



**PART 2:**

Reference number: \_\_\_\_\_

**Declaration 01 March 2017 - 28 February 2018**

**I, the undersigned confirm that the number of employees and their earnings (staff costs/salaries & wages) for the 12 months ending 28/02/2018 are as follows:**

Actual Earnings:01/03/2017 - 28/02/2018				Provisional Earnings:01/03/2018- 28/02/2019				
Month	Number of <b>employees</b> and amount of <b>earnings (staff costs/salaries &amp; wages)</b> per month paid to all employees (excluding directors of a Company or members of a close corporation) up to a <b>maximum</b> of <b>R 403 500</b> per person for the above period.		Number of <b>directors/members</b> and amount of <b>earnings (staff costs/salaries &amp; wages)</b> per month paid to directors of a Company or members of a Close Corporation up to a <b>maximum</b> of <b>R 403 500</b> per person for the above period.		Number of <b>employees</b> and amount of <b>earnings (staff costs/salaries &amp; wages)</b> per month expected to be paid to all employees (excluding directors of a Company or members of a close corporation) up to a <b>maximum</b> of <b>R 430 944</b> per person for the above period.		Number of <b>directors/members</b> and amount of <b>earnings (staff costs/salaries &amp; wages)</b> per month expected to be paid to directors of a Company or members of a Close Corporation up to a <b>maximum</b> of <b>R 430 944</b> 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								
<b>Total</b>								

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.	
<b>GRAND TOTAL OF EARNINGS</b>	

**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:
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
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.**

**THE ONUS IS ON THE EMPLOYER TO NOTIFY THE COMMISSIONER WITHIN 7 DAYS OF ANY CHANGES IN THE PARTICULARS SO FURNISHED (E.G NATURE OF BUSINESS OR CLOSURE OF BUSINESS, ETC)**

**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**