Hi Chantelle

You can lodge a UIF claim if your employer goes bankrupt, your contract ends, or you are fired or retrenched.

You have to lodge within six months of the date you stopped working.

The first step is going to a department of labour office to sign an unemployment register.

Before workers can claim, they must get the following documents ready:

1.13-digit bar-coded ID or passport;

2.form UI-2.8 for banking details;

3.form UI-19 to show that you are no longer working for your employer; and.

4.proof of registration as a work-seeker

Unemployed workers must apply for benefits at their nearest labour centre in person.

They must be registered as work-seekers and take the necessary documents with them.

Unemployed workers must go to the nearest labour centre themselves and hand in the documents.

Staff at the labour centre will assist them with all the processes and give them more information.