

1.1. Capture an application for NMW exemption for Domestic employer

1.1.1. Purpose

The purpose of this simulation is to demonstrate how to capture an application for NMW exemption for Domestic.

Once access to the National Minimum Wage System has being granted, the application process for Minimum Wage Exemption may commence.

If the applicant is a Domestic, the following must be presented during capturing process:

- The Employer's budget
- Employees working hours and wage information.

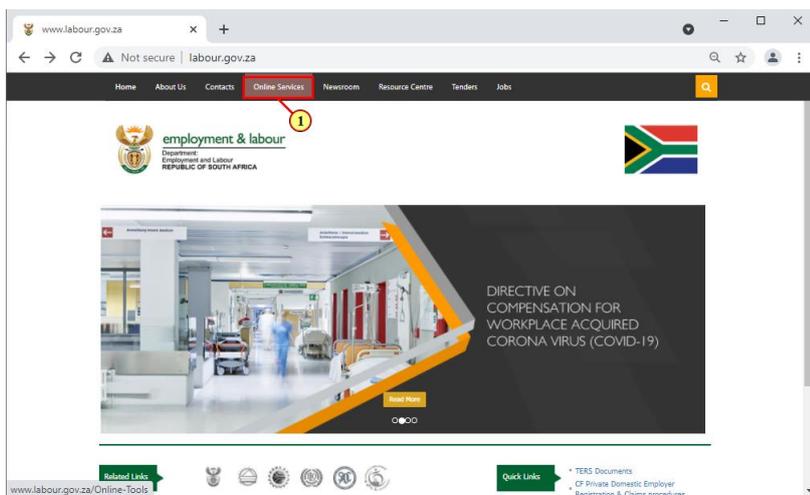
1.1.2. Prerequisites

- You should have already registered for access.
- Computer Literacy

1.1.3. Menu Path

None.

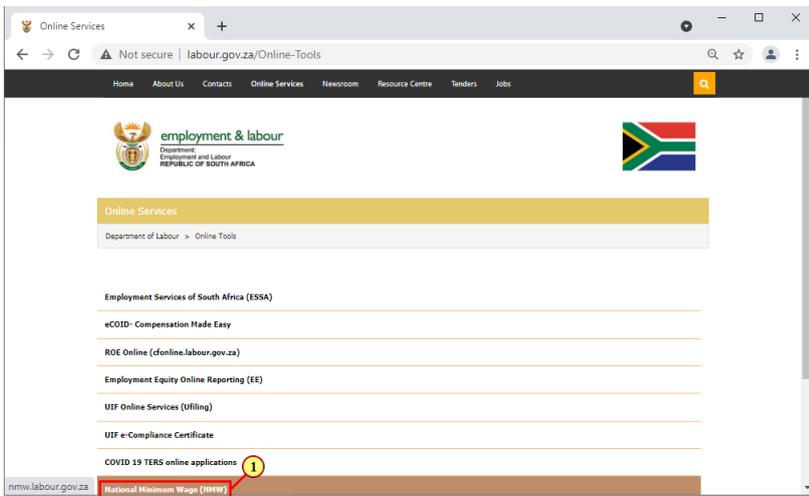
1.1.4. www.labour.gov.za - Google Chrome



	<p>Welcome to the NMW Application for Exemption for a Domestic Employer Simulation.</p> <p>Once access to the National Minimum Wage System has being granted, the application process for Minimum Wage Exemption may commence.</p> <p>This simulation will guide you on how to capture an application for domestic employer, Print the exemption certificate. It will further guide you on the steps followed if the application has been referred for auditing.</p>
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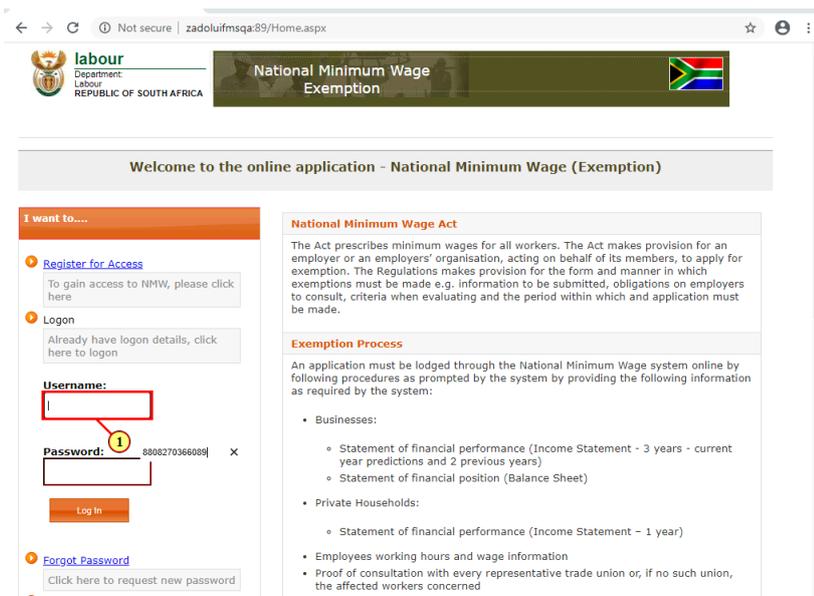
(1) Click on the **Online Services** tab.

1.1.5. Online Services - Google Chrome



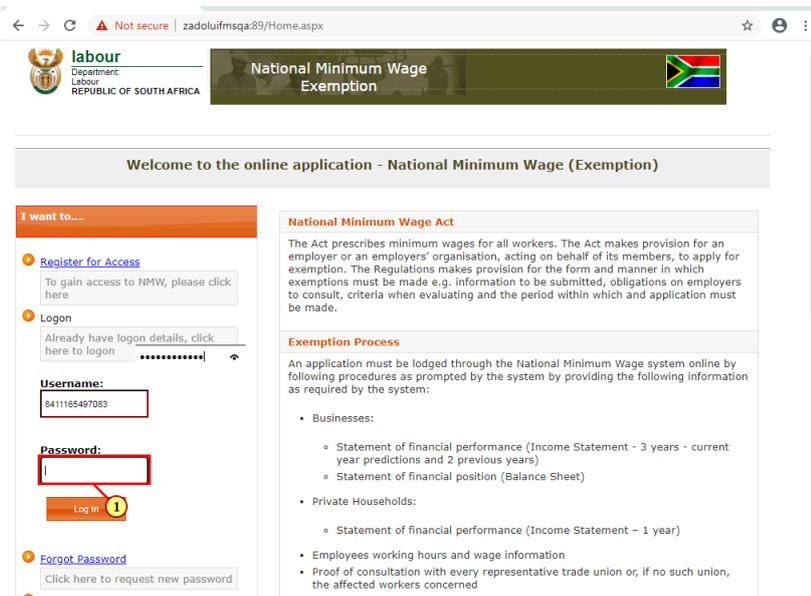
(1) Click **National Minimum Wage (NMW)** link.

1.1.6. National Minimum Wage - Online Application - Google Chrome - \\Remote



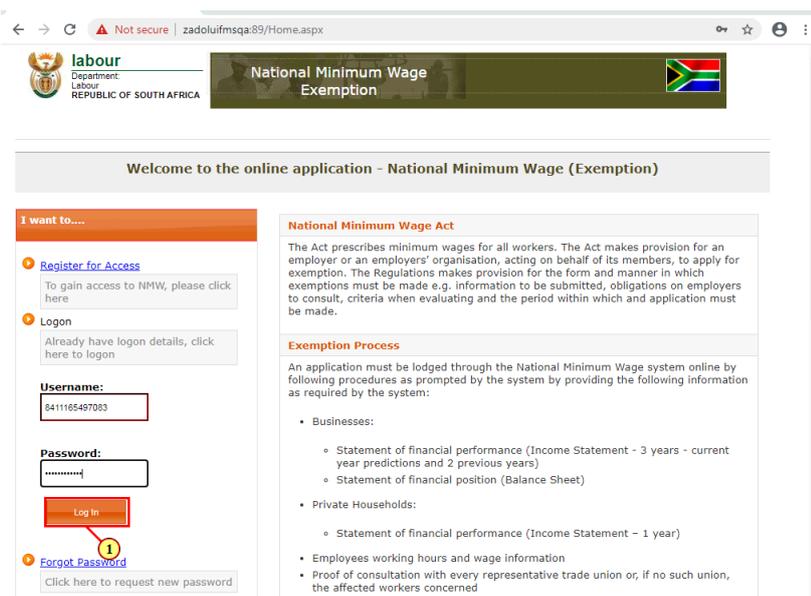
(1) Enter the **Username** in the field.

