

1. Registered name : e.g Pty Ltd ,Cc	
2. Trade name of enterprise: Shop or Business Name displayed outside:	
3. Employer	
4. Company/NPO Registration No: (if applicable)	
5. SARS Registration No (PAYE):	
6. UIF Registration No:	
7. COIDA -Compensation Fund Ref No: e.g 99000	
8. Employment Equity Reference no:	
9. Registered Trade Union if available	
10. Shop Steward(union) Name	
11. Cell No.	
12. Contact Person: Identity Number :	
13. A) Last inspection Date B) Name of inspector visited	
14. *Chief Executive Officer/owner /Director *Identity Number	
15. E-mail address:	
16. Address of the workplace : Workplace inspected Physical Address	
17. Telephone number: Cell Number :	
18. All workers are paid a minimum R27.58 per hour	
19. Are all employees registered on the UIF ? (Casual and Permanent)	
20. Do employees entitle to <ul style="list-style-type: none"> • Parental leave (10 days) • Adoption leave (10 weeks) • Commissioning parental leave (10 weeks) If not , you are non compliance with the law .	
20 Do you have a foreign nationals	
Employees? how many of them	
Female:	
Male:	
21 Activities, products manufactured and/ services rendered:	
22. Total number of employees South African	
Male:	
Female:	
People With Disabilities	

N.B : Only a minimum of 5 employees where Labour inspector visited

Name of employee	Identity Number	Cell Numbers	Start date