



02/12/2024

POSA ACCREDITATION INFORMATION PACK 2025

Dear current/prospective POSA Service Provider

The POSA office would like to inform you about the 2025 accreditation process and the important dates to take note of. NB!!! It is important to take note that the system will be directing you to the 2025 portal, please do note that this will be for the 2025 accreditation application.

Registration (creating/updating of profiles, accepting quotations, downloading quotations/invoices, and uploading proof of payment)

New applicants will be required to register on the 2025 system so we can re-capture data for the 2025 accreditation run. You will have to accept quotations receive a reminder to pay via Quote number received /quotation, make payment, upload proof of payment, and complete the application process by uploading documents.

Registration opening: Friday, 05 December 2024 – Friday, 11 December 2024

Application (uploading of documents)

- Closes Friday, 27 December 2024 Midnight

No late applications and extensions will be allowed. It is vital to take note that all applications must be submitted via the HIVE system. Emailed applications will only be attended for individuals that experienced technical challenges on HIVE system and have proof of this challenge which includes their user ID. Please include a screenshot of your error message upon submitting your application on email: posasp@uj.ac.za.

Please note that sending applications after registration dates have closed cannot be deemed as a technical error.

We have compiled important information for each stage of the registration and application process. Please read through this information thoroughly even if you are a returning service provider as it will remind you on required standards.

Registration

- The POSA application portal is available at www.uj.ac.za. Select Student Accommodation and Residence Life and then select Off-Campus Accommodation or alternatively go to <http://apps.uj.ac.za/OffCampusAccommodation/>.
- Kindly refer to the attached step-by-step help guide if you are new or unfamiliar with the portal.



- Please note that we require you to make only one application and one payment per property. Please do not combine the property applications or payments.
- Upon registering, the system will generate a quotation according to the number of beds you have applied for which you must accept and use the quotation number as a reference.
- Returning service providers will have to use their accommodation codes
- Once you accept quote, please proceed to make a payment using the quotation number provided by the HIVE system. No other form of references will be attended to. All pop's must be uploaded under the pop tab.
- Banking details will be provided together with the quotation supplied on HIVE to the applicant.
- Ensure that you register with an email address that you have access to (We recommend that you use a centralised email address that allows all staff to have access to it should there be any changes in the business), POSA will not be held liable for information not reaching service providers because of an incorrect email address or changes in your organisation.
- Should you have any queries regarding the registration process, invoices and payments, the POSA office will be hosting an online POSA HIVE support session on **6th December 2024** at 10am, the dial in details is provided below:

Meeting ID: 312 438 420 10

- **Passcode: Z5TX63S6**
- [Join the meeting now](#)
- To avoid any delays and confusion during registration and application period, we would like to encourage all prospective applicants to attend this information/support session as per the details above.

Application

The system will open for registration and proof of payment submission simultaneously on 5 – 11 December 2024. **It is important to note that only properties that register AND make a payment on the quoted fee will be allowed to process with their application.** Once both the registration and application processes end, our system can only pick up properties that have gone through both processes. We urge you to take note of the closing dates and complete all the processes on time.

1. Company registration document

- The name of the owner on the document should match the company name used on the application portal.
- Ensure that a complete document is uploaded, and that no pages are left out.
- If the application is being made by an individual and not company, please attach a clear certified copy of the applicant's ID



2. Proof of ownership

- The name of the owner on the proof of ownership should match the company name used on the application portal.
- Ensure that the complete document is uploaded, and that no pages are left out.
- If the property does not belong to the applicant, please attach a valid lease agreement or written permission by the owner to operate the property as a POSA together with the title deed.
- If the property is not being leased and the owner has passed on, please attach a letter of authority/ letter of executorship from the master of the high court.

3. Tax pin

- SARS has discontinued Tax Clearance Certificates and the POSA office is no longer able to verify your status using the old certificates regardless of whether it has expired or not. Please only upload the tax pin document obtainable from SARS. No handwritten tax pins will be accepted.

4. Utility bill

- Ensure that the City of Johannesburg utility bill uploaded has the same physical address as the property which is being applied for.
 - Service providers must ensure that utility bills (water and electricity) are reflective of the address of the accommodation applied for.

5. Public liability Cover

- The risk address on the document should be the same as the address of the property which is being applied for.
- The name of the policy holder should clearly appear on the document.
- The duration of the policy needs to be stipulated and not expired for the period accreditation is applied for.
- The cover should be R5 million or more.
- Ensure that the complete document is uploaded, and that no pages are left out.

6. Certificate of Occupancy

- All properties applying for POSA accreditation should have a valid Certificate of Occupancy.
- Only a Certificate of Occupancy from the City of Johannesburg will be accepted. No other substitute document or letter will be accepted.

7. Land Use Consent

- Only communes in Soweto are exempted from submitting Land Use Consents. Communes in urban areas such as APB, APK, DFC and Soweto surroundings (Mondeor, Naturena, South Gate, Ormonde, Kiblerpark, Meredale etc) must upload their Land Use Consents if the properties are communes.
- Only a Land Use Consent from the City of Johannesburg will be accepted. No other substitute document or letter will be accepted.
- Please note that this document has been made optional on the system so that applicants who are not required to upload it can leave it out. If you know that you are required to upload the document, please do so to avoid having your application declined.
- Please do not apply for more beds than your consent use or zoning rights permit.

8. Zoning Permit



- All high-rise properties as well as properties which have been rezoned are required to submit a zoning permit obtainable from the City of Johannesburg.
- Please note that this document has been made optional on the system so that applicants who are not required to upload it can leave it out. If you know that you are required to upload the document, please do so to avoid having your application declined.
- No zoning pads will be accepted (application for zoning).