1.1.7. National Minimum Wage - Online Application - Google Chrome - \\Remote



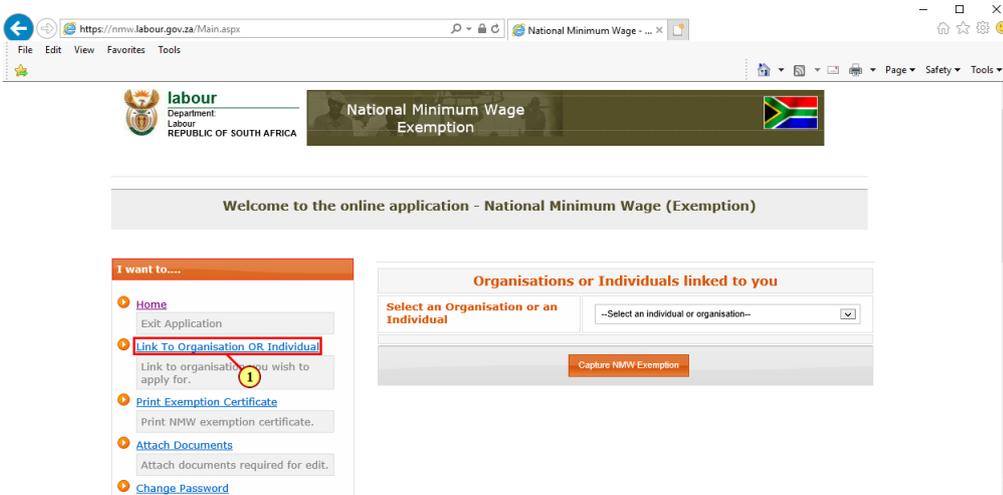
(1) Enter the Password in the field.

1.1.8. National Minimum Wage - Online Application - Google Chrome - \\Remote



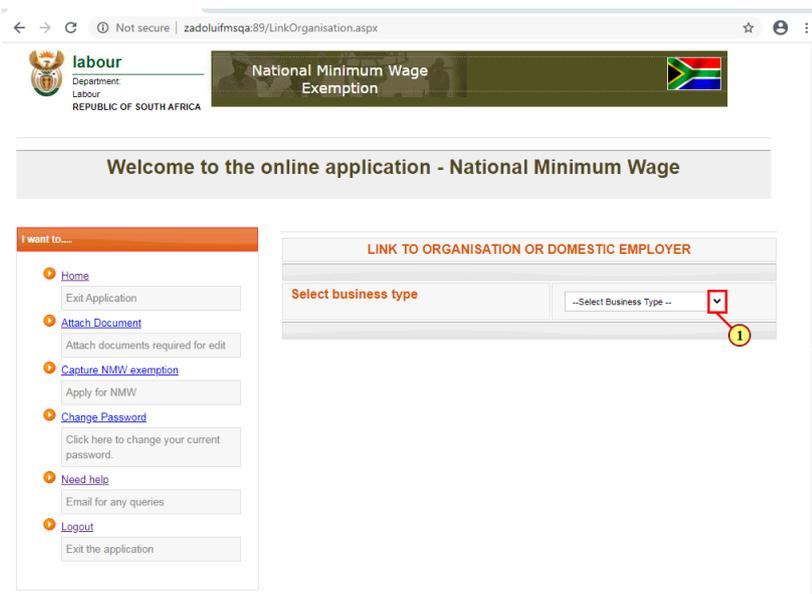
(1) Click on the  button.

1.1.9. National Minimum Wage - Online Application - Internet Explorer



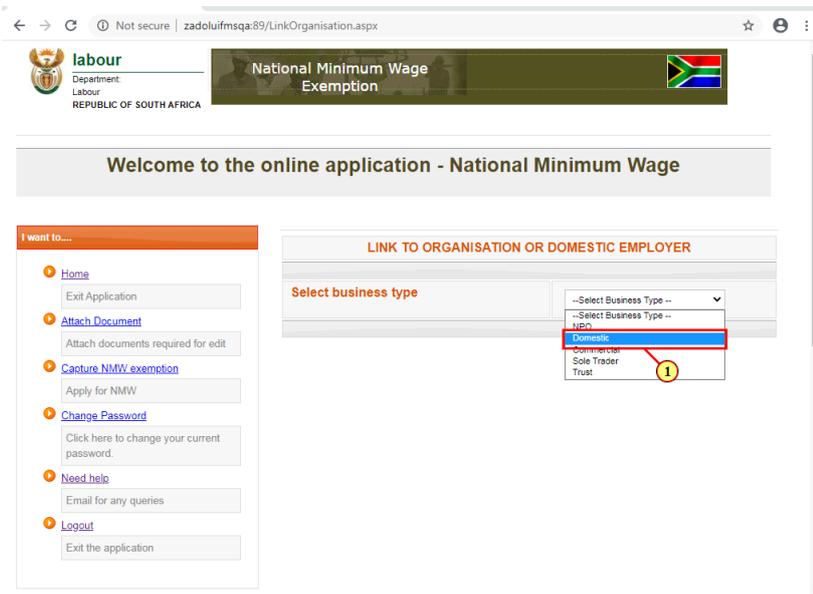
(1) Click on the [Link To Organisation OR Individual](#) link.

1.1.10. National Minimum Wage - Link Organisation - Google Chrome - \\Remote



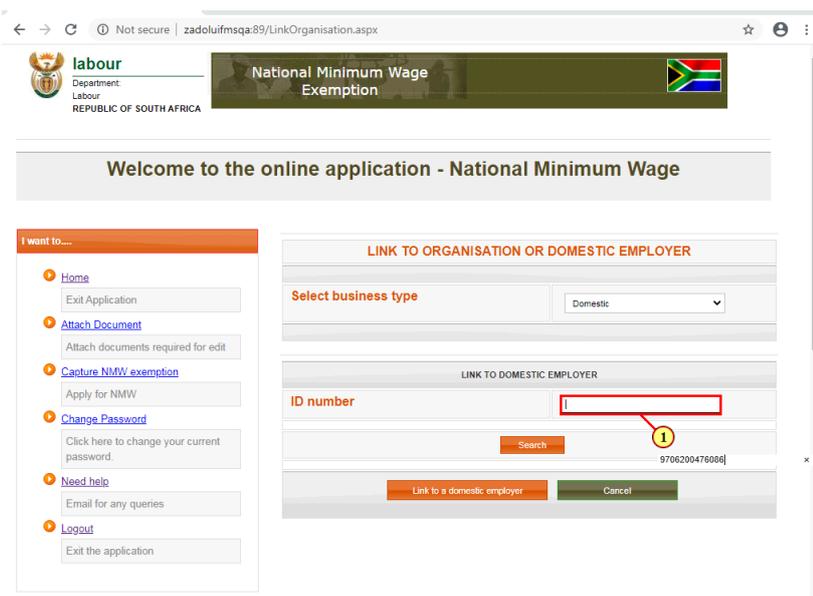
(1) Click on the **Select business type drop down** button to display different business type.

1.1.11. National Minimum Wage - Link Organisation - Google Chrome - \\Remote



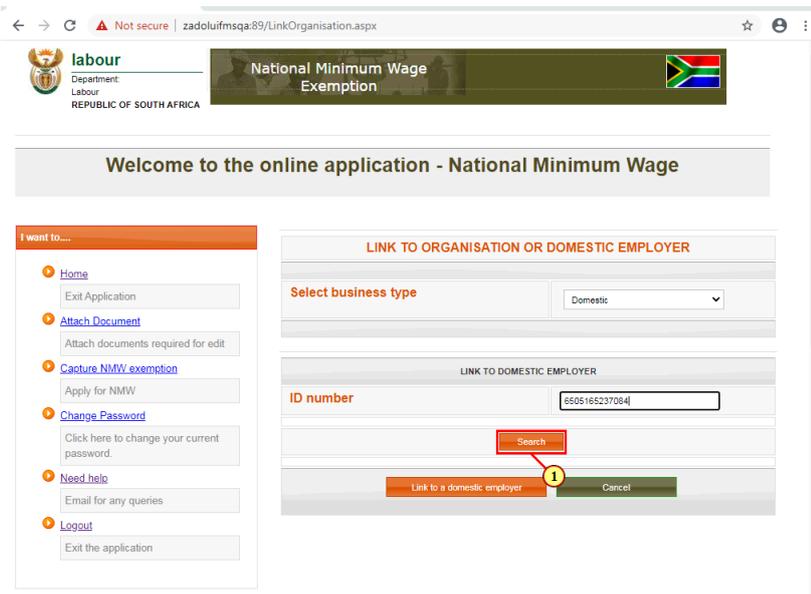
(1) Click on **Domestic** option to select it.

