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IMPORTANT NOTICE

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GOVERNMENT NOTICE

DEPARTMENT OF LABOUR

No. 150

23 February 2011

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. 499 in the following Government Gazette no 33085 of 19 April 2010 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 A] with the particulars required therein, as the case maybe".



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

2010

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 NUMBER	
Year of assessment	01 March 2010 to 28 February 2011
Date of issue	
This return must be submitted on or before 31 March 2011	

Refer to the enclosed guidelines before completing the return.

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 Cipro).

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.

1.8 Telephone number.

Code

Number

Code

Number

1.9 Fax number.

1.10 Cell phone number.

1.11 E-Mail address.

1.12 Particulars of operation.

- Describe the nature of business/ farming activities/ goods sold or manufactured or services rendered.
- Describe the materials used in the manufacturing of goods.
- Describe the nature and extent of construction/erection undertaken.
- In case of farming, indicate the nature thereof.
- Do you use tractors and/or power-driven saws.

Livestock	% Livestock	Tillage	% Tillage
Mixed farming:			
Yes	No		

1.13 Status of business.

- Ongoing (under same ownership and control as previous year.)
- Ceased.
- Sold with:
 - Assets only.
 - Assets & liabilities.
 - Name & Address of New owner / CC or Co.
- Liquidated/Sequestered By Court Order Quote Estate no.
- Owner deceased.

Yes:		No:	
Date:	Y Y Y Y	M M	D D
Date:	Y Y Y Y	M M	D D
Yes:		No:	
Yes:		No:	
Date:	Y Y Y Y	M M	D D
NO			
Date:	Y Y Y Y	M M	D D

PART 2:

Reference number: _____

Declaration 01 March 2010 - 28 February 2011

I, the undersigned confirm that the number of employees and their earnings (staff costs/salaries & wages) for the 12 months ending 28/02/2011 are as follows:

Actual Earnings: 01/03/2010 - 28/02/2011				Provisional Earnings: 01/03/2011 - 29/02/2012					
Month	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 R261 893 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 R261 893 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 R277 860 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 R277 860 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:					
Variance on actual earnings above 10% will be investigated:									
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.

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.

IMPORTANT INFORMATION AND GUIDELINES

1. IF THE RETURN IS NOT SUBMITTED TO THIS OFFICE ON OR BEFORE 31 MARCH 2011, 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 1.14) and declare the final earnings paid to that date.

MINIMUM ASSESSMENT SECTION 83(2)(b)

As a result of continuously rising costs, the 2010 – 2011 minimum assessment has been increased to R720 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.
- Faxed requests are acceptable. **Use only fax numbers 012- 357 1817 / 012- 323 0262 or 012- 323 5433**
- 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>