eesi© 2.0 EXPLAINER 3: PAYMENT GATEWAY GUIDELINE

Paying for your current return

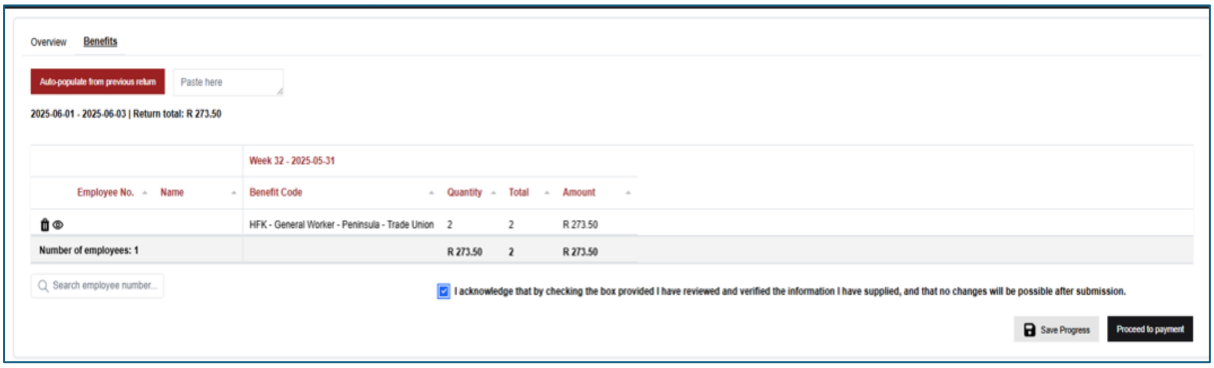
<u>Step 1:</u> Once you have loaded your information to your return and are satisfied that your information is correct, and have ticked the Acknowledgement box, you will select the black 'Proceed to payment' button.

<u>Step 2:</u> You will be directed to your Proforma tab where you will select the red 'Pay Now' button.

Note: If you are not the person making the payment, you can send a link to the person making the payments, by using the red 'Copy Link' button.

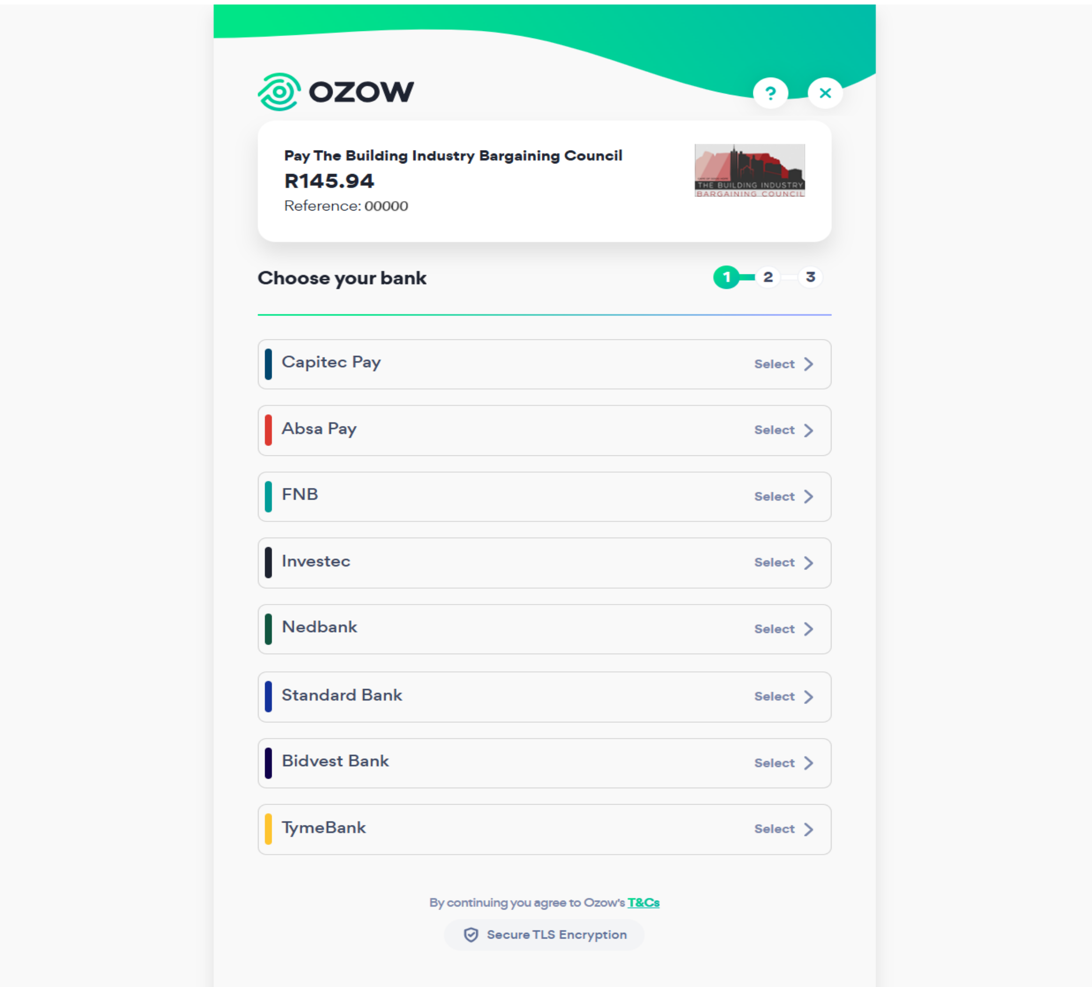
Note: If you have saved your return but have not yet submitted, you will not see the 'Pro-Forma' tab. In this case you will need to:

i) Click on the 'Benefits' tab.
ii) Tick off the blue acknowledgement box; and
iii) Click on the black 'Proceed to Payment' button.

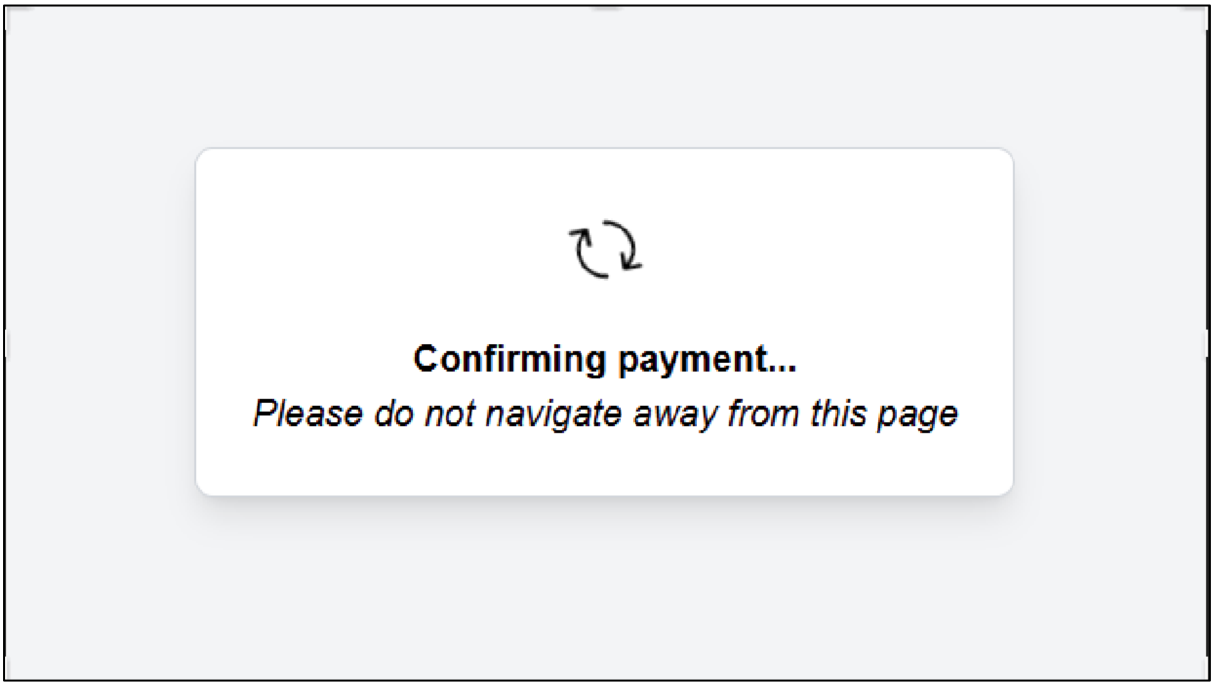


Step 3: You will be directed to the Secure Payment Gateway (hosted by OZOW). Your Reference information will be populated automatically as well as the full amount due including any outstanding interest. You will not be able to amend these details.