1.1.12. National Minimum Wage - Link Organisation - Google Chrome - \\Remote



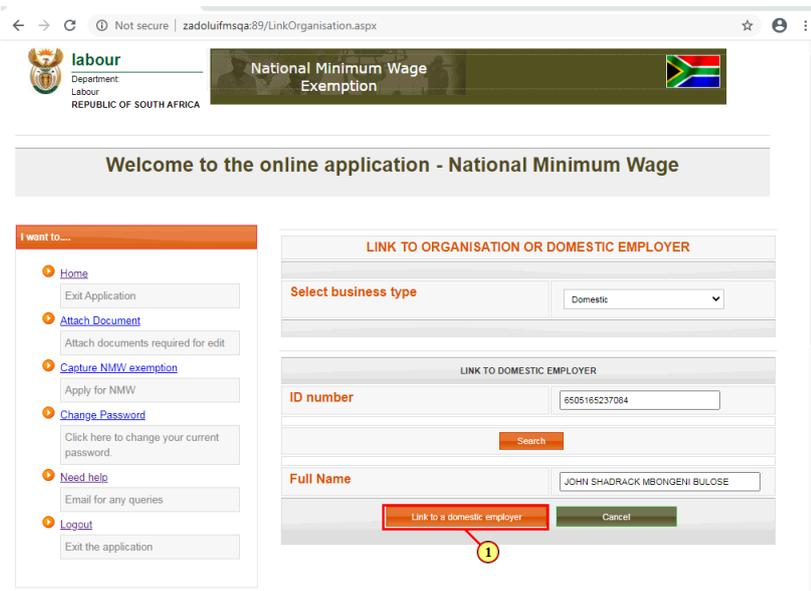
(1) Enter **ID number** in the field.

1.1.13. National Minimum Wage - Link Organisation - Google Chrome - \\Remote



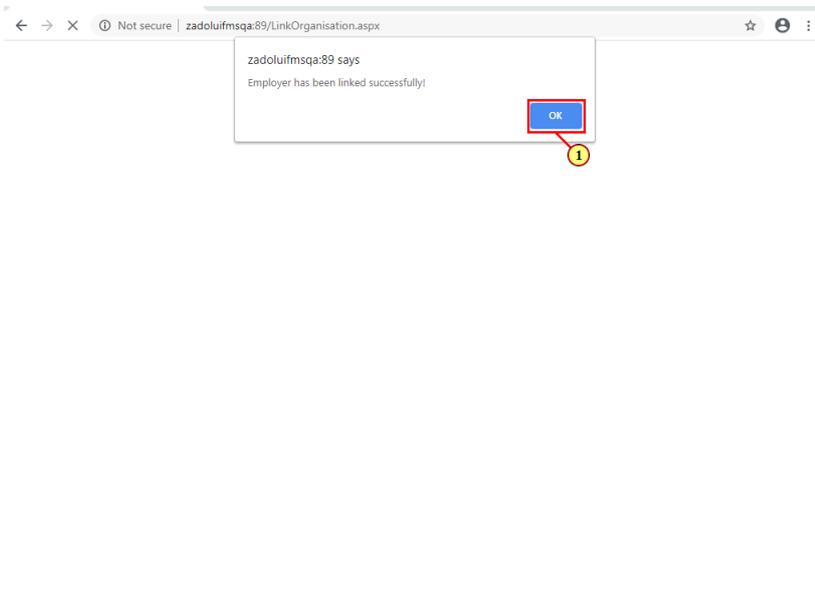
(1) Click on the  button.

1.1.14. National Minimum Wage - Link Organisation - Google Chrome - \\Remote



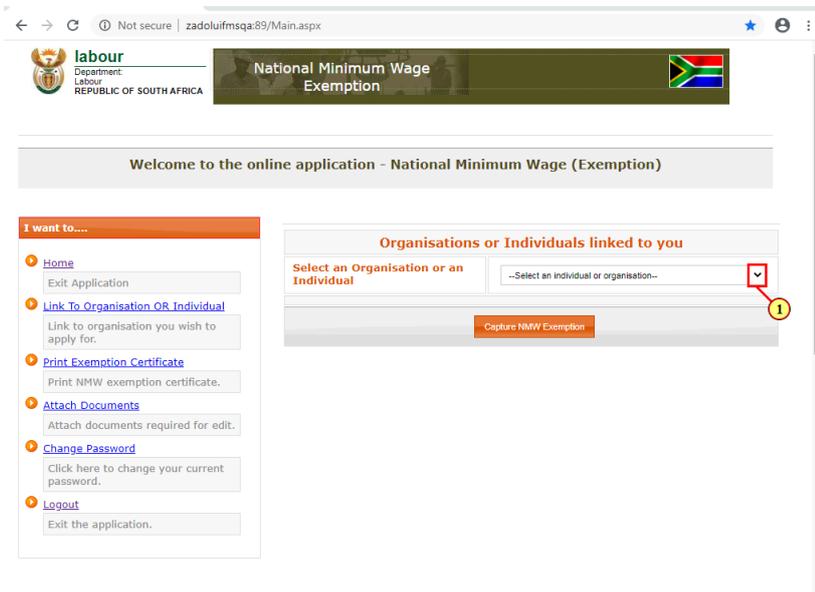
(1) Click on the  button to link the employer.

1.1.15. National Minimum Wage - Link Organisation - Google Chrome - \\Remote



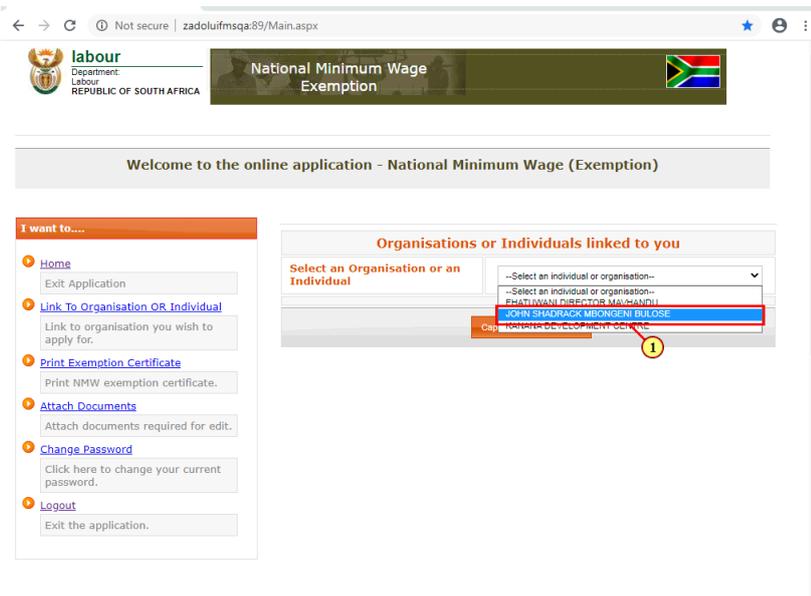
(1) Click on the  button to proceed.

1.1.16. National Minimum Wage - Online Application - Google Chrome - \\Remote



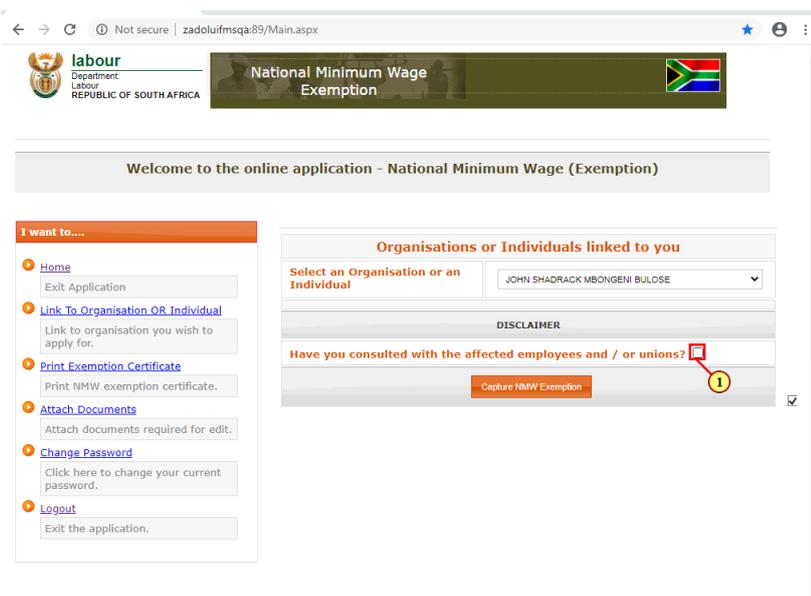
(1) Click on the **Select an Organisation or an Individual**  button to display different organisations or individuals.

