

Circular 20240404-011

4 April 2024

Dear Resident,

PRIVATE WORKERS: DOMESTIC, CARERS AND GARDENERS ACCESS INTO THE VILLAGE

In September 2023 a circular (dated 8 September) was communicated to all residents on the additional layer of security implemented on the protocol for residents to employ their own private employees.

Any residents who employ their own carers, domestics or gardeners need to comply to this request. In addition to this we also require a "clean" criminal record. This is obtained through an official criminal profile check and needs to be current, i.e. less than two years old. To alleviate residents and their employees the inconvenience of having to go the nearest SAPS, we have arranged with our service provider, **Brooke International** to assist us at a charge of R172.50 per criminal check.

The consent forms are available from the reception desk. Please return the completed consent form together with the relevant copies of either an ID document or a valid passport with a valid work permit, in the case of a foreign employee, to reception.

It will take roughly 48 hours to get the report back. We will pay **Brooke International** on your behalf and recover the amount from you by adding it onto your levy account. We need one criminal check per employee, so if your employee works at other units as well, you are able share the cost of the criminal check between yourselves.

Should your employee not have the necessary paperwork in place, we will not allow them access into the Village. I urge you to assist any such person to get their documentation updated and validated.

Should you not want to make use of this service you are welcome to still go to the SAPS and get the criminal check done by them which will cost approximately R165.00.

We request that all residents who employ private employees have all their paper work in place by **30 April 2024**, if not, we will not allow them access into the village.

Should you require any further assistance or information, please do not hesitate to contact the office.

Kind regards,



CHRISTINE DEMPERS
Village Manager: Muizenberg