



## DIRECTOR-GENERAL NOTIFICATION FORM

**PLEASE READ THIS FIRST**



**PURPOSE OF THIS FORM**

This form is issued in terms of Section 21(4A) of the Employment Equity Amendment Act, 2013 (Act No. 47 of 2013) for designated employers to notify the Director-General if they are unable to submit EE Report(s).

**The notice must reach the Director-General before the last working day of August in the same year of reporting.**

**WHO COMPLETES THIS FORM?**

Designated employers who are unable to submit their report(s).

The form must be signed by the CEO/Accounting Officer.

**INSTRUCTIONS**

Complete this form and mail it to the address below.

**SEND TO:**

The Director-General  
 C/O Employment Equity Registry  
 Department of Labour  
 Private Bag X117  
 Pretoria  
 0001

www.labour.gov.za  
 Helpline: 0860101018

**NO FAX OR EMAILS WILL BE ACCEPTED.**

**Section A: Applicant details:**

Name of Company:	
PAYE No	
EE Ref. Number	
Full names of CEO/Accounting Officer	
Physical Address:	
Town / City:	
Postal Code	
Telephone No. of the CEO/Accounting Officer	
E-mail Address CEO	
Full names of EE Manager	
Telephone No EE Manager	
E-mail Address EE Manager	
Date submitted to DoL	
Reporting Year	

**Section B: Reasons for this application (Select one below)**

- Section 197 (Transfer of business)
- Mergers/Acquisitions
- Labour Court Order
- Liquidation/Judicial Winding
- Insolvency
- Other

Please provide motivation in the box below for each of the reason(s) selected.



**Chief Executive Officer/Accounting Officer**

I -----(full Name) CEO/Accounting Officer of

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Signed on this -----day of ----- (month)year -----

At place: -----

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Chief Executive Officer /Accounting Officer