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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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GOVERNMENT NOTICE

DEPARTMENT OF LABOUR

No. 120

6 February 2004

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, Sibongile Winifred Magojo, Compensation Commissioner, hereby repeal under section 6A(b) of the Compensation of Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993, as amended), item 3 of my prescription as published under Notice No. 1918 in the Government Gazette No. 17620 of 22 November 1996 and replace it with the following:

Return of Earnings [Section 82(1)]

3. "The Return of Earnings shall be on form W.As. 8 [Annexure 8] with the particulars required therein, as the case may be."



**S W MAGOJO
COMPENSATION COMMISSIONER**



RETURN OF EARNINGS

DEPARTMENT OF LABOUR

COMPENSATION FUND

COIDA, 1993 (ACT NO. 130 OF 1993)

Section 82 (1)

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

W.As 8

2004

To be furnished by all employers to:

Assessments Division

✉ 955, PRETORIA, 000 1

Compensation House

Cnr Hamilton Street & Soutpansberg Road, Arcadia

☎ (012) 319-9136/203/360 e-mail: info@wcomp.gov.za

website at <http://www.labour.gov.za>

REFERENCE NUMBER:

Year of assessment

1 March 2003 to 28 February 2004

Date of issue

December 1, 2003

This return to be submitted on or before

March 31, 2004

*Consult the brochure enclosed before completing the return

PART 1: EMPLOYER PARTICULARS

Fill in the white blocks only where particulars have changed.
Use block letters where applicable, or mark with an X.

1.1 Trading Name			
1.2 Name of owner, Co / CC			
1.3 Co / CC number			
1.4 Employer's ID number			
1.5 Postal address			
1.6 Physical address			
1.8 Telephone number		Code	Number
1.9 Fax number		Code	Number
1.10 Cell phone number			
1.11 E- Mail address			
1.12 Particulars of operation			
a) Describe the nature of goods sold/manufactured / or services rendered			
b) Describe the materials used in the manufacturing of goods			
c) Describe the nature and extent of construction/erection undertaken			
1.13 Status of business			
a) Ceased			
b) Sold			
With all assets			
With all liabilities			
Name & Address of new owner			
c) Liquidated			
d) Owner passed away			
1.14 Particulars of bank account			
Name of account holder			
Type of Account			
Branch Number			
Account number			

PART 2 EARNINGS OF ALL PERMANENT TEMPORARY & CASUAL EMPLOYEES

W.As 8

PLEASE REFER TO THE GUIDELINES BEFORE COMPLETING PART 2 AND PART 3 OF THE WAs 8 RETURN OF EARNINGS DOCUMENT

2.1 Average number of employees employed for the period 1 March 2003 to 28 February 2004

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Actual earnings paid to all the employees (permanent, temporary and casual) for the 2003 assessment year

2.2 EARNINGS PAID FOR THE PERIOD 1 MARCH 2003 TO 28 FEBRUARY 2004 (RANDS ONLY)

2.2.1 Total amount of earnings paid to all employees excluding directors or members

of a company or close corporation declared up to a maximum of R 149 138

per person for the above period

(See 2.2.2 for directors'/ members' earnings)

[illegible]

2.2.2 Total earnings paid to directors of a company or members of a close

corporation declared to a maximum of **R149 136** per person for the above period

[illegible]

2.2.3 Total cash value of free food and/or quarters, if not included in 2.2.1 or 2.2.2

[illegible]

2.2.4 TOTAL AMOUNT (2.2.1 + 2.2.2 + 2.2.3)

[illegible]

2.3 NB: If the number of employees and / or the total earnings paid differ substantially from those of the previous year, briefly give the reasons for the difference:

PART 3 FAILURE TO COMPLETE THIS PART WILL RESULT IN THE PROVISIONAL EARNINGS BEING ESTIMATED BY THIS OFFICE. THE FIGURE WILL BE BASED ON ACTUAL EARNINGS DECLARED IN 2024 plus 10%.