1.1.17. National Minimum Wage - Online Application - Google Chrome - \\Remote



(1) Select the option you wish to apply for exemption for.

1.1.18. National Minimum Wage - Online Application - Google Chrome - \\Remote

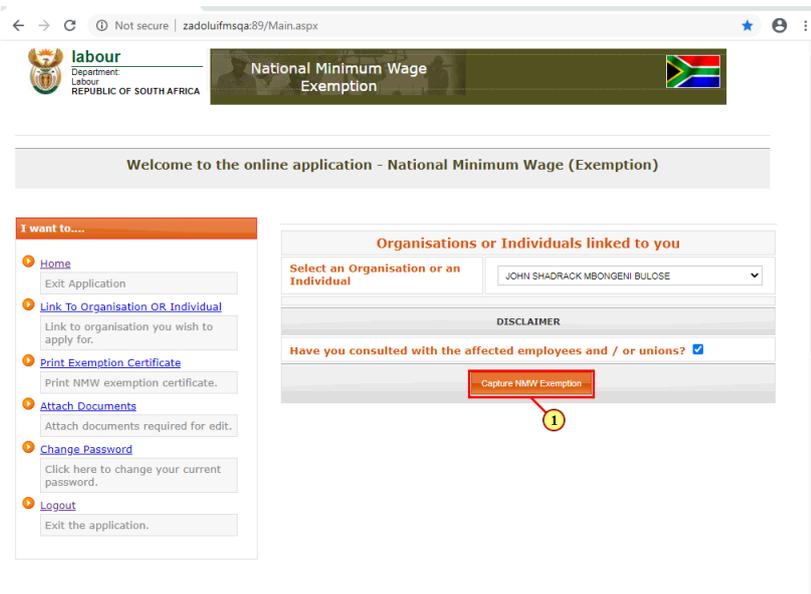




Clicking in the checkbox confirms that the person capturing the exemption or representative of the company has consulted with the employees and/or the union before applying for exemption.

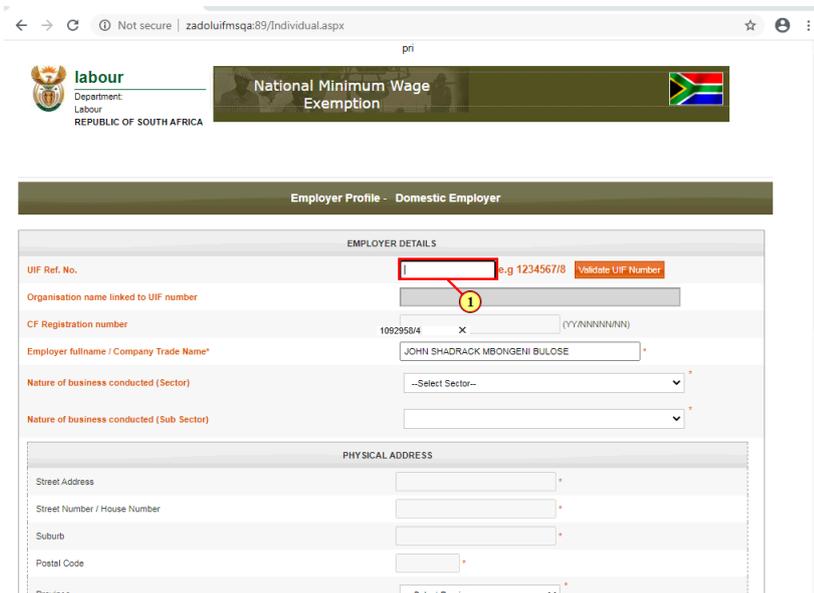
(1) Select the **Have you consulted with the affected employees and / or unions?** check box.

1.1.19. National Minimum Wage - Online Application - Google Chrome - \\Remote



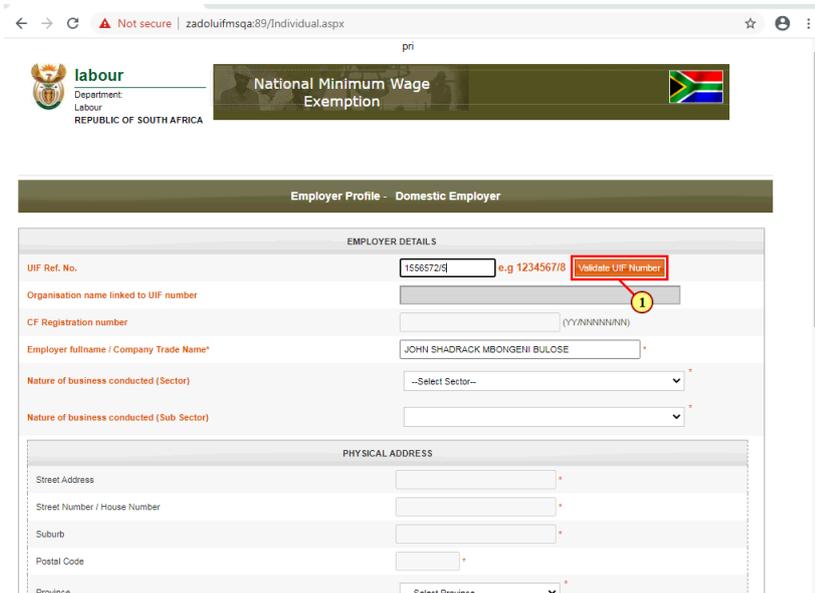
(1) Click on the **Capture NMW Exemption** button to continue capturing an application.

1.1.20. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote



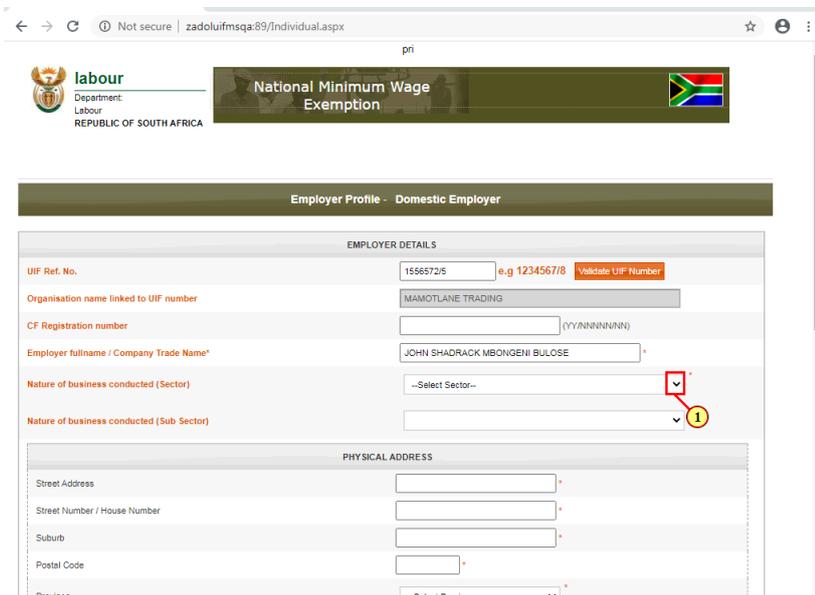
(1) Enter **UIF Ref. No.** in the field.