Once you select your bank, you will be redirected to your own banking platform and profile to complete the EFT transaction.

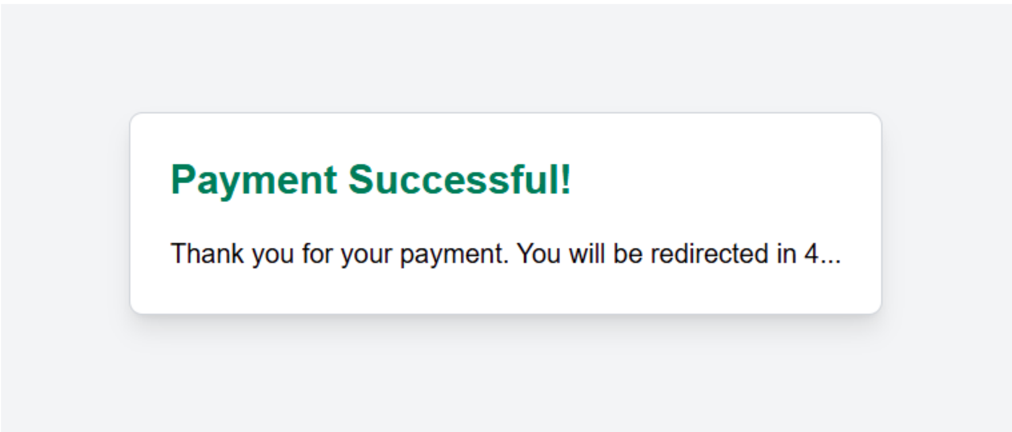


Step 4: Follow the instruction and do not navigate away from the page, to allow for the information and funds to be transferred between the Payment Gateway, your bank and your eesi© 2.0 portal.



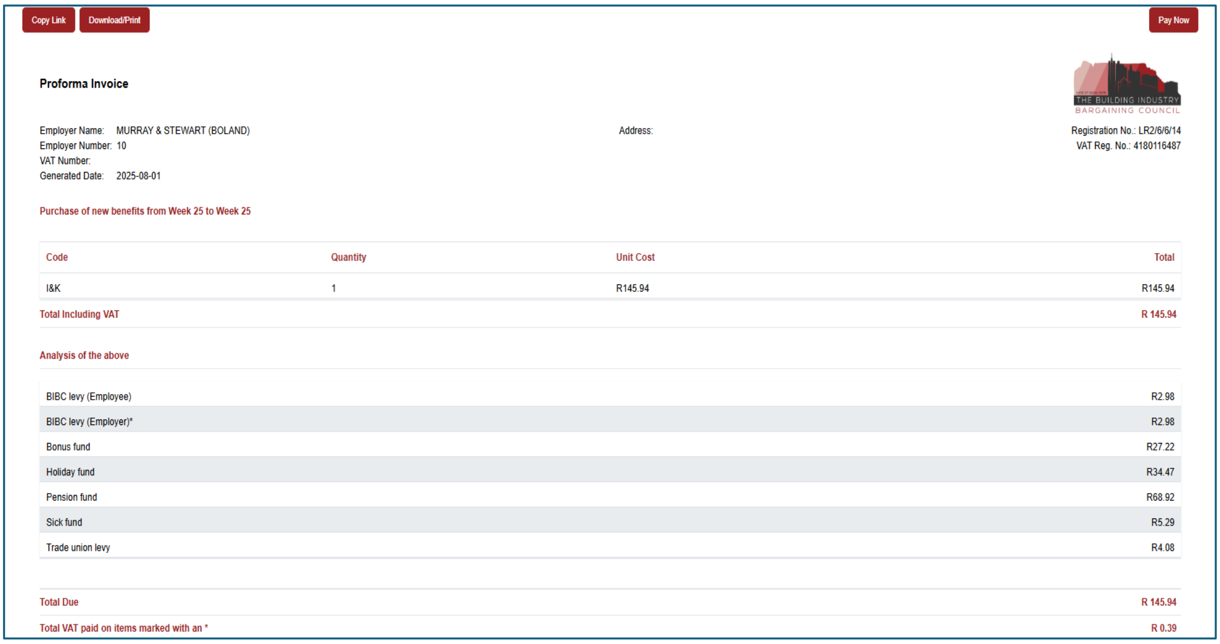
Step 5: Wait for the confirmation of successful payment and to be directed back to your portal view where you will be able to view and download the Tax Invoice.