3.1 Average number of employees expected to be employed for the period 1 March 2004 to 28 February 2005

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Estimated earnings of all the employees (permanent, temporary and casual) for the 2004 assessment year

3.2 EARNINGS EXPECTED TO BE PAID FOR THE PERIOD 1 MARCH 2004 TO 28 FEBRUARY 2005

(RANDS ONLY)

3.2.1 Total amount of earnings expected to be paid to all employees excluding directors

or members of a company or close corporation declared up to a maximum

of R167 700 per person for the period above

(See 3.2.2 for directors'/ members' earnings)

[illegible]

3.2.2 Total earnings expected to be paid to directors of a company or members of

a close corporation declared to a maximum of R 167 700 per person

for the above period

[illegible]

3.2.3 Total cash value of free food and/or quarters, if not included in 3.2.1 or 3.2.2

[illegible]

3.2.4 TOTAL AMOUNT (3.2.1 + 3.2.2 + 3.2.3)

[illegible]

3.3 NB: If the number of employees and / or the total earnings expected to be paid differ substantially from those of the previous year, briefly give the reasons for the difference:

NB! FAXED COPIES OF THIS DOCUMENT ARE NOT ACCEPTABLE

I hereby certify that the above particulars are correct

NB: Financial statements may be requested by an investigating officer / auditor

Name printed:

Designation:

Signature:

Date:

IMPORTANT INFORMATION AND GUIDELINES

1. IF THE RETURN IS NOT SUBMITTED TO THIS OFFICE ON OR BEFORE 31 MARCH 2004, A PENALTY MAY BE IMPOSED.
2. KINDLY TAKE NOTE THAT THE RETURN OF EARNINGS, W.As.8, IS MAILED TO ALL REGISTERED EMPLOYERS IN JANUARY EVERY YEAR. THE ONUS RESTS ON THE EMPLOYER TO NOTIFY THIS OFFICE BY THE 15TH FEBRUARY IF THE ANNUAL RETURN OF EARNINGS FORM HAS NOT BEEN RECEIVED. FORMS ARE AVAILABLE IN OUR INTERNET WEBSITE.
3. IF YOU FAIL TO COMPLETE AND SUBMIT THE W.As.8 RETURN OF EARNINGS WITHIN THE PRESCRIBED PERIOD, SECTION 83(6) OF THE ACT EMPOWERS THE COMPENSATION COMMISSIONER TO ESTIMATE THE EARNINGS. A PENALTY, NOT EXCEEDING 10% (TEN PERCENT) OF THE FINAL ASSESSMENT, MAY ALSO BE IMPOSED.

WHO IS AN EMPLOYEE AS REFERRED TO, IN PART 2.2.1?

"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 -

- a) a casual / temporary employee employed for the purpose of the employer's business
- b) a working director of a company or member of a body corporate, who has entered into a contract of service or of apprenticeship or learnership with the body corporate, 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).

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.

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 reflected.

WHAT ARE EARNINGS AS REFERRED TO, IN PART 2.2.2?

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

The following lists are not exhaustive, but are intended only to highlight 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. (To be declared separately in Item 9.2). **Also 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.
- If a director/member's remuneration is profit sharing, the Director/Member is not an employee in terms of the Act.

FINAL EARNINGS

If your activities have ceased, indicate the date of cessation on the front page and declare the final earnings paid to that date.

MINIMUM ASSESSMENT {SECTION 83(2)(b)}

As a result of continuously rising costs, the 2003 minimum assessment has been increased to R 335.00 per annum.

LETTER OF GOOD STANDING

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

- a) Submitting the latest return of earnings.
- b) Assessment has been paid or instalments have been arranged.
- c) Application should be made in good time (one week) preferably on a letterhead, in writing.
- d) Please quote the registration number, as well as telephone and fax numbers with dialling code.
- e) Applications on behalf of the employer by Consultants or Agents should be in writing and accompanied by a Power of Attorney.
- f) Faxed requests are acceptable.
- g) 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.wcomp.gov.za>

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