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REPUBLIC OF SOUTH AFRICA
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No. 37510

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CONTENTS • INHOUD

No.

Page
No. Gazette
No.**GOVERNMENT NOTICES****Labour, Department of***Government Notices*

267	Compensation for Occupational Injuries and Diseases Act, 1993: Classification of industries.....	3	37510
268	Compensation for Occupational Injuries and Diseases Act (130/1993) as amended: Return of Earnings rules, forms and particulars	5	37510

GOVERNMENT NOTICES

DEPARTMENT OF LABOUR

No. 267

4 April 2014

COMPENSATION FUND

COMPENSATION HOUSE
cnr HAMILTON STREET
& SOUTPANSBERG ROAD
PRETORIA

P O Box 955
PRETORIA
0001

Tel: 0860 105 350
FAX: 012 3238627 / 3267889
e-mail: info@labour.gov.za
Website: <http://www.labour.gov.za>

CLASIFICACION OF INDUSTRIES**COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993****W.As. 150 T (E)**

STANDARD RATES 2009/2014 PER R100 EARNINGS							STANDARD RATES 2009/2014 PER R100 EARNINGS						
SUBCLASS	2009	2010	2011	2012	2013	2014	SUBCLASS	2009	2010	2011	2012	2013	2014
0111	2,04	2,04	2,04	2,04	2,04	2,04	1211	2,00	2,00	2,00	2,00	2,00	2,00
0114	1,86	1,86	1,86	1,86	1,86	1,86	1220	1,62	1,62	1,62	1,62	1,62	1,62
0116	3,30	3,30	3,30	3,30	3,30	3,30	1230	2,29	2,29	2,63	2,63	2,63	2,63
0118	1,58	1,58	1,58	1,58	1,58	1,58	1300	2,61	2,61	2,61	2,61	2,61	2,61
0300	3,78	3,78	3,48	3,48	3,48	3,48	1301	2,01	2,01	2,01	2,01	2,01	2,01
0400	6,09	6,09	6,09	5,79	5,79	5,79	1331	0,80	0,80	0,80	0,80	0,80	0,80
0411	2,47	2,47	2,47	2,47	2,47	2,47	1340	1,38	1,38	1,38	1,38	1,38	1,38
0420	1,45	1,45	1,45	1,45	1,45	1,45	1350	0,68	0,68	0,68	0,76	0,76	0,76
0440	4,23	4,23	4,23	4,23	4,23	4,23	1360	0,33	0,33	0,33	0,33	0,33	0,33
0500	2,24	2,24	2,24	2,24	2,24	2,24	1361	0,75	0,75	0,75	0,69	0,69	0,69
0501	1,59	1,59	1,59	1,59	1,59	1,59	1363	1,02	1,02	1,02	1,02	1,02	1,02
0502	8,26	8,26	8,26	8,26	8,26	8,26	1400	0,26	0,26	0,26	0,23	0,23	0,23
0505	5,41	5,41	5,41	5,41	5,41	5,41	1401	1,21	1,21	1,21	1,21	1,21	1,21
0512	2,42	2,42	2,18	2,18	2,18	2,18	1420	3,05	3,05	3,05	3,51	3,51	3,51
0521	0,81	0,81	0,81	0,81	0,81	0,81	1511	0,71	0,71	0,71	0,71	0,71	0,71
0530	4,63	4,63	4,63	4,17	4,17	4,17	1520	0,31	0,31	0,31	0,31	0,31	0,31
0531	1,75	1,75	1,75	1,75	1,75	1,75	1532	0,37	0,37	0,37	0,37	0,37	0,37
0600	2,09	2,09	2,09	2,34	2,34	2,34	1540	0,48	0,48	0,48	0,48	0,48	0,48
0601	1,02	1,02	1,02	0,92	0,92	0,92	1542	1,22	1,22	1,22	1,22	1,22	1,22
0610	1,17	1,17	1,17	1,17	1,17	1,17	1550	0,46	0,46	0,46	0,44	0,44	0,44
0612	0,99	0,99	0,99	0,99	0,99	0,99	1600	0,12	0,12	0,12	0,11	0,11	0,11
0613	0,92	0,92	0,92	0,92	0,92	0,92	1701	0,55	0,55	0,55	0,51	0,51	0,51
0621	1,45	1,45	1,45	1,45	1,45	1,45	1710	2,16	2,16	1,94	1,94	1,94	1,94
0622	1,29	1,29	1,29	1,29	1,29	1,29	1711	4,31	4,31	4,31	4,31	4,31	4,31
0630	0,86	0,86	0,86	0,86	0,86	0,86	1715	1,16	1,16	1,16	1,16	1,16	1,16
0640	0,95	0,95	0,95	0,95	0,95	0,95	1720	0,48	0,48	0,48	0,48	0,48	0,48
0641	0,83	0,83	0,73	0,73	0,73	0,73	1722	3,62	3,62	3,62	3,62	3,62	3,62
