

DEPARTMENT OF LABOUR

WRITTEN UNDERTAKING

**PLEASE READ THIS FIRST**



**PURPOSE OF THIS FORM**

To obtain a written undertaking from the employer in terms of Section 36 to comply with the requirements of the Employment Equity Act, 55 of 1998, as amended.

**WHO COMPLETES THIS FORM?**

An employer, assisted by a labour inspector.

**WHO RECEIVES THIS FORM?**

This form goes to the inspector.

**PLEASE NOTE:**

A labour inspector may request and obtain a written undertaking from a designated employer to comply with the provisions of Section 36 (1) within a specified period.

Failure to comply with this undertaking may result in the Director-General applying to the Labour Court, to make this undertaking, or any part thereof, an order of the Labour Court in terms of Section 36(2).

**Employer Details**

Trade name.....

DTI registration name .....

PAYE/SARS No.....

EE Ref. No.....

Industry/Sector.....

Tel No.....

Fax No.....

Postal address.....

Physical address.....

Name & Surname of the CEO/Accounting Officer

.....

Email address.....

**Please tick the applicable box below as an undertaking to comply with the following provisions of the Act and its regulations.**

- i. Consult with employees (section 16 read with section 17)

Please specify

- ii. Conduct an analysis (section 19)

Please specify

- iii. Publish report (section 22)
- iv. Assign responsibility to one or more senior managers (section 24)
- v. Inform employees (section 25)
- vi. Keep records (section 26)

1. You are required to comply with this written undertaking within.....days of receipt hereof. **Failure to comply with this undertaking may result in the Director-General applying to the Labour Court, to make this undertaking, or any part thereof, an order of the Labour Court in terms Section 36(2).**

OBTAINED ON .....Day of (Month).....Year .....

At (Place).....

SIGNED: EMPLOYER/ ON BEHALF OF EMPLOYER

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SIGNED: LABOUR INSPECTOR .....

CONTACT DETAILS OF INSPECTOR: .....

PHYSICAL ADDRESS.....

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