



IMPORTANT NOTICE

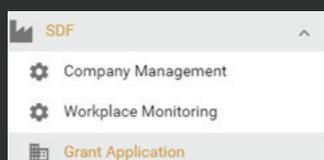
Provision for the submission of Extension requests for the 2025/26 Mandatory Grant Applications

Acknowledging the possibility that some companies might need more time to conclude their Year 25/26 Mandatory Grant applications, the merSETA hereby notifies applicants who initiated their current MG submission of the following:

- An option to apply for an extension has been approved by the merSETA ACEO and extension applications must be concluded before 30 April 2025
- Extension requests must have the company levy number included in the letter uploaded; and may be done via the NSDMS system or sent via email to mandatorygrants@merseta.org.za.
- This applies only to companies that have initiated their Year 26 Mandatory Grant Application on the NSDMS system.
- Kindly note that the merSETA will decline Manual Extension Requests sent on or before 30 April 2025, where MG Year 26 applications have not been created on the NSDMS system.

How to apply for an extension

Log onto the NSDMS system, select “SDF”, use the dropdown box and select “Grant Application”



If you have not initiated your grant application, select the “Initiate Grant” tab

+ Initiate Grant

Select the “Financial Year” and under the “Apply for” dropdown, select Mandatory Grant. Thereafter click on the “Create” tab for the application to be created.

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Create

On the far righthand side of your screen, click on the “calendar” icon where you will see “View/Edit”



Type in your Reason for Extension and attach a letter from the company explaining the reason for requesting an extension. Please ensure that the levy number is listed on the letter.

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

Thereafter click the “Submit” button.

Submit

Kindly note that the merSETA will decline Manual Extension Requests sent on or before 30 April 2025, where MG Year 26 applications have not been created on the NSDMS system.

Yours sincerely,
Christine Adams
Manager: Mandatory Grants