On the Overview, you will note that your transaction has been processed, as reflected on your outstanding balance for that return.



Paying for an older return

Click on the Pro-Forma Invoice for the return you are paying. Then follow the same process as you would when '*Paying for your current return'* i.e. from steps 2 to 5, above.



Copy Link Download/Print Pay Now

Proforma Invoice

Employer Name: MURRAY & STEWART (BOLAND)
Employer Number: 10
VAT Number:
Generated Date: 2025-08-01

Address:

Registration No.: LR2/6/6/14
VAT Reg. No.: 4180116487

Purchase of new benefits from Week 25 to Week 25

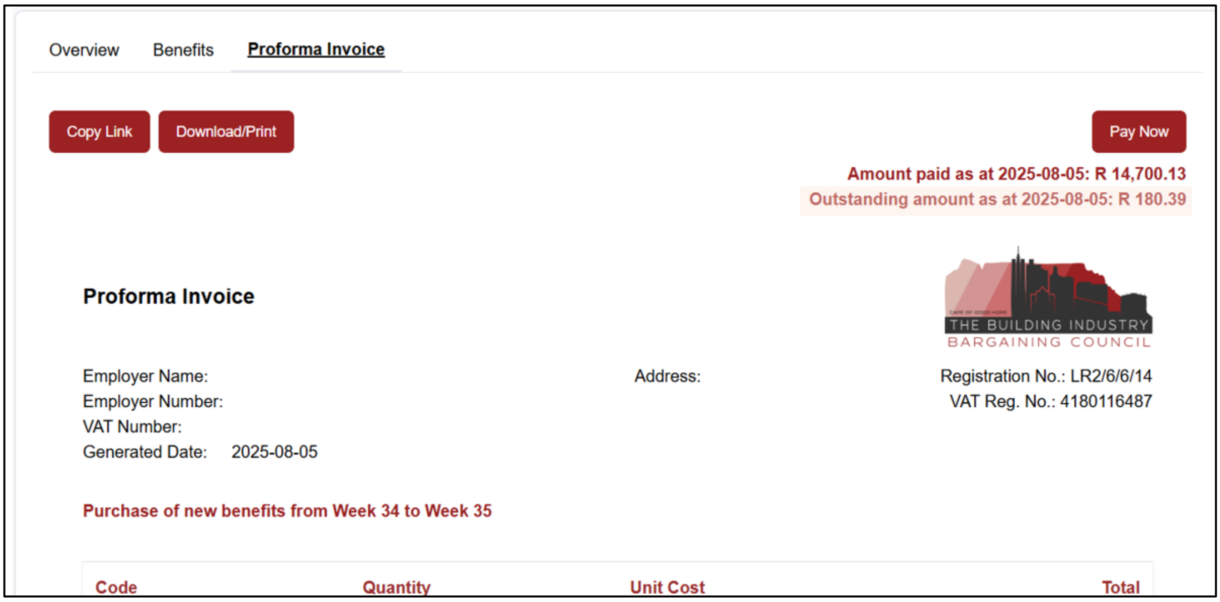
Code	Quantity	Unit Cost	Total
I&K	1	R145.94	R145.94
Total Including VAT			R 145.94

Analysis of the above

BIBC levy (Employee)	R2.98
BIBC levy (Employer)*	R2.98
Bonus fund	R27.22
Holiday fund	R34.47
Pension fund	R68.92
Sick fund	R5.29
Trade union levy	R4.08
Total Due	R 145.94
Total VAT paid on items marked with an *	R 0.39

Paying an outstanding amount on an older return

If there is an amount outstanding on a previous return due to short allocation of interest owed, this will be visible on the top and bottom of the Pro-Forma Invoice (See lines highlighted below).