0642	1,27	1,27	1,27	1,27	1,27	1,27	1723	1,16	1,16	1,16	1,16	1,16	1,16
0650	0,74	0,74	0,74	0,74	0,74	0,74	1730	0,24	0,24	0,24	0,24	0,24	0,24
0700	1,19	1,19	1,19	1,33	1,33	1,33	1745	0,60	0,60	0,60	0,60	0,60	0,60
0701	2,22	2,22	2,22	2,22	2,22	2,22	1750	0,81	0,81	0,81	0,81	0,81	0,81
0712	0,77	0,77	0,77	0,77	0,77	0,77	1800	0,93	0,93	0,93	0,93	0,93	0,93
0720	0,39	0,39	0,39	0,45	0,45	0,45	1820	0,70	0,70	0,70	0,70	0,70	0,70
0801	3,26	3,26	3,26	3,26	3,26	3,26	1900	0,56	0,56	0,56	0,56	0,56	0,56
0810	2,04	2,04	2,04	2,04	2,04	2,04	1910	0,81	0,81	0,81	0,81	0,81	0,81
0811	0,91	0,91	0,91	0,91	0,91	0,91	1920	0,06	0,06	0,06	0,06	0,06	0,06
0900	0,67	0,67	0,70	0,77	0,77	0,77	1940	1,35	1,35	1,35	1,35	1,35	1,35
0910	1,59	1,59	1,59	1,59	1,59	1,59	1960	0,41	0,41	0,41	0,41	0,41	0,41
1000	1,08	1,08	0,97	0,97	0,97	0,97	1970	4,28	4,28	4,28	4,28	4,28	4,28
1005	0,70	0,70	0,70	0,70	0,70	0,70	1975	0,72	0,72	0,72	0,72	0,72	0,72
1020	0,86	0,86	0,86	0,86	0,86	0,86	2000	0,43	0,43	0,40	0,40	0,40	0,40
1025	0,88	0,88	0,88	0,88	0,88	0,88	2010	0,49	0,49	0,47	0,47	0,47	0,47
1030	0,43	0,43	0,43	0,43	0,43	0,43	2011	5,15	5,15	5,77	5,77	5,77	5,77
1041	0,57	0,57	0,57	0,51	0,51	0,51	2020	1,74	1,74	2,00	2,00	2,00	2,00
1050	0,55	0,55	0,55	0,55	0,55	0,55	2100	0,14	0,14	0,14	0,14	0,14	0,14
1052	1,31	1,31	1,31	1,31	1,31	1,31	2110	0,57	0,57	0,57	0,57	0,57	0,57
1100	1,07	1,07	0,96	0,96	0,96	0,96	2200	0,33	0,33	0,29	0,29	0,29	0,29
1105	0,54	0,54	0,59	0,59	0,59	0,59	2210	0,13	0,13	0,13	0,13	0,13	0,13
1200	0,84	0,84	0,84	0,84	0,84	0,84	2300	0,19	0,19	0,19	0,19	0,19	0,19
1201	1,79	1,79	1,79	1,79	1,79	1,79	2320	1,19	1,19	1,19	1,37	1,37	1,37
1210	1,05	1,05	0,97	0,97	0,97	0,97	2410	0,40	0,40	0,40	0,40	0,40	0,40

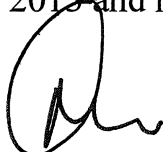
TARIFFS:

W.AS. 178T

27/02/2014

Rules, Forms and Particulars which shall be furnished in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993, as Amended).

I, Shadrack Shivumbahomu Mkhonto, Compensation Commissioner, hereby repeal under Section 6 A (b) of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993, as Amended) item 3 of my prescription as published under notice no. 197 in the following Government Gazette no 36254 of 15 March 2013 and replace it with the following:-



Return of Earnings [Section 82 (1)]

3. "The Return of Earnings shall be on Form W.As. 8 [AnnexureA] with the particulars required therein, as the case maybe", and this form will not be posted to registered employers and is obtainable from <http://www.labour.gov.za>

All employers are encouraged to file on line as per link <http://www.labour.gov.za>



S. S. MKHONTO.
COMPENSATION COMMISSIONER



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

COIDA, 1993 (ACT 130 OF 1993) Section 82(1)

The Hon., Prof., Dr., Rev., Messrs., Mr., Ms.,

RETURN OF EARNINGS

W.As. 8

	2013
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To be completed and submitted by all employers to:
Assessments Division

✉ 955, Pretoria, 0001

Compensation House

Cnr Hamilton Street & Soutpansberg Road, Arcadia

☎ Call centre 0860105350

Only original document will be accepted.