1.1.21. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote



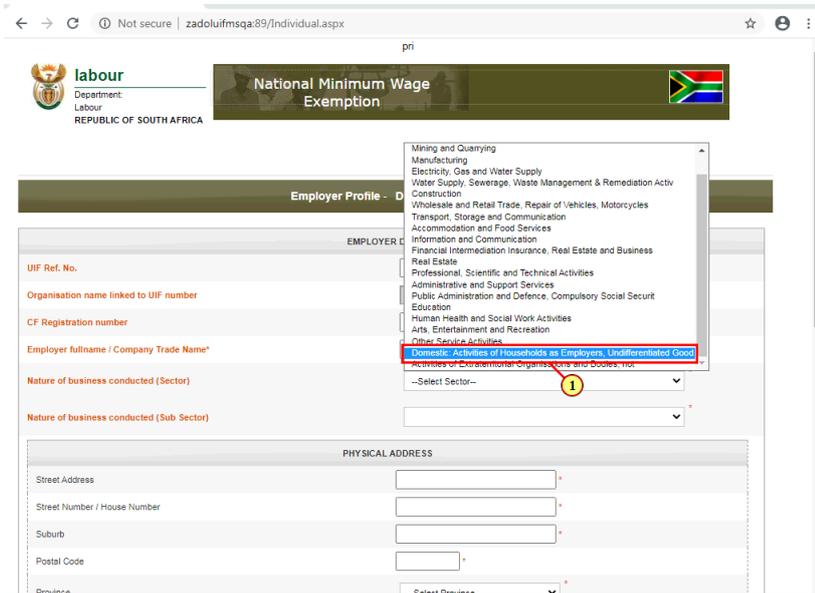
(1) Click on the **Validate UIF Number** button to validate the enter UIF number.

1.1.22. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote



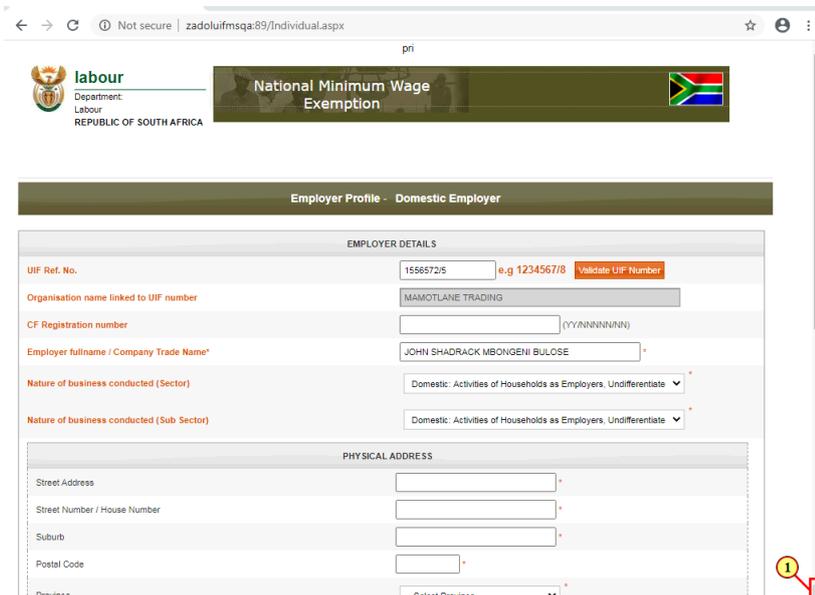
(1) Click on the **Nature of Business Conducted (Sector)** button to display different nature of business.

1.1.23. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote



(1) Click on the relevant nature of business to select it.

1.1.24. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote



(1) Click on the **scroll button** to display the desired screen area.

1.1.25. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 156672/6 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YYNNNNNNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE *

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate *

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate *

PHYSICAL ADDRESS

Street Address

Street Number / House Number 1

Suburb

Postal Code Frank's Place

Province --Select Province--

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Enter the **Street Address** in the field.

1.1.26. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 156672/6 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YYNNNNNNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE *

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate *

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate *

PHYSICAL ADDRESS

Street Address Main

Street Number / House Number

Suburb 1

Postal Code

Province 214 --Select Province--

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Enter the **Street Number / House Number** in the field.

1.1.27. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 156672/6 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YYNNNNNNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate

PHYSICAL ADDRESS

Street Address Main

Street Number / House Number 1011

Suburb 1

Postal Code

Province --Select Province--

Johannesburg X

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Enter the **Suburb** in the field.

1.1.28. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 156672/6 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YYNNNNNNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate

PHYSICAL ADDRESS

Street Address Main

Street Number / House Number 1011

Suburb Centurion

Postal Code

Province --Select Province--

POSTA 2001 X

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Enter the **Postal Code** in the field.

1.1.29. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 1556572/5 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YYYYNNNNNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate

PHYSICAL ADDRESS

Street Address Main

Street Number / House Number 1011

Suburb Centurion

Postal Code 1686

Province --Select Province--

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Click on the **Province** button to display different provinces.

1.1.30. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 1556572/5 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YYYYNNNNNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate

PHYSICAL ADDRESS

Street Address Main

Street Number / House Number 1011

Suburb Centurion

Postal Code 1686

Province --Select Province--

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Click on the relevant province to select it.

1.1.31. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

UIF Ref. No. 156672/6 e.g 1234567/8 Validate UIF Number

Organisation name linked to UIF number MAMOTLANE TRADING

CF Registration number (YY\NNNN\NNN)

Employer full name / Company Trade Name* JOHN SHADRACK MBONGENI BULOSE *

Nature of business conducted (Sector) Domestic: Activities of Households as Employers, Undifferentiate *

Nature of business conducted (Sub Sector) Domestic: Activities of Households as Employers, Undifferentiate *

PHYSICAL ADDRESS

Street Address Main *

Street Number / House Number 1011 *

Suburb Centurion *

Postal Code 1696 *

Province GAUTENG *

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

(1) Click on the scroll button to display the desired screen area.

1.1.32. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

PHYSICAL ADDRESS

Street Address Main *

Street Number / House Number 1011 *

Suburb Centurion *

Postal Code 1696 *

Province GAUTENG *

POSTAL ADDRESS

Postal Address

Postal Code

DETAILS OF CONTACT PERSON

Name

Surname

Contact number e.g 0123014099

Fax No

Email *

Bargaining Council --Select Bargaining--

Cancel Next

(1) Enter the Name in the field.

1.1.33. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

PHYSICAL ADDRESS

Street Address: Main

Street Number / House Number: 1011

Suburb: Centurion

Postal Code: 1696

Province: GAUTENG

POSTAL ADDRESS

Postal Address:

Postal Code:

DETAILS OF CONTACT PERSON

Name: John

Surname: Mavandir

Contact number: 0123014099

Fax No:

Email:

Bargaining Council: --Select Bargaining--

Cancel Next

(1) Enter the **Surname** in the field.

1.1.34. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

PHYSICAL ADDRESS

Street Address: Main

Street Number / House Number: 1011

Suburb: Centurion

Postal Code: 1696

Province: GAUTENG

POSTAL ADDRESS

Postal Address:

Postal Code:

DETAILS OF CONTACT PERSON

Name: John

Surname: Forster

Contact number: 076 6973991

Fax No:

Email:

Bargaining Council: --Select Bargaining--

Cancel Next

(1) Enter the **Contact number** in the field.

1.1.35. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

PHYSICAL ADDRESS

Street Address: Main

Street Number / House Number: 1011

Suburb: Centurion

Postal Code: 1696

Province: GAUTENG

POSTAL ADDRESS

Postal Address:

Postal Code:

DETAILS OF CONTACT PERSON

Name: John

Surname: Forster

Contact number: 0767607397

Fax No:

Email: mavhandu@yahoo.com

Bargaining Council: --Select Bargaining--

Buttons: Cancel, Next

(1) Enter the **Email** in the field.

1.1.36. National Minimum Wage - Capture Individual Details - Google Ch - \\Remote

PHYSICAL ADDRESS

Street Address: Main

Street Number / House Number: 1011

Suburb: Centurion

Postal Code: 1696

Province: GAUTENG

POSTAL ADDRESS

Postal Address:

Postal Code:

DETAILS OF CONTACT PERSON

Name: John

Surname: Forster

Contact number: 0767607397

Fax No:

Email: fhatuwani.mavhandu@labour.gov.za

Bargaining Council: --Select Bargaining--

Buttons: Cancel, Next

(1) Click on the **Next** button to proceed.

1.1.37. National Minimum Wage - Wage Information - Google Chrome - \\Remote

EMPLOYEE INFORMATION			
CATEGORY	NO. OF EMPLOYEES	HRS PER WEEK	MONTHS PER YEAR
Permanent employees	1	0	0
Seasonal employees (if applicable)	0	0 x	0
Total employees	0	0	0

CURRENT WAGE INFORMATION	
AFFECTED EMPLOYEES	
CATEGORY	CURRENT WAGE P/HOUR
Average Permanent employee p/hr	0
Average Seasonal employee p/hr	0

 On this screen you are going to specify details pertaining to both permanent and seasonal employees of the organisation.

(1) Enter the number of **Permanent employees** in the field.

