

## Employer's Declaration of Employees for the month of

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

An employer must by the seventh day of each month inform the Commissioner with all the information during the previous month regarding the employer's contact details or employees remuneration details including new appointments and termination of service. The employer must forward this form to the **Unemployment Insurance Fund** at (012) 337-1943/44 or 337-1580/81/82 or submit **same at any branch of the UIF which is closest to the employer. The completed form can also be faxed to any of the following numbers: Pta (012) 309 5142/5286; Jhb (011) 497 3293; Dbn (031) 366 2156; Polokwane (015) 290 1670; Mmabatho (018) 384 2658; East Ldn (043) 701 3263; Bftm (051) 447 9353; CT (021) 441 8024; Wtb (013) 656 0233; PE (041) 506 5142; Gmn (011) 873 2219; George (044) 873 2568; Pmb (033) 394 5069. Or mail to: uif.declarations@labour.gov.za**

## 1. EMPLOYER DETAILS

[illegible]

## 2. EMPLOYEE DETAILS

[illegible]

Y	(Name of Employer)	ID No	Y

**EMPLOYER SIGNATURE**

EMPLOYER'S SIGNATURE		DESCRIPTIONS	Code	(J) Reason for Non-Contribution ***	Employer Stamp (if available)
**		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	1	Temporary employees (less than 24 hours per month)	
			2	Employees who earn commission only	
D*		Remuneration means actual basic salary plus payment in kind (Declare actual gross salary)	3	No income paid for the payroll period	
		If paid Weekly, convert wages to monthly salary (weekly wages X 52/12)			
E*		Total Hours Worked i.e. Actual hours worked during the month			
		Employers may also submit these details electronically from payrolls or on the UIF's website at <a href="http://www.labour.gov.za">www.labour.gov.za</a>			
*		Only Applicable for Commercial employers, Domestic employers – provide Surname and initials			
****		Constructive dismissal can only be determined by the CCMA : Bargaining-Council or Labour Court			

		REASON FOR TERMINATION CODES											
2	Deceased	6	Resigned	10	Illness /Medically boarded	14	Business Closed	18	Commissioning Parental				
3	Retired	7	Constructive Dismissal****	11	Retrenched/Staff Reduction	15	Death of Domestic Employer	19	Parental Leave				
4	Dismissed	8	Insolvency/Liquidation	12	Transfer to another Branch	16	Voluntary Severance Package						
5	Contract Expired	9	Maternity/Adoption	13	Absconded	17	Reduced Work Time						