



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

Unemployment Insurance Fund • Werkloosheidversekeringsfonds

Church Street 94 Kerkstraat, Pretoria
Postal Address/ Posadres: UIF / WVF, Pretoria, 0052.
UIF Enquiries Only/WVF Navrae **Alleenlik**: Call Centre/Oproepsentrum: (012) 337-1680
Web: www.labour.gov.za

AGRIGEL PTY LTD
P O BOX 2892
DELMAS
2210

Reference / Verwysing

UIF / WVF 2187757/1
SARS / SAID 7210781839
Date/Datum 2013/09/18

Dear client / Geagte kliënt

**UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002
REGISTRATION AS EMPLOYER / REGISTRASIE AS WERKGEWER**

1. This is to confirm that you are now registered as an employer with the **Unemployment Insurance Fund** under the **UIF** reference number indicated above. This number must please be quoted in all communication with **this office** and must also be indicated on all applications for the declaration of employees or the amendment of employee information.
2. The SARS reference number is the number under which your UIF contributions must be paid to SARS. Please ensure that your UIF contributions are submitted as prescribed by SARS.
Important: The Fund will not accept responsibility, or engage in any communication with SARS or employers in the event of penalties and/or interest being raised if payments are submitted to the Fund instead of to SARS.

ALL enquiries regarding the payment of contributions to SARS, must please be referred to your local SARS branch office.

1. Hiermee word bevestig dat u nou as werkgever by die **Werkloosheidversekeringsfonds** geregistreer is onder die **WVF** verwysingsnommer hierbo aangedui. Die nommer moet asseblief in alle kommunikasie met **hierdie** kantoor gemeld word en moet ook aangedui word op alle aansoeke vir die verklaring van werknemers of wysiging van werknemer inligting.
2. Die SAID verwysingsnommer is die nommer waaronder WVF bydraes aan SAID betaal moet word. Verseker asseblief dat u WVF bydraes ingedien word soos deur SARS voorgeskryf.
Belangrik: Die Fonds gaan nie verantwoordelikheid aanvaar, of in briefwisseling met SAID of werkgevers betrokke raak indien boetes en/of rente gehef word as betalings aan die Fonds in plaas van aan SAID gestuur word nie.

ALLE navrae in verband met die betaling van bydraes aan SAID, moet asseblief aan u plaaslike SAID takkantoor gerig word.

IMPORTANT: DECLARATION OF EMPLOYEES

BELANGRIK: VERKLARING VAN WERKNEMERS

3. In terms of the Unemployment Insurance Act (Act No. 63 of 2001), benefits can only be paid to unemployed workers whose details appear on the database of the **Fund**. Therefore, **ALL** employers (including those employers registered with SARS) are required to furnish details of their employees to the **Fund**.
- 3.1 If employers fail to declare the details of their employees,, they will not only be in contravention of the Act, but will also cause hardship to the workers when they lose their jobs, as the processing of claims will be delayed.
- 3.2 Declarations can be submitted as follows:
 - By completing a UI-19 form and submitting it to the Fund or the nearest office of the Department of Labour. Forms are obtainable from the Fund, nearest office of the Department of Labour or via the website www.labour.gov.za; or
 - By submitting an electronic declaration. Specifications for the submission of electronic declarations are available from the UIF.

3. Ingevolge die Werkloosheidversekeringswet (Wet No. 63 van 2001), kan voordele slegs aan werklose werkers wie se besonderhede op die **Fonds** se databasis voorkom, betaal word. **ALLE** werkgevers (**ingesluit werkgevers by die SAID geregistreer**) moet derhalwe besonderhede van hul werknemers aan die **Fonds** voorsien.
- 3.1 Indien werkgevers nalaat om besonderhede van hulle werknemers te verklaar, sal hulle nie net in stryd wees met die Wet nie, maar sal hulle ook ontbering teenoor werkers wie hul werk verloor veroorsaak, aangesien die afhandeling van eise vertraag sal word.
- 3.2 Verklarings kan soos volg gedoen word:
 - Deur 'n UI-19 vorm te voltooi en dit aan die Fonds, of die naaste kantoor van die Departement van Arbeid te stuur. Vorms is verkrygbaar van die Fonds, die naaste kantoor van die Departement van Arbeid of via die www.labour.gov.za webtuiste; of
 - Deur 'n elektroniese verklaring in te dien. Spesifikasies vir die indien van elektroniese verklarings is van die WVF verkrygbaar.

Issued by the Unemployment Insurance Commissioner

Uitgereik deur die Werkloosheidversekeringskommissaris