



APPLICATION FOR A CERTIFICATE OF COMPLIANCE/ LETTER OF GOOD STANDING

UIF reference number(If applicable): _____

Registered Name / Trade Name of business _____

PAYE number if registered with SARS (Please attach your Tax Clearance Certificate that has a PAYE number to this application): _____

Bus telephone number: Code: _____ Phone number: _____

Bus facsimile number: Code: _____ Phone number: _____

Bus e-mail address (if applicable): _____

Business postal address: _____ Postal Code: _____

Business street address: _____ Postal Code: _____

Signature _____ Date _____

PLEASE TAKE NOTE

- Provided that your employee/s declarations and contributions are up to date, you will be issued with a compliance certificate within ten (10) working days from receipt of your request;
- If the above are not up to date, you will be requested to update your compliance status within 30 calendar days, failing which your matter will be referred to our Employer Audit Services for audit.
- It may take up to 14 days after receipt of declarations to update your declarations on the system;
- Should your contributions not be up to date, our Finance department may take up to seven (7) days to calculate outstanding debt and issue a debt letter for you to update your contributions;
- If you are a SARS employer (i.e. employers required to pay their contributions at SARS), you will be expected to update your contributions with SARS, which has their own process to finalise and confirm payments;
- Contributions made via electronic funds transfers (EFT) may take up to seven (7) days to reflect on our bank statements depending on the bank you may be using;
- Once you are comfortable that your compliance status has been updated, you will be welcome to submit a new application.
- If you do not have a UIF reference number, please attach a copy of your CK document

Compliance@uif.gov.za / Tenderletter@uif.gov.za