1.1.38. National Minimum Wage - Wage Information - Google Chrome - \\Remote

EMPLOYEE INFORMATION			
CATEGORY	NO. OF EMPLOYEES	HRS PER WEEK	MONTHS PER YEAR
Permanent employees	1	40	0
Seasonal employees (if applicable)	0	0 40	0 x
Total employees	1	0.00	0

CURRENT WAGE INFORMATION	
AFFECTED EMPLOYEES	
CATEGORY	CURRENT WAGE P/HOUR
Average Permanent employee p/hr	0
Average Seasonal employee p/hr	0

(1) Enter the **Hours Per Week** field is filled out.

1.1.39. National Minimum Wage - Wage Information - Google Chrome - \\Remote

CAPTURE EMPLOYEE WORKING HOURS AND WAGE INFORMATION

EMPLOYEE INFORMATION			
CATEGORY	NO. OF EMPLOYEES	HRS PER WEEK	MONTHS PER YEAR
Permanent employees	<input type="text" value="1"/>	<input type="text" value="40"/>	<input type="text" value="12"/>
Seasonal employees (if applicable)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="12"/>
Total employees	1	40.00	0

CURRENT WAGE INFORMATION	
AFFECTED EMPLOYEES	
CATEGORY	CURRENT WAGE P/HOUR
Average Permanent employee p/hr	<input type="text" value="0"/>
Average Seasonal employee p/hr	<input type="text" value="0"/>

NON-AFFECTED EMPLOYEES

(1) Enter the **Permanent employees** in the field.

1.1.40. National Minimum Wage - Wage Information - Google Chrome - \\Remote

CAPTURE EMPLOYEE WORKING HOURS AND WAGE INFORMATION

EMPLOYEE INFORMATION			
CATEGORY	NO. OF EMPLOYEES	HRS PER WEEK	MONTHS PER YEAR
Permanent employees	<input type="text" value="1"/>	<input type="text" value="40"/>	<input type="text" value="11"/>
Seasonal employees (if applicable)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total employees	1	40.00	11

CURRENT WAGE INFORMATION	
AFFECTED EMPLOYEES	
CATEGORY	CURRENT WAGE P/HOUR
Average Permanent employee p/hr	<input type="text" value="0"/>
Average Seasonal employee p/hr	<input type="text" value="0"/>

NON-AFFECTED EMPLOYEES

(1) Click on the **scroll button** to display the desired screen area.

1.1.41. National Minimum Wage - Wage Information - Google Chrome - \\Remote

 In the **Current Wage Information** section, you are going to enter the average wage that both permanent/ and or seasonal employees are paid per hour.

 **Affected Employees:** Are employees that are going to be affected by the exemption or the exemption is being requested for.
Unaffected Employees: Are employees that are not affected by the exemption, in other words, no exemption is being requested for them.

(1) Enter the **Current Wage per Hour** in the field.

1.1.42. National Minimum Wage - Wage Information - Google Chrome - \\Remote

(1) Enter the **Proposed Rate per Hour** in the field.

1.1.43. National Minimum Wage - Wage Information - Google Chrome - \\Remote

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(1) Click on the **Next** button to proceed.

1.1.44. National Minimum Wage - Income Statement - Google Chrome - \\Remote

labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

National Minimum Wage
Exemption

CAPTURE EMPLOYEE FINANCIALS

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)

FINANCIAL YEAR 2018/19

Total household income	0
Less Expenditure	0
Education costs	16000
Food and beverages	0
Entertainment	0
Housing, water and electricity	0
Medical expenses	0
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	0

(1) Enter the **Total household income** in the field.

1.1.45. National Minimum Wage - Income Statement - Google Chrome - \\Remote

labour
Department
Labour
REPUBLIC OF SOUTH AFRICA

National Minimum Wage
Exemption

CAPTURE EMPLOYEE FINANCIALS

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)

FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	0
Education costs	1
Food and beverages	0
Entertainment	2000
Housing, water and electricity	0
Medical expenses	0
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	22000

(1) Enter the Education costs in the field.

1.1.46. National Minimum Wage - Income Statement - Google Chrome - \\Remote

labour
Department
Labour
REPUBLIC OF SOUTH AFRICA

National Minimum Wage
Exemption

CAPTURE EMPLOYEE FINANCIALS

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)

FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	1400
Education costs	1400
Food and beverages	1
Entertainment	0
Housing, water and electricity	2500
Medical expenses	0
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	20600

(1) Enter the Food and beverages in the field.

1.1.47. National Minimum Wage - Income Statement - Google Chrome - \\Remote

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	
FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	5400
Education costs	1400
Food and beverages	4000
Entertainment	0
Housing, water and electricity	0
Medical expenses	800
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	16600

(1) Enter the **Entertainment** in the field.

1.1.48. National Minimum Wage - Income Statement - Google Chrome - \\Remote

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	
FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	8200
Education costs	1400
Food and beverages	4000
Entertainment	800
Housing, water and electricity	0
Medical expenses	0
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	15800

(1) Enter the **Housing, water and electricity** in the field.

1.1.49. National Minimum Wage - Income Statement - Google Chrome - \\Remote

CAPTURE EMPLOYEE FINANCIALS

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)

FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	9800
Education costs	1400
Food and beverages	4000
Entertainment	800
Housing, water and electricity	3600
Medical expenses	0
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	12200

(1) Enter the **Medical expenses** in the field.

1.1.50. National Minimum Wage - Income Statement - Google Chrome - \\Remote

CAPTURE EMPLOYEE FINANCIALS

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)

FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	14800
Education costs	1400
Food and beverages	4000
Entertainment	800
Housing, water and electricity	3600
Medical expenses	5000
Travel costs (Fuel, fares, etc)	0
Other (Expenses not included above)	0
Net Surplus/Deficit	7200

(1) Enter the **Travel costs (Fuel, fares, etc)** in the field.

1.1.51. National Minimum Wage - Income Statement - Google Chrome - \\Remote

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	
FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	18800
Education costs	1400
Food and beverages	4000
Entertainment	800
Housing, water and electricity	3600
Medical expenses	5000
Travel costs (Fuel, fares, etc)	4000
Other (Expenses not included above)	0
Net Surplus/Deficit	3200

(1) Enter the **Other (Expenses not included above)** in the field.

1.1.52. National Minimum Wage - Income Statement - Google Chrome - \\Remote

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	
FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	20700
Education costs	1400
Food and beverages	4000
Entertainment	800
Housing, water and electricity	3600
Medical expenses	5000
Travel costs (Fuel, fares, etc)	4000
Other (Expenses not included above)	1900
Net Surplus/Deficit	1300

(1) Click on the **scroll button** to display the desired screen area.

1.1.53. National Minimum Wage - Income Statement - Google Chrome - \\Remote

STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	
FINANCIAL YEAR	2018/19
Total household income	22000
Less Expenditure	20700
Education costs	1400
Food and beverages	4000
Entertainment	800
Housing, water and electricity	3600
Medical expenses	5000
Travel costs (Fuel, fares, etc)	4000
Other (Expenses not included above)	1900
Net Surplus/Deficit	1300

(1) Click on the **Next** button to proceed.

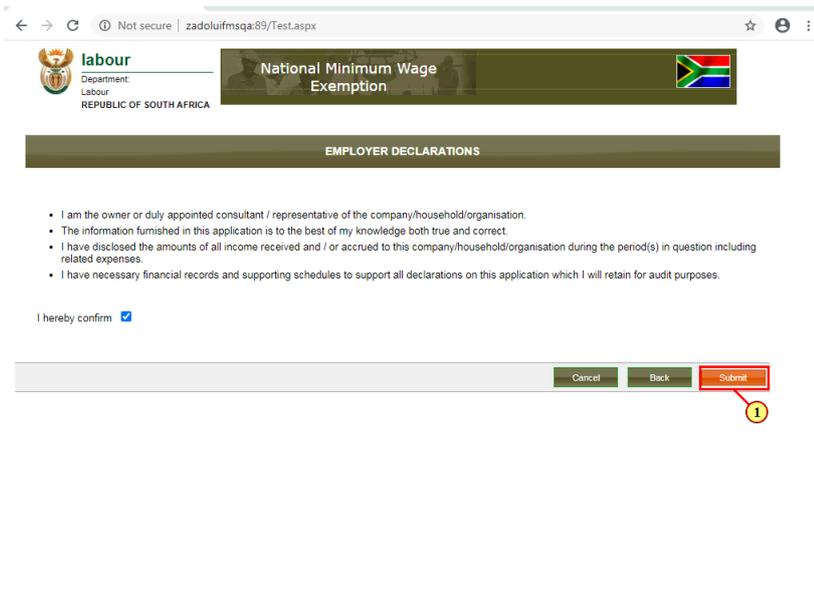
1.1.54. National Minimum Wage - Declaration - Google Chrome - \\Remote

I hereby confirm

 Checkbox on the declaration page serves as a applicant's signature confirming the information supplied is true and correct.

