

Employers Declaration of Employees for the month of

Information to be supplied in terms of Section 56(1&3) read with Regulation 13(1&2)

1. EMPLOYER DETAILS

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①1.3 Trading name of business

1.5 Address where employees listed in Item 2 work (if different to the address in 1.4)

2. EMPLOYEE DETAILS

I, _____ (Name of Employer), ID No _____, declare that the above information is true and correct. I understand that it is an offence to make a false statement.

EMPLOYER SIGNATURE

DATE _____

DESCRIPTIONS

xx If the employer is not resident in the RSA, or is a body corporate not registered in the RSA, an authorised person must carry out the duties of the employer in terms of this Act.

D^a Remuneration means actual basic salary plus payment in kind (Declare actual gross salary)
If paid Weekly, convert wages to monthly salary (weekly wages X 52/12)

E* Total Hours Worked *ie.* Actual hours worked during the month (only applicable for employees that are paid per hour)
Employers may also submit these details electronically from payrolls or on the L1F's website at www.labour.gov.za
Tel. no (012) 337 1680/1700

① Only Applicable for Commercial Employers

REASON FOR TERMINATION CODES

2	Deceased	6	Resigned	10	Illness /Medically boarded	14	Business Closed
3	Retired	7	Constructive Dismissal	11	Retrenched/Staff Reduction	15	Death of Domestic Employer
4	Dismissed	8	Insolvency/Liquidation	12	Transfer to another Branch	16	Voluntary Severance Package
5	Contract Expired	9	Maternity/Adoption	13	Absconded		

Code (J) Reason for Non-Contribution ***

1 Temporary employees (less than 24 hours per month)

2. Learners in terms of the Skills Development Act

3 Employees in the National and Provincial spheres of Government

4 Employees who are repatriated at the end of their contract of service

Employees who earn commission only
No income paid for the payroll period

Employees in receipt of an Old Age Pension from the State.(period. 1/4/03-06/2/07)

9 Above the ceiling (Old Act)