

REQUIREMENTS FOR A CERTIFICATE OF COMPLIANCE

- 1 Proof of **UIF** payments for the previous three months.
- 2 Proof of **SDL** payments for the previous three months.
- 3 Proof of **PAYE** payments for the previous three months.
- 4 Proof of **VAT** payments for the previous three months.
- 5 Proof of **WORKMENS COMPENSATION** payments. **A CERTIFICATE OF GOOD STANDING** will suffice.
- 6 Proof of payments to the **PROVIDENT FUND** for the previous three months, together with schedules
- 7 Proof of provident fund schedule sent to NBC
- 8 Proof of payments to the **BCCCI LEVIES** for the previous three months, together with remittance advices
- 9 Proof of payments in respect of **FAMILY CRISIS PLAN**, together with schedules
- 10 Proof of Family Medical Crisis Plan schedules sent to the Administrators
- 11 Annual bonus payment schedule. Coupled to this, dates of employment of all staff and a copy of your November payroll.
- 12 Wage records (confirmation of Overtime pay, Sunday pay, Public Holiday pay etc)
- 13 Payslips
- 14 Confirmation of bonuses paid (for last year)
- 15 Annual leave register.

PLEASE NOTE: PROOF OF PAYMENT ARE PAYMENTS REFLECTED ON BANK STATEMENTS

ISSUED IN TERMS OF CLAUSE 32 OF THE COUNCIL'S MAIN AGREEMENT