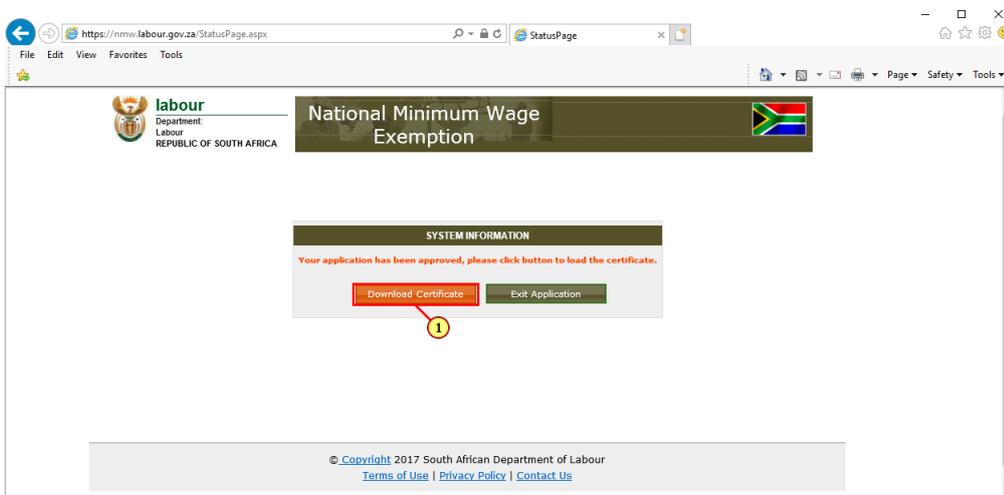
(1) Click on the **Confirm Check box** to select it.

1.1.55. National Minimum Wage - Declaration - Google Chrome - \\Remote



(1) Click on the **Submit** button to submit the application.

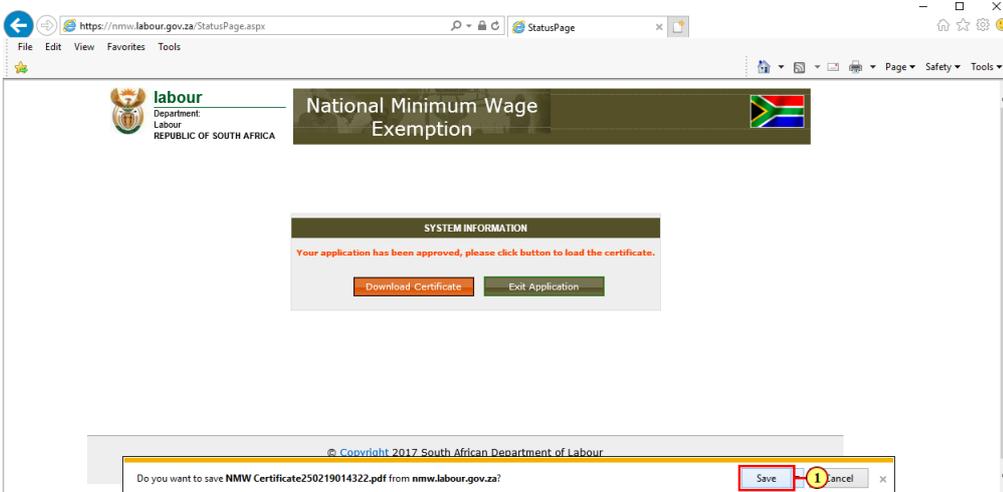
1.1.56. StatusPage - Internet Explorer

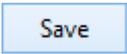


	<p>Once you have submitted your application, the results will immediately be displayed on the screen.</p> <p>Results of your application could be:</p> <ul style="list-style-type: none">Application approvedApplication Referred for auditingApplication declined <p>Take note of the message in the pop up box stating that the application has been approved.</p> <p>For approved application, you may print your exemption certificate.</p>
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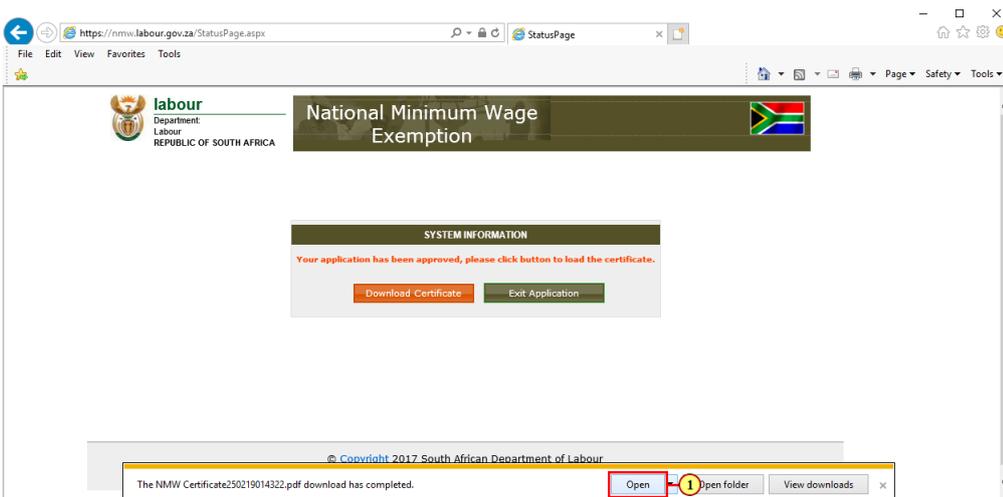
(1) Click on the **Download Certificate** button to download the certificate.

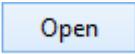
1.1.57. StatusPage - Internet Explorer



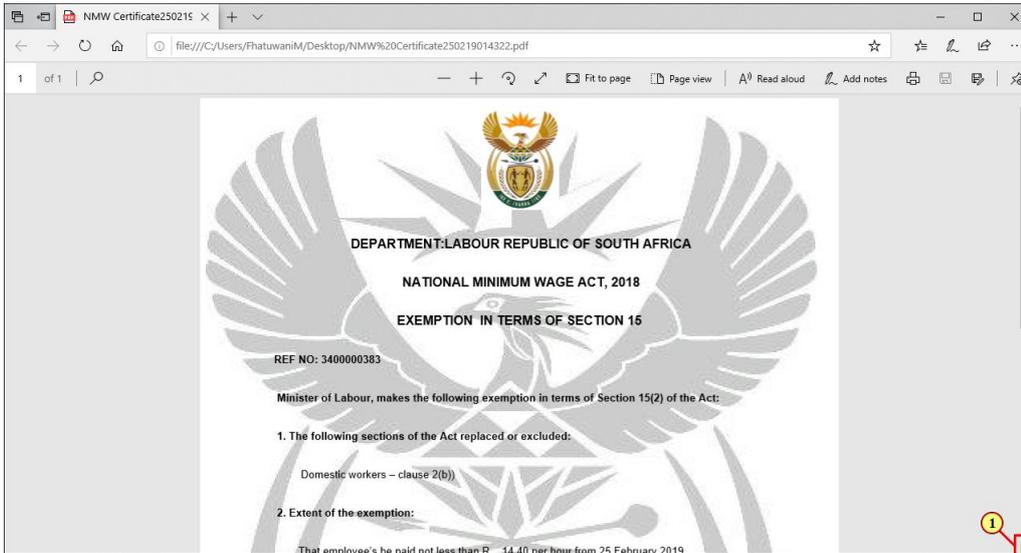
(1) Click on the  button to save the certificate.

1.1.58. StatusPage - Internet Explorer



(1) Click on the  button to open the certificate.