Information relating to earnings (staff costs)
should be kept for at least 4 years.

REFERENCE/CA NUMBER	
BP NO.	
Year of assessment	01 March 2013 to 28 February 2014
Date of issue	
This return must be submitted on or before 31 March 2014	

THIS FORM CAN ALSO BE SUBMITTED ONLINE: www.labour.gov.za

REFER TO THE ENCLOSED GUIDELINES BEFORE COMPLETING THE RETURN. DO NOT SUBMIT THIS FORM IF REGISTERED ONLINE

PART 1: EMPLOYER PARTICULARS

Complete the white blocks only where particulars have changed.
Use block letters where applicable, and mark with an X

1.1 Co/CC Registration name (per CIPC).		
Sole Proprietor: Name of owner.		
1.2 Trading name (if applicable)		
1.3 Co or CC number.		
1.4 Employer's ID number.		
1.5 Unemployment Insurance no.		
1.6 Postal address.	Postal code:	
1.7 Physical address.		
	Region	
	Code	Number
1.8 Telephone number.		
	Code	Number
1.9 Fax number.		
1.10 Cell phone number.		
1.11 E- Mail address.		
1.12 Particulars of operation.		
a) Describe the nature of business/ farming activities/ goods sold or manufactured or services rendered.		
b) Describe the materials used in the manufacturing of goods.		
c) Describe the nature and extent of construction/erection undertaken.		
d) In case of farming, indicate the nature thereof.		
e) Do you use tractors and/or power-driven saws.		
	Livestock	Tillage
	Mixed farming:	% Livestock
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.13 Status of business.		
a) Ongoing (under same ownership and control as previous year.)		
b) Ceased.		
c) Sold with:		
Assets only.		
Assets & liabilities.		
Name & Address of New owner / CC or Co.		
d) Liquidated/Sequestered By Court Order Quote Estate no.		
e) Owner deceased.		
	Yes:	No:
	Date:	Date:
	Yes:	No:
	Yes:	No:
	Date:	Date:
	NO	
	Date:	Date:

PART 2:

Reference number:

Declaration 01 March 2013 - 28 February 2014

I, the undersigned confirm that the number of employees and their earnings (staff costs/salaries & wages) for the 12 months ending 28/02/2014 are as follows:

Month	Actual Earnings:01/03/2013 - 28/02/2014				Provisional Earnings:01/03/2014- 28/02/2015			
	Number of employees and amount of earnings (staff costs/salaries & wages) per month paid to all employees (excluding directors of a Company or members of a close corporation) up to a maximum of R 312 480 per person for the above period.		Number of directors/members and amount of earnings (staff costs/salaries & wages) per month paid to directors of a Company or members of a Close Corporation up to a maximum of R 312 480 per person for the above period.		Number of employees and amount of earnings (staff costs/salaries & wages) per month expected to be paid to all employees (excluding directors of a Company or members of a close corporation) up to a maximum of R 332 479 per person for the above period.		Number of directors/members and amount of earnings (staff costs/salaries & wages) per month expected to be paid to directors of a Company or members of a Close Corporation up to a maximum of R 332 479 per person for the above period.	
	Number	Earnings - (Rands only)	Number	Earnings - (Rands only)	Number	Earnings - (Rands only)	Number	Earnings - (Rands only)
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Jan								
Feb								
Total								

	FINAL EARNINGS PAID	ESTIMATED EARNINGS	
Total earnings of both employees and Directors/Members:			
Total cash value of free food and/ or quarters. (if applicable) in Rands.			
GRAND TOTAL OF EARNINGS			
State in words the grand total of earnings:		State in words the grand total of earnings:	
Give reason where earnings differ by 30% from the previous year:			
Declaration by employer:		Declaration by Agent/Payroll Administrator:	
Name:		Name:	
Designation:		Designation:	
SIGNATURE:		SIGNATURE:	
Date:		Date:	
Telephone No:		Telephone No:	
e-mail Address:		e-mail Address:	
Company Banking Information:		Office use only - Codified.	
Bank Name:			
Account No:			
Branch Code:			
Branch Name:			
Type of Acc:			

