



# employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



P O BOX 955, Pretoria, 0001, CF Call Centre 0860 105 35  
167 Delta Heights, Thabo Sehume Street, Pretoria Central, Website: <http://www.labour.gov.za>

Please use [www.labour.gov.za](http://www.labour.gov.za) (Online Services) or [cfoffline.labour.gov.za](http://cfoffline.labour.gov.za) for employer registration, submission of ROE and generating a Letter of Good Standing.

CHECKLIST				
For use by clients				
Assessment Audit year: 20__	PERIOD	PERIOD	YES	NO
UIF REGISTRATION NO. (Full declaration)				
SARS EMP 501	20__ / __ / __	20__ / __ / __		
ANNUAL FINANCIAL STATEMENT (AUDITED/ INDEPENDENTLY REVIEWED/ COMPILED)	20__ / __ / __	20__ / __ / __		
DETAILED PAYROLL REPORT	20__ / __ / __	20__ / __ / __		
A MANUAL RETURN OF EARNING (ROE)	20__ / __ / __	20__ / __ / __		
AFFIDAVIT (a reason for variance)				
<i>NB. If an employer is using the service of the consultant</i>				
POWER OF ATTORNEY				

Name & Surname

Signature

Date:

Capacity

Employer's name

CF Contract Account No. (CA no: 99\_\_)

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CIPC Registration No.

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