERNET BANKING:

- 6.6.1 The inappropriate use of the internet banking via the cellular phone can expose the user to risks. The user undertakes to use the Internet banking discretely and to safeguard his personal account detail.
- 6.6.2 The EMM cannot be held responsible for any loss and/or damages that occur through the negligence of the user.
- 6.6.3 This part of the policy must be read together with the Policy on Internet Usage and the Policy on E-mail Usage as implemented by the ICT Department.

## 6.7 SPECIAL REQUESTS:

- 6.7.1 HSDPA cards or any other additional device that is needed to access the Internet and/or E Mail via the Cellular Network needs to be approved by the City Manager as a special request.
- 6.7.2 No additional funding will be allowed as it must still be covered by the allocated amounts as per paragraph 9.1 sutra.

## 7. CAR-KITS

- 7.1 Car-kit installation is optional and for the user's own account except where the car-kit is required in the opinion of the City Manager or his nominee.
- 7.2 The EMM will not be held liable for any damages and / or injuries caused by accidents or traffic fines which are directly or indirectly the result of the use of a cellular phone whilst driving a motor vehicle.

## 8. HEALTH RISKS

The EMM is not liable for any health related issues with regard to the use of cellular phones.

## 9. CELLULAR PHONE PACKAGES / ALLOWANCES

- 9.1 The following fixed monthly allowances are allocated to the following categories and includes insurance, voice mail retrievals, line rental/ package rental, itemized billing, Auto SIM, CLI, etc.:-

CATEGORY	SALARY LEVEL	MONTHLY CELL PHONE ALLOWANCE
CATEGORY 1	Salary level 1	R4000
	Salary level 2	R3000
	Salary level 4	R1600
	CCA Heads	R1200
	Legislature Head/Secretary	- R3000
	Legislature Director/Manager	- R1600
CATEGORY 2	Salary level 5	R850
	Salary level 6	R700
CATEGORY 3	Salary levels 7 and below	R600
CATEGORY 4	Any Salary level/system	Cellular phones

CATEGORY	SALARY LEVEL	MONTHLY CELL PHONE ALLOWANCE
	that need SIM cards to send messages	allowance according to the requirements of paragraph 4.4. The type and monetary of the package needs to be approved by top Management.

9.2 All the above mentioned allowances include VAT.

9.3 The allowance shall be paid into the user's salary and shall be subject to tax in terms of SARS PAYE.

#### 9.4 Annual Increases

The CFO will evaluate the need to adjust cellular phone allowances in line with annual general market increases in consultation with the City Manager.

#### 9.5 Requests for higher allowances

Where the need exists for a higher cellular phone allowance, a motivated request from the user (Application Form for cellular phone allowance) be forwarded to Top Management with comments from the CFO, together with the previous 6 (six) months accounts (Itemized Billing), and that a report from the Department be submitted to the City Manager for approval.

Should the post become vacant, the functions of the post be investigated by Top Management to determine if the higher cellular phone allowance is still applicable before the cellular phone allowance can be paid.

## 10. AUTHORITY TO APPROVE

10.1 Application forms (Appendix II) submitted for approval must be signed by Management and approved by Top Management of the Department together with a signed copy of the job description and placement/appointment letter. A Cellular Phone Investigation Control Sheet (Appendix I) must be completed and be signed by all relevant parties before a cellular phone allowance can be paid. Posts in Category 1 are excluded to complete application forms.

10.2 Top Management will have the authority to approve or reject applications for cellular phone allowances.

10.3 The CFO will have the authority to refer applications back to the department if no sufficient funds are available or until proven otherwise.

10.4 All disputes shall be referred to the City Manager or his nominee for final decision.

## 11. WITHDRAWAL OF CELLULAR PHONES ALLOWANCES

- 11.1 Top Management can revoke a cellular phone allowance if Top Management is of the opinion that no further need exists for the continued use of an approved cellular phone allowance with respect of a specific post.
- 11.2 The CFO must be notified in writing of any withdrawals by Top Management.
- 11.3 All disputes shall be referred to the City Manager or his nominee for final decision and the outcome to be forwarded by the Department to the Finance Department for implementation.

## 12. MAINTENANCE OF CELLULAR PHONES AND ACCESSORIES

The user must ensure that his/her cellular phone be kept in a good working condition in order to remain on the Cellular Phone Allowance Scheme.