**NB: IT IS THE RESPONSIBILITY OF THE EMPLOYER TO ENSURE THAT THE INFORMATION DECLARED IS ACCURATE AND CORRECT, THEREFORE NO REVISIONS WILL BE ENTERTAINED
IT IS COMPULSORY FOR BOTH EMPLOYER AND AGENT / PAYROLL ADMINISTRATOR TO SIGN THE DECLARATIONS ABOVE.
IT IS A SERIOUS OFFENCE TO MAKE A FALSE DECLARATION OR FAIL TO RENDER A RETURN WITHIN THE PRESCRIBED PERIOD.
PLEASE FURNISH THIS OFFICE WITH A SWORN AFFIDAVIT IF THE NATURE OF BUSINESS CHANGED**

In the event that more than one return is furnished for the same assessment period this office will accept the first return as final
Criminal proceedings will be instituted for misrepresentation of facts

IMPORTANT INFORMATION AND GUIDELINES

1. IF THE RETURN IS NOT SUBMITTED TO THIS OFFICE ON OR BEFORE 31 MARCH 2014, A PENALTY NOT EXCEEDING 10% (TEN PERCENT) OF THE FINAL ASSESSMENT, MAY BE IMPOSED, IN TERMS OF SECTION 83(6)(b). THE ACT EMPOWERS THE DIRECTOR GENERAL IN TERMS OF SEC 83(6)(a) TO ESTIMATE THE EARNINGS.
2. KINDLY TAKE NOTE THAT THE RETURN OF EARNINGS, W.As.8, IS MAILED TO ALL REGISTERED EMPLOYERS IN THE BEGINNING OF THE YEAR. THE ONUS IS UPON THE EMPLOYER TO NOTIFY MY OFFICE BY THE 1ST OF MARCH IF THE RETURN OF EARNINGS FORM HAS NOT BEEN RECEIVED. FORMS ARE AVAILABLE ON THE WEBSITE.

WHO IS AN EMPLOYEE AS REFERRED TO IN PART 2

"Employee" means a person who has entered into, or works under a contract of service or apprenticeship or learnership with an employer, whether the contract is expressed or implied, oral or in writing, and whether remuneration is calculated by time or work done, or is in cash or in kind and includes -

- Casual / temporary employee employed for the purpose of the employer's business/farming activities.
- Working director of a Company or member of a Close Corporation/Body Corporate, who has entered into a contract of service, or of apprenticeship or learnership, in so far that the employee acts within the scope of his/her employment in terms of such contract. (Excluding shareholders or "silent partners" who are only paid dividends or sharing profits).

NB. A sole owner or partners in a business/farming operation are not regarded as "employees" as contemplated by the Act and their earnings should, therefore, not be included.

A person provided by a labour broker, against payment to a client for the rendering of a service or the performance of work and for which service or work such person is paid by the labour broker, is an employee of the labour broker. The earnings of such persons should not be included in the client's Return of Earnings document.

WHAT ARE EARNINGS (STAFF COSTS/SALARIES & WAGES) AS REFERRED TO IN PART 2

Earnings are **all** payments made regularly, before any deductions, whether in money or in kind, to employees.

The following list are not exhaustive, but are intended only to highlight certain remuneration items for which there may be some doubt as to their inclusion or exclusion.

Included in the gross earnings before any deductions are the following:

- Overtime of a regular nature, (not intermittent or irregular overtime).
- Bonuses of any kind, including incentive bonuses and annual bonuses.
- Commission, even though the amount may vary from month to month.
- The cash value of food and quarters supplied to employees as part of a remuneration package. Cash value of fringe benefits such as a company car, free accommodation or accommodation at a reduced rate, etc.
- Travel and other allowances paid regularly, as part of the package.
- Where the employee is remunerated in accordance with a package of benefits, all items forming part of the package, other than employer contributions such as medical aid contributions.
- Earnings/Drawings paid to working Directors of a Company or Members of a Close Corporation.
Attach a list with their names, ID numbers and addresses.

Excluded are the following:

- Payments of a reimbursive nature.
- Overtime worked occasionally.
- Payments for specific non-recurring tasks which do not form part of an employee's normal duties.
- *Ex gratia* payments.
- Intangible fringe benefits such as the taxable portion of medical aid/pension contributions by the employer, etc.
- Payments to cover special expenses such as subsistence and travelling costs, lunch and costs for business meetings.
- Travel and other allowances paid occasionally.
- Profit sharing of Directors and Members.

