



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

IMPORTANT NOTICE

EXTENSION OF MANDATORY GRANT APPLICATION SUBMISSION TO 31 MAY 2023

Provision for the submission of *written extension requests* for the 2023/24 mandatory grant applications.

The Grant regulations does not make provision for a SETA to grant a blanket extension. It does however make provision for a SETA to consider written application for extension which have been submitted on or before the deadline date of 30 April 2023.

The merSETA is aware of the challenges that have been experienced by several companies to submit their mandatory grant applications and with the deadline of 30 April 2023 approaching, we urge merSETA levy paying employers to submit a written application for an extension directly on the NSDMS platform.

How to apply for the extension?

Once the grant application has been initiated, select the 3rd icon against the view/edit tab, upload the extension request document and submit the request as per below instructions:

- Go to the SDF tab
- Click on Grant Applications
- On the far right hand side, select the 3rd icon on View/Edit
- Click on the calendar for Extension Requests
- Type in the reason for the extension request
- Upload supporting documentation on a company letterhead that is signed as dated
- Click on Submit



EXTENSION REQUEST PROCESSING

merSETA
MANSUKHATHI, DUBLIN, IRELAND
AND RELATED SERVICES SETA

Available Companies

Company Name	Entity ID	Email	Status	Size of Company	Lery Paying	RAG	View / Edit
Company-L		company@in	Active	Small (1 - 49)	✓	●	3

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Company Grant Application

ID	Financial Year	Status	Decision Date	Applied for extension	DG Verification Status	View/Edit
4457	2020	Not Submitted in Progress	N/A	✗	N/A	4

Extension Request

Reason for Extension *

Type Original File Name Uploaded By Uploaded Version Original is required

Reason for Extension ✗

Submit 7 6

STEPS TO INITIATE AN EXTENSION

1. Go to **SDF**
2. Click on **Grant application**
3. Click on **View/Edit**
4. Click on calendar for **Extension Request**
5. Type in **Reason for Extension**
6. **Upload** supporting letter/document on company letterhead that is signed and dated
7. Click on **Submit**

The merSETA will review and the outcome can be viewed under the View/Edit button under 4 once processed

We apologise for the inconvenience that has been experienced by companies and thank you for your continued commitment to merSETA.

Only written applications for extensions submitted on or before 30 April 2022 will be considered. For further assistance, please call merSETA Call Centre on 010 219 3001 or email extensions@merseta.org.za .

Yours sincerely,
Christine Adams
Acting Senior Manager: Administration

