

UNEMPLOYMENT INSURANCE FUND WERKLOOSHEID VERSKERINGSFONDS

Web Address / Adres www.labour.gov.za
Enquiries / Navrae (012) 337-1680 / 1700
Fax / Faks (012) 337-1636 / 1929 / 1941 / 1942
Electronic Payments / Elektroniese Betalings Fax / Faks: (012) 337-1804 / 1932
Employee Registration/Werknemer Registrasie Fax / Faks: (012) 337-1943 / 1944 / 1580 / 1581 / 1582



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

Street Address	Straatadres
94 Church Street	Kerksstraat 94
Pretoria	Pretoria
Postal Address	Posadres
UIF	WVF
Pretoria	Pretoria
0052	0052

STAFFATAClick PTY LTD
P O BOX 454
BEDFORDVIEW
2008

Reference / Verwysing
Date

1915019/0
13/01/2009

Dear Client

UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002 APPLICATION FOR REGISTRATION

1. This is to confirm that you have now been registered with the Fund as an employer. Your reference number that should be used in all correspondence with this office is as indicated above.
2. Contributions are payable monthly and payments must reach this office within 7 days after the end of the month for which contributions are due. For example: Payment of contributions due for January, must reach this office on or before 7 February, etc. **Important:** To avoid unnecessary penalties and interest, please ensure that your payments reach the Fund within the prescribed period, irrespective of whether you received a return form. Please contact the Fund should you not receive return forms on a regular basis.
3. However, section 9(5)(a) of the Act also provides for payment of the full amount of the total contributions in respect of a financial year in a single payment within 7 days after the beginning of that financial year, subject to the following conditions:
 - 3.1 The total contributions due must be made within the boundaries of a financial year or liability period. "Financial year" or "liability period" means the period commencing on the first day of March in any year, or from the first day of liability providing such a date falls within a current financial year, and ending on the last day of February in the following year, or the last day of liability providing such a date falls within a current financial year.
 - 3.2 The employer may not deduct the employee's share of the total contributions due "up-front". Deductions must still coincide with intervals of payment of remuneration.
 - 3.3 If it subsequently becomes known to the employer that any payment made was not due or payable, or was in excess of the amount due or payable, the employer must refund to the employee such amount or excess amount as has been deducted and overpaid by the employer, despite the amount not having been refunded to the employer by the Unemployment Insurance Commissioner. Such refunds must then be claimed from the Unemployment Insurance Commissioner on an annual basis and after the end of the relevant financial year.
4. Permission to pay other than monthly or annually up-front cannot be granted.
5. Where the 7th day is not a "business day", payments must be made on or before the last "business day" prior to the 7th day. "Business day" means any day which is not a Saturday, Sunday or public holiday.
6. A penalty of 10% as well as interest at the prescribed rate are payable on all overdue or underpaid contributions.
7. **Payment of contributions can be done as follows:**
 - 7.1 Cheques, Money or Postal Orders payable to the Unemployment Insurance Fund
 - 7.2 Direct Deposit/Electronic Transfer via any of the following Banks:

	ABSA	FNB	NEDBANK	STANDARD
Account Number:	4055481885	51420056941 (Business) 62052400547 (Domestic)	1454041560	010032185
Branch Code:	323145	253145	145405	0045
CDI Number:	--	--	--	0068730083641

8. IMPORTANT: REGISTRATION OF EMPLOYEES

- 8.1 In terms of the new Unemployment Insurance Act that came into effect on 1 April 2002 (Act No. 63 of 2001), benefits can only be paid to unemployed workers whose details appear on the database of the Fund. This means that if employers fail to declare the details of employees from whom contributions are being collected, they will not only be in contravention of the new law, but will also be causing hardship to the workers when they lose their jobs, as the processing of claims will be delayed.
 - 8.2 Application forms UI-19 and UI-19D can be obtained from the Fund or from any centre of the Department of Labour or via the website (www.labour.gov.za) under "UIF". Details of employees can also be declared on line.
9. Please notify this office in writing of any changes in your registered particulars, or if you cease to be an employer.

Yours Faithfully

UNEMPLOYMENT INSURANCE COMMISSIONER

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