FINAL EARNINGS : When a business is sold/ceased, liquidated/sequestered or the employer deceased)

Indicate the date in the space provided on the front page (item 1.13) and declare the final earnings paid to that date.

MINIMUM ASSESSMENT SECTION 83(2)(b)

As a result of continuously rising costs, the 2013 – 2014 minimum assessment has been increased to R 900 per annum.

LETTER OF GOOD STANDING

This letter can be obtained once the employer has complied with the requirements of the COID Act, inter alia:

- Submitting the latest return of earnings.
- Assessment has been paid or instalments have been arranged and paid.
- Application should be made in good time, **5 working days before it is required**, preferably on a letterhead, in writing. If arrangements made for instalments attached copy of receipt.
- Please quote the registration number, as well as telephone and fax numbers with dialling code.
- E-mailed requests are acceptable. **Use only the e-mail address cf.logrequest@labour.gov.za**
- Any tampering with the contents of these letters is a serious offence.

WEBSITE ADDRESS

The Compensation for Occupational Injuries and Diseases Act, 1993 and Amendments are available on the website at <http://www.labour.gov.za>

RETURNS OF EARNINGS ONLINE SUBMISSION

The office has introduced the online submission of Return of earnings. The employers can submit their return online.

- Go to www.labour.gov.za under online services block/tab you click “

•  Compensation Fund Return of Earnings Submissions

” then

on the next screen click



I am a new user and I want to Register -->



“

” to register

- Then fill in the required fields and apply



- There is also a process flow attached

on the website with steps to guide you.

- If you encounter any problems please send an email to roe@labour.gov.za

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labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

COIDA, 1993 (ACT 130 OF 1993) Section 82(1)

Wet op Vergoeding vir Beroepsbeserings en- Siektes, 1993 (Wet 130 van 1993) Artikel 82(1)
Sy Edele., Prof., Dr., Eerw., Mnr., Mnr., Me.

Opgawe van Verdienste

W.As. 8

2013

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Moet deur alle werkgewers voltooi en ingedien word:

Pos aan: Aanslae Afdeling

☒ 955, Pretoria, 0001

Compensation House

H/v Hamiltonstraat & Soutpansbergweg, Arcadia

☎ Inbel Sentrum 0860105350

Slegs oorspronklike dokumente sal aanvaar word.

Inligting wat verwys na Verdienste (personeel

kostes) moet vir ten minste 4 jaar gehou word.

VERWYSINGS/CA NOMMER	
BP NO	
Aanslag jaar	01 Maart 2013 to 28 Februarie 2014
Datum uitgereik	
Hierdie opgawe moet ingedien word voor of op 31 March 2014	

HIERDIE VORM KAN OOK AANLYN INGEDIEN WORD: www.labour.gov.za

Raadpleeg asseblief die ingeslote riglyne met voltooiing van die vorm. **Indien u reeds aanlyn geregistreer is, moet hierdie vorm nie ingedien word nie.**

DEEL1: WERKGEWERSBESONDERHEDE

Vul die wit blokke in **slegs** waar besonderhede verander het.
Gebruik blokletters of maak 'n X waar van toepassing

DEEL1: WERKGEWERSBESONDERHEDE		Vul die wit blokke in slegs waar besonderhede verander het. Gebruik blokletters of maak 'n X waar van toepassing			
1.1 Mpy/BK Registreerde naam (by CIPC)					
/Alleeneienaar: Naam van Eienaar.					
1.2 Handelsnaam (indien van toepassing)					
1.3 Maatskappy of BK nommer.					
1.4 Werkgewer se ID-nommer.					
1.5 Werkloosheidversekerings nommer.					
1.6 Posadres.					
1.7 Liggingsadres.					
1.8 Telefoonnommer.					
1.9 Faksnommer.					
1.10 Selfoonnommer.					
1.11 E- pos adres.					
1.12 Besonderhede van werksaamhede.					
a) Beskryf die aard van die besigheids- boerderywerksaamhede, goedery wat verkoop of vervaardig word/of dienste gelewer.					
b) Beskryf die materiaal wat gebruik word in die vervaardiging van goedere.					
c) Beskryf die aard en omvang van konstruksie/oprigting wat onderneem word.					
d) Indien 'n boerdery, dui die aard van die boerdery aan.		Veeboerdery	Saaiboerdery		
e) Gebruik u enige trekkers en/of krag aangedrewe sae?.		Gemengde boerdery:	% Vee	% Saai	
1.13 Status van die besigheid.		Ja	Nee		
a) Aaneenlopend (onder dieselfde eiernaarskap en beheer soos vorige jaar.)		Ja:	Nee:		
b) Gestaa.		Datum:	J J J J	M M	D D
c) Verkoop met:		Datum:	J J J J	M M	D D
Bates.		Ja:	Nee:		
Bates & laste.		Ja:	Nee:		
Naam en adres van nuwe eienaar / Mpy of BK.					
d) Gellikwideer/gesekwestreer met Hofbevel Boedel No.		Datum:	J J J J	M M	D D
e) Eienaar oorlede.		NO			
		Datum:	J J J J	M M	D D