## 13. LOSS OR THEFT OF CELLULAR PHONES

- 13.1 If the cellular phone of the user is lost or stolen, the user shall report such a loss or theft immediately to his Top Management.
- 13.2. Users must immediately after a loss or a theft occurred, report the incident to the **SAPS** to obtain a case number and a copy of his / her affidavit as implemented from 30 November 2005). Communications Related Information Act: Act No 70 of 2002 (“*ROICA*”).
- 13.3 Users must follow the guidelines as stipulated by their own Service Provider.
- 13.4 Failing to report the lost or theft of a cellular phone and/or SIM card to the **SAPS** will lead to penalties and can even include to a jail sentence as indicated in the act.

## 14. INSURANCE OF CELLULAR PHONES

Users are responsible for their own insurance to replace and / or to do repairs to the instrument.

## 15. ADMINISTRATION

The administration management of cellular phone allowances will be the responsibility of the CFO who will co-ordinate the functions from a centralized office.

## 16. EFFECTIVE DATE

The revised policy comes into effect upon approval.

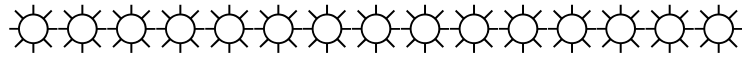
## 17. ATTACHMENTS

**APPENDIX I-** Cellular Phone Investigation Control Sheet (Amended July 2007)

**APPENDIX II-** Application Form for a cellular phone allowance (Amended July 2007)

**APPENDIX III-** Undertaking by the user (Amended — July 2007)

**APPENDIX IV-** User detail changes (Amended — July 2007)



**CELLULAR PHONE INVESTIGATION  
CONTROL SHEET  
(MUST BE ATTACHED TO EACH APPLICATION)**

1. EMPLOYMENT DETAIL						
<b>NAME</b>					<b>DEPARTMENT</b>	
<b>POST DESIGNATION</b>					<b>SALARY LEVEL</b>	
<b>PLACE OF WORK</b>	CORPORATE OFFICE		SOUTHERN REGION		<b>EMPLOYEE NR</b>	
	EASTERN REGION		NORTHERN REGION		<b>CCC</b>	

2. APPLICATION INFORMATION. (Mark with a X)						
<b>JOB LEVEL</b>	Post level?					
		<b>1-4</b>	<b>5-6</b>	<b>OTHER</b>		
<b>CATEGORY</b>	What is the Category according to post level (i.t.o Policy)					
		<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>	
<b>EMPLOYMENT</b>	Post status?					
		<b>Permanent</b>	<b>Acting</b>	<b>Temporary</b>		
<b>STATUS</b>	Application for?					
		<b>New</b>			<b>Upgrade</b>	
<b>TYPE</b>	What type of option – application (i.t.o Policy)					
		<b>Council</b>	<b>Contract</b>	<b>Allowance</b>	<b>Pool</b>	

3. SUPPORT						
<b>1</b>	Does Top Management support the application	<b>YES</b>		<b>NO</b>		
<b>Vote Number</b>		<b>Description of vote</b>				

4. ALLOCATION CRITERIA	YES	NO	REMARKS
1. Do the functions of the position require that there is a need to contact the employee at all times? If "Yes", indicate the function in short.			
2. Is a cellular phone necessary to handle emergencies within the scope of duties? If "Yes", describe.			
3. Will the absence of a cellular endanger the lives of people or cause a loss of income to EMM? If "Yes", describe.			
4. Is the employee office bound? If "NO", motivate.			
5. Is the position coupled to a transport allowance? If "Yes", provide allocated km's.			
6. Can alternative communication methods (land lines, two way radios, etc.) be utilised? If "No", motivate.			
7. Will the allocated phone be used by more than one employee?			
8. Do the employee's direct supervisor and departmental head support the application?			
9. Is it necessary of the employee to make calls? If "yes", motivate.			
10. Will it be sufficient if the employee only receive calls? If "No", motivate.			
11. Was provision made on the budget to cover the costs for the allocation of a cellular phone allowance?			
12. Does this position require more than what the applicable package caters for? If "Yes", motivate.			
13. What communication methods were utilized previously?			
14. What is the essence of a need for a cell phone? Motivate shortly in terms of the job description.			