Overview Benefits **Proforma Invoice**

Copy Link Download/Print Pay Now

Amount paid as at 2025-08-05: R 14,700.13
Outstanding amount as at 2025-08-05: R 180.39

Proforma Invoice

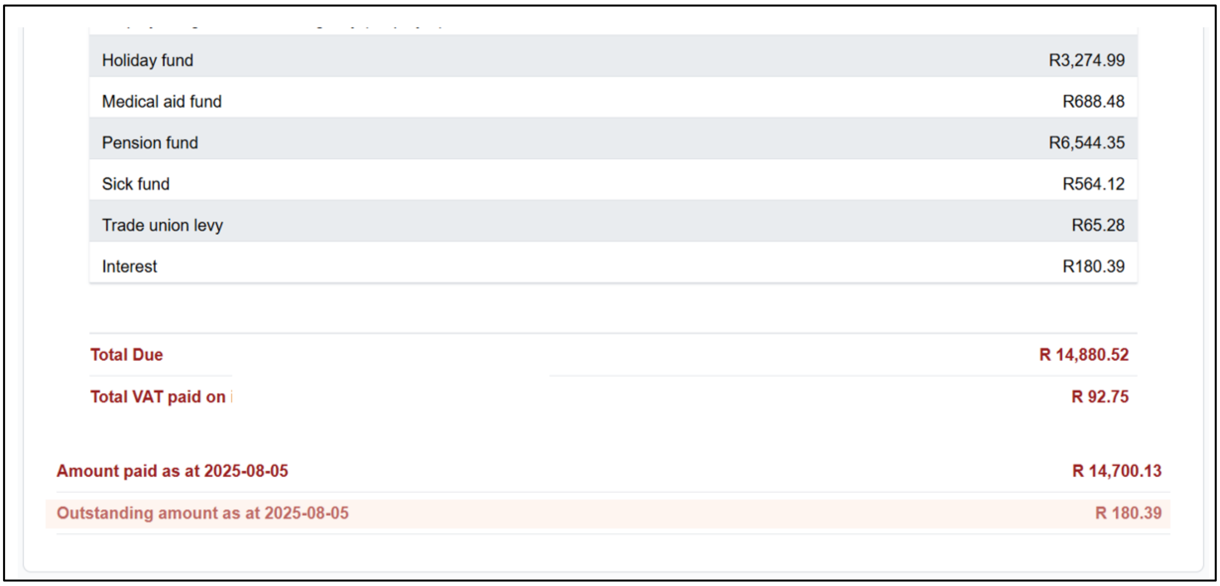
Employer Name:
Employer Number:
VAT Number:
Generated Date: 2025-08-05

Address:

Registration No.: LR2/6/6/14
VAT Reg. No.: 4180116487

Purchase of new benefits from Week 34 to Week 35

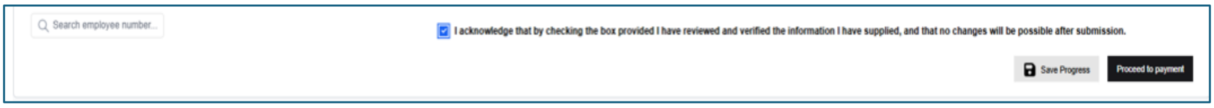
Code	Quantity	Unit Cost	Total



Holiday fund	R3,274.99
Medical aid fund	R688.48
Pension fund	R6,544.35
Sick fund	R564.12
Trade union levy	R65.28
Interest	R180.39
Total Due	**R 14,880.52**
Total VAT paid on	**R 92.75**
Amount paid as at 2025-08-05	**R 14,700.13**
Outstanding amount as at 2025-08-05	**R 180.39**

Click on the red Pay Now button at the top of the Pro-Forma Invoice to pay the amount outstanding for a previous return as per steps 2 to 5, above. You can also use the Copy Link option to send a link to another person for payment via the Secure Ozow Gateway.

Submitting a Nil Return



From the Benefits tab where you have entered your Zero quantities:

i) Tick off the blue acknowledgement box; and
ii) Click on the black ‘Proceed to Payment’ button

This will open a Pro-Forma invoice with zero values. Click on the Submit button on the top of the Pro-Forma to process the Nil return, whereafter you will be directed back the grid.

Please direct ay queries to employersupport@bibc.co.za.

Regards: eesi© 2.0 Project Team