DEEL 2:

Verwysingsnommer:

Verklaring vir 01 Maart 2013 - 28 Februarie 2014

Ek, die ondergetekende verklaar hiermee dat die aantal werknemers en hulle verdienste (personeel kostes/salarisse & lone) vir die 12 maande geëindig 28/02/2014 soos volg was:

Werklike verdienste verklaar: 01/03/2013 - 28/02/2014				Voorlopige verdienste: 01/03/2014 - 28/02/2015				
Maand	Aantal werknemers en totale verdienste (personeel kostes/salarisse & lone) betaal per maand aan alle werknemers (uitgesonderd direkteure van 'n Maatskappy of lede van 'n Beslote Korporasie) tot 'n maksimum van R 312 480 per persoon vir bogenoemde tydperk.		Aantal direkteure/lede en totale verdienste (personeel kostes/salarisse & lone) per maand van direkteure van 'n Maatskappy of lede van 'n Beslote Korporasie betaal tot 'n maksimum van R 312 480 per persoon vir bogenoemde tydperk.		Aantal werknemers en totale verdienste (personeel kostes/salarisse & lone) betaal per maand aan alle werknemers (uitgesonderd direkteure van 'n Maatskappy of lede van 'n Beslote Korporasie) tot 'n maksimum van R 332 479 per persoon vir bogenoemde tydperk.		Aantal direkteure/lede en totale verdienste (personeel kostes/salarisse & lone) per maand van direkteure van 'n Maatskappy of lede van 'n Beslote Korporasie betaal tot 'n maksimum van R 332 479 per persoon vir bogenoemde tydperk.	
	Aantal	Verdiens (Slegs Rande)	Aantal	Verdiens (Slegs Rande)	Aantal	Verdiens (Slegs Rande)	Aantal	Verdiens (Slegs Rande)
Mrt								
Apr								
Mei								
Jun								
Jul								
Aug								
Sep								
Okt								
Nov								
Des								
Jan								
Feb								
Totaal								
				WERKLIKE VERDIENSTE		BERAAMDE VERDIENSTE		
Totale verdienste van beide werknemers en Direkteure/Lede.								
Totale kontantwaarde van gratisvoedsel en/of huisvestig. (indien van toepassing) in Rande.								
TOTALE BEDRAG VAN VERDIENSTE								
Totale bedrag van verdienste in woorde:						Totale bedrag van verdienste in woorde:		
Gee redes indien werklike verdienste met 30% van die vorige jaar verskil:								
Goedgekeur deur werkgewer				Goedgekeur deur Agent/Betaal Rol Administrateur				
Naam:				Naam:				
Hoedanigheid:				Hoedanigheid:				
HANDTEKENING:				HANDTEKENING:				
Datum:				Datum:				
Telefoon Nr:				Telefoon Nr:				
e- pos adres:				e- pos adres:				
Bank besonderhede van Besigheid:				Kantoor gebruik alleenlik - Gekodifiseer.				
Bank Naam:								
Rekening Nr:								
Tak Kode:								
Tak Naam:								
Tipe rekening:								

NB: DIT IS DIE WERKGEWER SE VERANTWOORDELIKHEID OM SEKER TE MAAK DAT DIE VERKLAARDE INLIGTING AKKURAAAT EN KORREK IS, EN GEEN WYSIGING SAL OORWEEG WORD NIE.

DIT IS VERPLIGTEND VIR BEIDE WERKGEWER EN AGENT/BETAAL ROL ADMINISTRATEUR OM BOGENOEMDE VERKLARING TE TEKEN. DIT IS 'N ERNSTIGE OORTREDING OM 'N VALS VERKLARING TE MAAK OF OM TE VOORKOM DAT 'N OPGAWE BINNE DIE VOORGESKREWE TYDPERK IN GEDIEN WORD.

