



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

Enquiries: Knowledge M Mbeje
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Ref no.: PD 4/1/3
Date: 29 April 2024

Employer details

Amber field Valley

Physical Address Buffalo Thorn Ave

Amberfield Valley, Centurion

Contact person: Candida Chisholm

Tel no: 061 870 6184

NOTICE OF PRO-ACTIVE INSPECTION (ADMINISTRATIVE) – INSPECTION & ENFORCEMENT SERVICES INSPECTOR BASIC CONDITIONS OF EMPLOYMENT ACT

This is to notify you that an official of this Department is intending to conduct an **administrative inspection on**

02 May 2024 **DATE**. The submission of documents may be done by virtue of hand delivered/electronically.

1. Copy of Sectoral Determination 7: Domestic Sector
2. Attendance Register. (last 2 months)
3. Signed employment contracts / letter of appointments of an employee.
4. Information about remuneration (pay slips/envelopes), overtime, leave pay (last month, March 2024)
5. Unemployment Insurance, registration number, as well as proof of last payments.
6. Compensation of Occupational Injuries and Diseases Act (COIDA) registration number as well as proof of last payments.
7. Copy of Identity Document (Employer)
8. A list containing the names and ID numbers of all employees

Please provide the Labour Inspector with copies of the above documentation and complete the form with regards the employer's details.

NB. Please note that all information received will be utilized for the intended purpose and protected in terms of the POPI Act.

If you are making use of the services of an accountant / bookkeeper, it is your responsibility to obtain all relevant documentation prior to the inspection from them.

Yours faithfully

Signature:  _____

Team Leader : INSPECTOR: ES

INSPECTION AND ENFORCEMENT SERVICES: GAUTENG : ATTERIDGEVILLE