9. Building plans

- Building plans should be approved by the City of Johannesburg.
- Please ensure that the plans are scanned properly and that the approval stamp is clearly visible.

NB! Ensure that you upload the correct document on the correct tab e.g. the title deed should be uploaded on its own tab and not on a different document's tab.

The application portal has six tabs. Please make sure that you complete all six tabs. If you miss out even one, your application will be incomplete and will therefore not be processed further.

Documents which are ineligible will be declined. Please make sure that you upload clear documents.

The authenticity of all documents for new and returning properties will be verified. Please do not submit fraudulent documents as your application will be declined right away. In addition, service providers who submit fraudulent documents may be blacklisted.

Inspections

Below is an inspection guide for all inspections that will be conducted for the 2025 academic year. Service providers will be inspected on OHS, POSA and security requirements.

- **An evaluation panel makes an initial determination of which new applications for accreditation proceed to inspection by the Inspection Panel. This will be conducted from February 2025.**
- **For currently accredited properties, monitoring will be conducted to continue to determine the compliance status of an accredited property. We advise providers to only capture the number of compliant beds at their premises for the total capacity calculation.**

Please note that for the inspections, service providers are expected to have the following:

Rooms:

As per UJ policy on POSA and with emphasis on the following:

- Bookshelves for each student
- Lockable wardrobe for each student (no sharing of wardrobe allowed)
- paper bin for each student
- heater for each student
- Table & chair for each student



- Study lamp for each student in a sharing room
- Maximum of two sharing rooms must be 14 Sq. meters and single rooms must be 7 Sq. meter

Facilities:

As per UJ policy on POSA and with emphasis on the following:

- No cooking is permitted in student rooms
- Ratio of students to fridges, microwaves, stoves, showers, sinks, lockable cupboards, countertop space, must be adhered to as per minimum norms and standards
- Lockable cupboards for grocery must be provided as per policy
- Rental is inclusive of water and electricity. No student must be charged for electricity separately
- All service providers whose properties are located more than 2km from campus must provide reliable transport at regular intervals between 6am and 10pm.

Occupational Health and Safety:

As per checklist and with emphasis on the following:

- Smoke detectors must be installed in kitchens and passages
- Fire blankets should be installed in kitchens
- Evacuation and emergency numbers to be displayed inside student rooms, this should also include evacuation procedures.
- Property with more than 10 beds must install evacuation alarm/fire alarm
- Properties with 10 or less students should have a fire horn
- It is compulsory for properties to have emergency exit points, the emergency exit route should be cleared from any obstruction
- A turn knob for emergency exits.
- Evacuation signs must be photo luminescent.
- Pest control should be done on the required intervals.

Security:

As per checklist and with emphasis on the following:

- All security personnel and company must be registered with PSIRA
- Armed response with panic buttons is mandatory
- Where applicable, wall must be 1.8m high with electric fence/spikes/razor fence



- All main entrances must have burglar doors and burglar bars on windows on the ground and first floor
- For communes, intercoms are not mandatory

Please note the following additional information regarding inspections:

- It is mandatory to have all room keys available during the inspection.
- Notice of inspection will be sent 24 hours prior to the site visit for new applicants using details provided on HIVE portal and impromptu inspections for currently accredited properties.
- The inspection team will strictly follow the inspection schedule, no special requests that would cause the team to deviate from the planned schedule will be accepted.
- Inspections usually take place between 09:00 and 15:00 on weekdays and the exact time the inspectors will be at specific properties is impossible to determine therefore, please ensure that there is someone available at the property to give the team access to the property.

For more information regarding inspections, please contact posasp@uj.ac.za or 0115593800.

Appeals

- If an Evaluation Panel has declined and/or blacklisted an application in terms of the stipulated policy provisions, the applicant may appeal the decision.
- The appeal must be lodged by the applicant in **writing within five working days** after having been informed of the decision. The appeal must set out fully the grounds of appeal and must be substantiated.

Important information for payments:

Service providers can use the below banking details to make a payment, it is critical to use your quotation number as reference:

Bank:	NEDBANK	Branch code:	198765
Branch:	Corporate Client Services	Account number:	1454094206
Account Name:	University of Johannesburg	Reference number:	<i>New applicants: As per your quotation</i>
Swift Code:	NEDSZAJJ		<i>Returning 2024 applicants: Use your accommodation code</i>

Proof of payment should be uploaded to HIVE, any challenges experienced should be emailed to posasp@uj.ac.za

DISCLAIMER NOTICE: No service provider must accommodate students without UJ accreditation. UJ shall not be held liable for any provider who acts against this as per the policy.



Please avoid copying staff or any other email addresses as these floods the mails and delays processes.

Accreditation Prices Per Bed Numbers

2.3.1	(1-10 tenants)	R 3 327.50
2.3.2	(11-20 tenants)	R 6 655.00
2.3.3	(21-30 tenants)	R 9 982.50
2.3.4	(31-40 tenants)	R 13 310.00
2.3.5	(41-50 tenants)	R 16 637.50
2.3.6	(51-60 tenants)	R 17 469.38
2.3.7	(61-70 tenants)	R 18 430.20
2.3.8	(71-80 tenants)	R 19 536.01
2.3.9	(81-90 tenants)	R 20 805.84
2.3.10	(91-100 tenants)	R 22 262.26
2.3.11	(101-500 tenants)	R 22 470.32
23.12	(501-+1000 tenants)	R 26 964.38

Regards,
POSA Team