INDIEN DIE AARD VAN DIE BESIGHEID VERANDER HET, MOET 'N BEËDIGE VERKLARING AANGEHEG WORD MET DIE NUWE AARD VAN DIE BESIGHEID

INDIEN MEER AS EEN OPGAWE VAN VERDIENSTE VIR DIESELFDE AANSLAG TYDPERK ONTVANG WORD, SAL DIE KANTOOR DIE EERSTE VORM AANVAAR AS FINAAL. KRIMENELE PROSEDURES SAL INGESTEL WORD VIR DIE VERKLARING VAN VALS INLIGTING.

BELANGRIKE INLICHTING EN RICHTLYNE

1. INDIEN DIE OPGAWE NIE BY HIERDIE KANTOOR VOOR OF OP 31 MAART 2014 INGEDIEN IS NIE, KAN 'N BOETE GEHEF WORD, INTERME VAN ARTIKEL 83(6)(b) VAN DIE WET, MAG DIE DIREKTEUR-GENERAAL DIE VERDIENSTE BERAAM. 'N BOETE VAN HOOGSTENS 10% (TIEN PERSENT) VAN DIE FINALE AANSLAG MAG GEHEF WORD INTERME VAN ART. 83(6)(a)
2. LET WEL DAT DIE OPGAWE VAN VERDIENSTE, W.As.8, AAN ALLE GEREESTREERDE WERKGEWERS GEPOS WORD IN DIE BEGIN VAN DIE JAAR. DIE VERANTWOORDELIKHEID BERUS BY DIE WERKGEWER OM HIERDIE KANTOOR TEEN 1ST MAART TE VERWITTIG INDIEN DIE "OPGAWE VAN VERDIENSTE" NIE ONTVANG IS NIE. VORMS IS BESKIKBAAR OP DIE WEBTUISTE.

WIE IS 'N WERKNEMER SOOS BEDOEL IN DEEL 2

"Werknemer" beteken iemand wat 'n diens- of vakleerlingskap- of leerlingskapkontrak met 'n werkgewer aangegaan het of daar volgens werk, hetsy die kontrak uitdruklik of stilswyend, mondeling of skriftelik is, en of die vergoeding bereken word deur tyd of werk gedoen, of kontant of *in natura* is en sluit in -

- Stuk/tydelike werknemer in diens vir die doel van die werkgewer se besigheid/boerdery;
- Werkende direkteur van 'n Maatskappy of lid van 'n Beslote Korporasie/ Beheerliggaam, wat 'n diens- of vakleerlingskap- of leerlingskapkontrak aangegaan het, vir sover die werknemer ootree binne die bestek van sy/haar diens ingevolge sodanige kontrak. (Uitgesonderd aandeelhouders of "rustende vennote" wat **slegs** dividende betaal word of in winste deel.)

NB. 'n Alleeneienaar of vennote in 'n besigheids/boerderywerkzaamheid word nie beskou as "werknemers" soos beskryf in die Wet nie en hulle verdienstes (personeel kostes / salarisse en lone) moet dus nie verklaar word nie.

Iemand wat deur 'n arbeidsmakelaar verskaf word, teen betaling vir 'n kliënt vir die lewering van 'n diens of die verrigting van werk en vir welk diens of werk sodanige persoon deur 'n arbeidsmakelaar betaal word, is 'n werknemer van die arbeidsmakelaar. Die verdienste van sodanige persone moet nie ingesluit word in die kliënt se "Opgawe van Verdienste" nie.

WAT IS VERDIENSTE (PERSONEEL KOSTES/SALARISSE & LONE) SOOS BEDOEL IN DEEL 2

Verdienste is **alle** betalings wat gereeld, voor enige aftrekkings, hetsy in geld of *in natura*, gedoen word aan werknemers.

Die volgende lys is nie volledig nie, maar is slegs bedoel om sekere vergoedingsitems uit te lig, waar twyfel oor die insluiting of uitsluiting kan bestaan.

Ingesluit in die bruto verdienste voor enige aftrekkings is die volgende:

- Oortyd van 'n **gereelde** aard, (nie onderbroke of onreëlmatige oortyd).
- Bonusse van enige soort, insluitende aansporingsbonusse en jaarlikse bonusse.
- Kommissie, alhoewel die bedrag van maand tot maand kan wissel.
- Die kontantwaarde van voedsel en huisvesting verskaf aan werknemers as deel van 'n vergoedings-pakket. Kontantwaarde van byvoordele soos 'n maatskappymotor, gratis akkommodasie of akkommodasie teen afslag, ens.
- Reis-en ander toelaes wat **gereeld** betaal word as deel van die pakket.
- Waar die werknemer vergoed word ooreenkomstig 'n voordelepakket waar al die items deel van die pakket vorm, buiten die werkgewerbydraes soos bydraes tot 'n mediese fonds.
- Verdienste/trekkings wat betaal word aan **werkende** direkteure van 'n Maatskappy of lede van 'n Beslote Korporasie. (Om afsonderlik verklaar te word in Item 2.2.2). **Heg 'n lys aan met die name, ID-nommers en adresse.**