RECOMMENDATION BY MANAGEMENT		
<b>Motivation:</b>  		
<b>DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>

APPROVAL / NON APPROVAL: TOP MANAGEMENT			
<b>APPROVED</b>	<b>YES</b>	<b>NOT APPROVED</b>	<b>YES</b>
<b>ED / HOD</b>		<b>DATE</b>	

B1

**APPENDIX II**

Revised July 2007

**APPLICATION FOR CELLULAR PHONE ALLOWANCE**  
**(TO BE COMPLETED BY APPLICANT)**

PAY NUMBER: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

FULL NAMES: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

PAY OFFICE: \_\_\_\_\_ CCC: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

SECTION: \_\_\_\_\_ SUB SECTION: \_\_\_\_\_

TELEPHONE NUMBERS: WORK: \_\_\_\_\_ FAX: \_\_\_\_\_

**MOTIVATION BY APPLICANT**

(ATTACHED COPY OF JOB DESCRIPTION AND PLACEMENT/APPOINTMENT LETTER)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**RECOMMENDATION BY MANAGEMENT (AS PER THE REVISED CELLULAR PHONE POLICY DATED July 2007)**

SUPPORTED

 YFS NO

VOTE NUMBER: \_\_\_\_\_

DESCRIPTION OF VOTE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVAL BY TOP MANAGEMENT (AS PER THE REVISED CELLULAR PHONE POLICY DATED July 2007)**

IS THE CONTROL SHEET (APPENDIX I) COMPLETED AND ATTACHED?

APPROVED

 YES NO

SIGNATURE (ED/HOD): \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY CHIEF FINANCIAL OFFICER**

IS SUFFICIENT FUNDS AVAILABLE

 YES NO

AVAILABILITY OF BUDGET IN THE ABOVE VOTE CONFIRMATION

 YES NO

MONTHLY COST OF CELLULAR PHONE ALLOWANCE: R\_\_\_\_\_

SIGNATURE (CFO): \_\_\_\_\_ DATE: \_\_\_\_\_



**UNDERTAKING BY THE USER**

I, the undersigned, \_\_\_\_\_ (FULL NAMES)

employed in the post of \_\_\_\_\_ in

the \_\_\_\_\_ Department and

WHEREAS the COUNCIL adopted a cellular allowance policy pertaining to the payment of cellular phone allowance to employees and introduced certain conditions with regard to the private cellular phones;

**UNDER TAKE THE FOLLOWING:**

1.  
I confirm that I have received and taken cognisance of the contents of the policy document pertaining the use of my private cellular phone as adopted by the Council. I understand the contents thereof and consider myself bound by the conditions stipulated herein.

2.  
I undertake to use my private cellular phone in accordance with the conditions of use as agreed in the Cellular Phone Allowance Policy and that I have familiarised myself with the contents thereof and that I consider myself bound by the conditions imposed therein.

3.  
I undertake to make my vehicle available to have the car kit unit that was installed by the Council, if any, removed as and when requested.

4.  
I further acknowledge that in the event of any change in circumstances pertaining to the criteria for issuing the cellular phone allowance, the decision to pay a cellular phone allowance to me may be reconsidered by the City Manager or his nominee subject to the criteria as stipulated in the policy, be revoked.

5.  
In case of any changes of my personal details, I will furnish the details to the Chief Financial Officer by completing the relevant document attached as Appendix IV (Change of Personal Detail).

6.  
I undertake and acknowledge that in the event of the conditions mentioned above not being complied with, the cellular phone allowance may be terminated with immediate effect.

CELLULAR PHONE NUMBER: \_\_\_\_\_

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
SIGNATURE USER

IN THE PRESENCE OF THE UNDERSIGNED WITNESSES

**AS WITNESSES:**

1. \_\_\_\_\_ (Finance Department)

2. \_\_\_\_\_ (Finance Department)

**USER DETAIL CHANGES**

**PRESENT DETAIL**

CELLULAR NUMBER: \_\_\_\_\_  
PAY NUMBER: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_  
FULL NAMES: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
PAY OFFICE: \_\_\_\_\_ CCC: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
SECTION: \_\_\_\_\_ SUB SECTION: \_\_\_\_\_  
TELEPHONE NUMBERS: WORK: \_\_\_\_\_ FAX: \_\_\_\_\_

**NEW DETAIL**

CELLULAR NUMBER: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
PAY OFFICE: \_\_\_\_\_ CCC: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
SECTION: \_\_\_\_\_ SUB SECTION: \_\_\_\_\_  
TELEPHONE NUMBERS: WORK: \_\_\_\_\_ FAX: \_\_\_\_\_

**OTHER INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED BY THE EXECUTIVE DIRECTOR/HEAD OF THE DEPARTMENT**

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**NOTED BY THE CHIEF FINANCIAL OFFICER**

SIGNATURE (CFO): \_\_\_\_\_ DATE \_\_\_\_\_