Uitgesonderd is die volgende:

- Terugbetalings van 'n vergoedende aard.
- Oortyd **soms** gewerk.
- Betalings vir spesifieke eenmalige take wat nie deel vorm van 'n werknemer se normale pligte nie.
- *Ex gratia*-betalings
- Ontasbare byvoordele soos die belasbare deel van mediese hulp/pensioenbydrae deur die werkgewer, ens.
- Betalings om **spesiale** uitgawes soos reis- en verblyfkoste, middagetes en koste vir besigheidsvergaderings.
- Reis- en ander uitgawes wat by geleentheid betaal word.
- Winsdeling van Direkteure/Lede.

FINALE VERDIENSTE: Indien besigheidverkoop/gestaak/gelikwenaar/gesekwestreer of eienaar oorlede is:

Dui die datum in die toepaslike spasie op die voorblad aan (item 1.13) en verklaar die finale verdienste wat tot daardie datum betaal is.

MINIMUM AANSLAG ARTIKEL 83(2)(B)

As gevolg van stygende koste is die minimum aanslag vir 2013– 2014 verhoog tot R 900 per jaar.

GOEIESTAND BRIEF:

Hierdie brief kan slegs skriftelik versoek word sodra die werkgewer aan die vereistes van die VBBS Wet voldoen het, naamlik:

- Die huidige opgawe van verdienste ingedien is.
- Aanslag is betaal of reëlings is getref vir paaielemente.
- Aansoek moet betyds gedoen word, **5 werksdae voor dit benodig word**, slegs skriftelik op 'n briefhoof. Indien reëlings vir maandelikse paaielemente getref is, moet 'n bewys van betaling die aansoek vergesel.
- Meld asseblief die registrasienommer, sowel as die telefoon- en faksnummers met skakelkode.
- E-pos versoeke is aanvaarbaar. **Gebruik slegs die e-posadres cf.logrequest@labour.gov.za**
- Enige verandering aan die inhoud van hierdie brief is 'n ernstige oortreding.

WEBTUISTE

Die Wet op Vergoeding vir Beroepsbeserings en -siektes, 1993 en Wysigings is op die webtuiste beskikbaar by <http://www.labour.gov.za>

AANLYN INDIENING VAN DIE OPGAWE VAN VERDIENSTE

Die aanlyn indiening van die Opgawe van Verdienste is deur hierdie kantoor bekend gestel.

- Gaan in op www.labour.gov.za en klik op “online services block/tab” klik op “ en op die volgende skerm klik op



I am a new user and I want to Register --->



- Compensation Fund Return of Earnings Submissions

”

- Vul die vereiste velde in en “apply”

” om te registreer.



Useful Documents:

ROE Process Flow

- Daar is ook 'n proses met 'n vloeiagram op die webtuiste wat die stappe verduidelik.
- Indien u enige problem ondervind stuur asb 'n e-pos aan roe@labour.gov.za

NOTICE – CHANGE OF TELEPHONE NUMBERS: GOVERNMENT PRINTING WORKS

As the mandated government security printer, providing world class security products and services, Government Printing Works has adopted some of the highly innovative technologies to best serve its customers and stakeholders. In line with this task, Government Printing Works has implemented a new telephony system to ensure most effective communication and accessibility. As a result of this development, our telephone numbers will change with effect from 3 February 2014, starting with the Pretoria offices.

The new numbers are as follows:

- Switchboard : 012 748 6001/6002
- Advertising : 012 748 6205/6206/6207/6208/6209/6210/6211/6212
- Publications Enquiries : 012 748 6052/6053/6058 GeneralEnquiries@gpw.gov.za
 - Maps : 012 748 6061/6065 BookShop@gpw.gov.za
 - Debtors : 012 748 6060/6056/6064 PublicationsDebtors@gpw.gov.za
 - Subscription : 012 748 6054/6055/6057 Subscriptions@gpw.gov.za
- SCM : 012 748 6380/6373/6218
- Debtors : 012 748 6236/6242
- Creditors : 012 748 6246/6274

Please consult our website at www.gpwonline.co.za for more contact details.

The numbers for our provincial offices in Polokwane, East London and Mmabatho will not change at this stage.

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