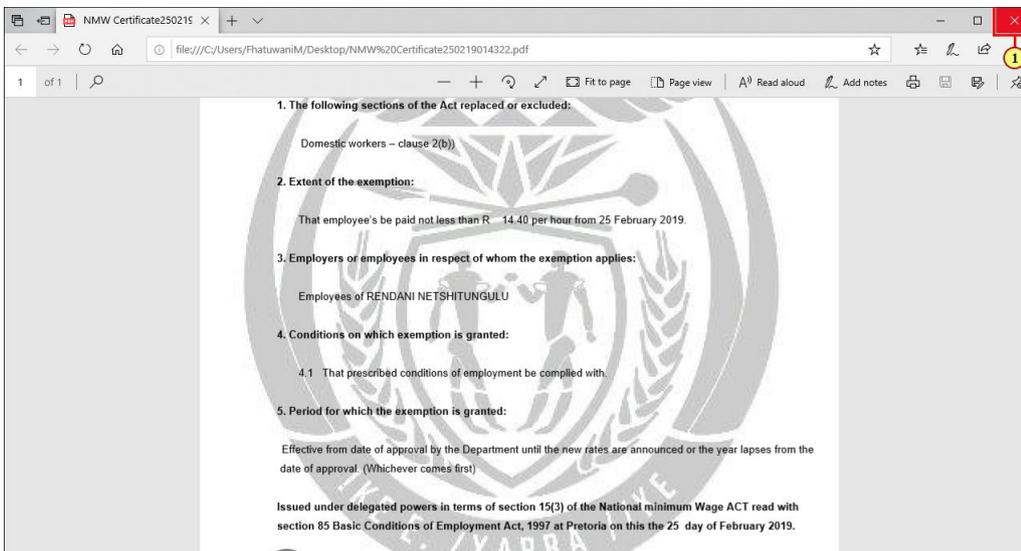
1.1.59. NMW Certificate250219014322.pdf - Microsoft Edge



 The exemption certificate details information pertaining to the exemption.

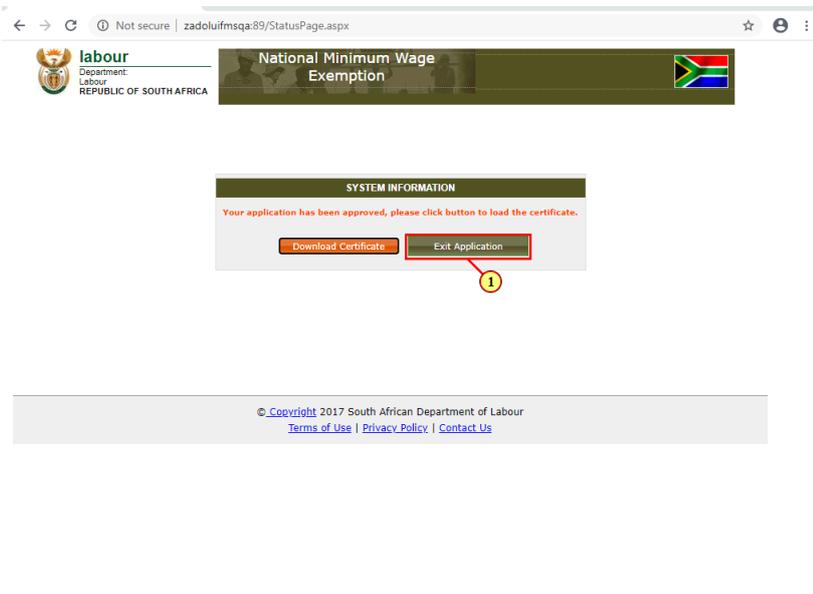
(1) Click on the **scroll button** to display the desired screen area.

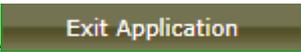
1.1.60. NMW Certificate250219014322.pdf - Microsoft Edge



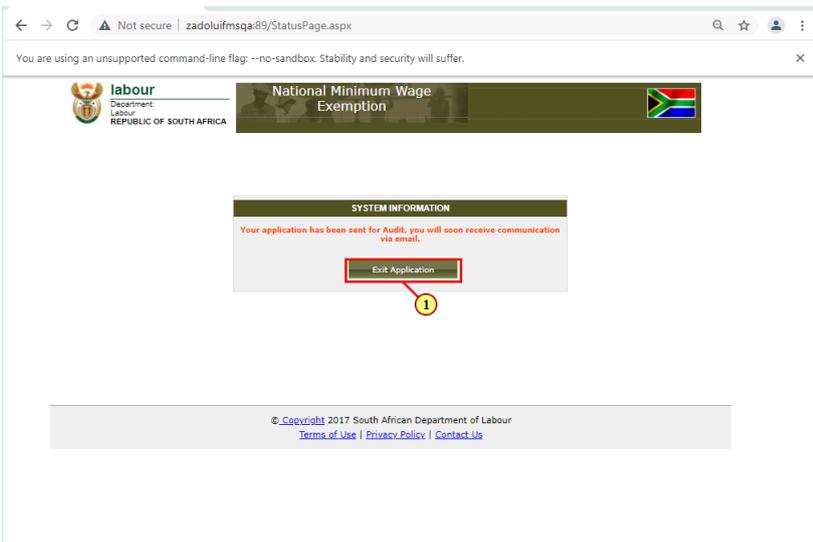
(1) Click on the **Close**  icon to exit.

1.1.61. StatusPage - Google Chrome - \\Remote



(1) Click on the  button to exit.

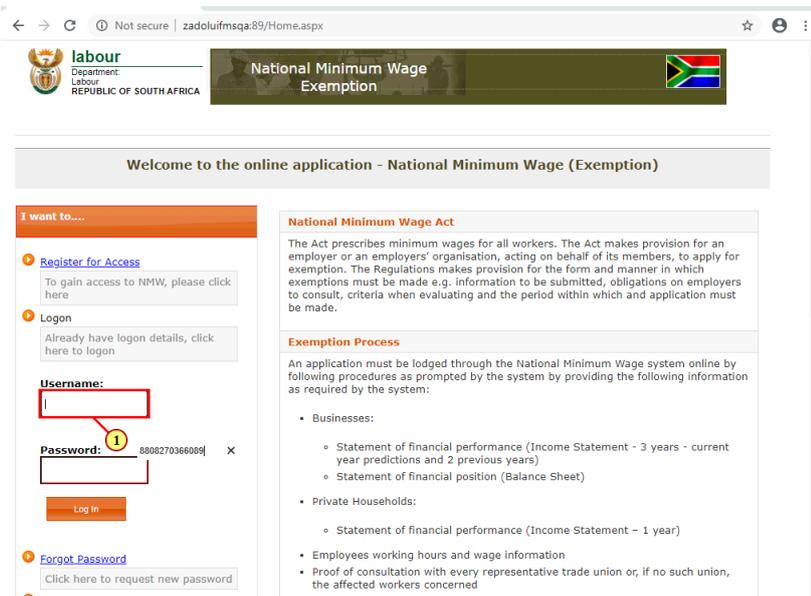
1.1.62. StatusPage - Google Chrome - \\Remote



	<p>Take note of the message in the pop up box stating that the application has been referred for auditing.</p> <p>For application sent for auditing, an email will be sent to the applicant detailing the required supporting document then proceed to upload listed documents.</p> <p>The following steps will guide you on steps followed if the application has been referred for auditing.</p>
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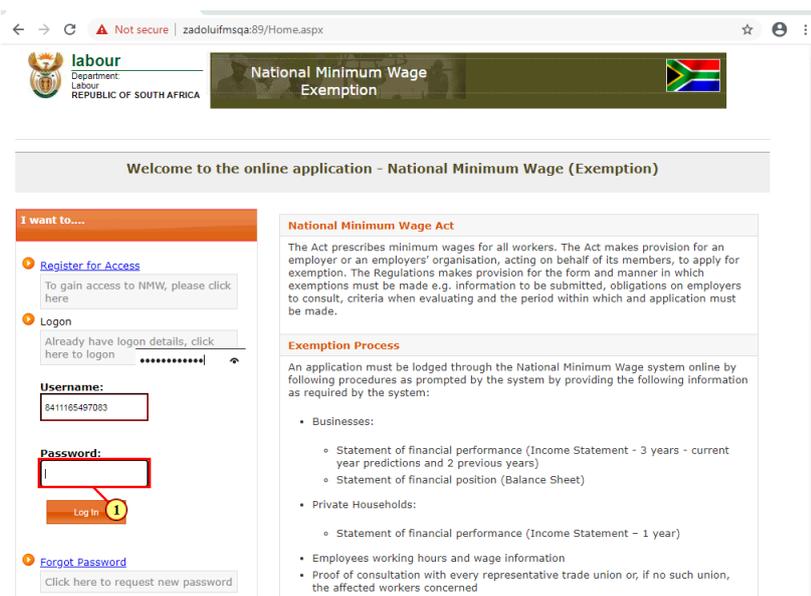
(1) Click on the  button to exit.

1.1.63. National Minimum Wage - Online Application - Google Chrome - \\Remote



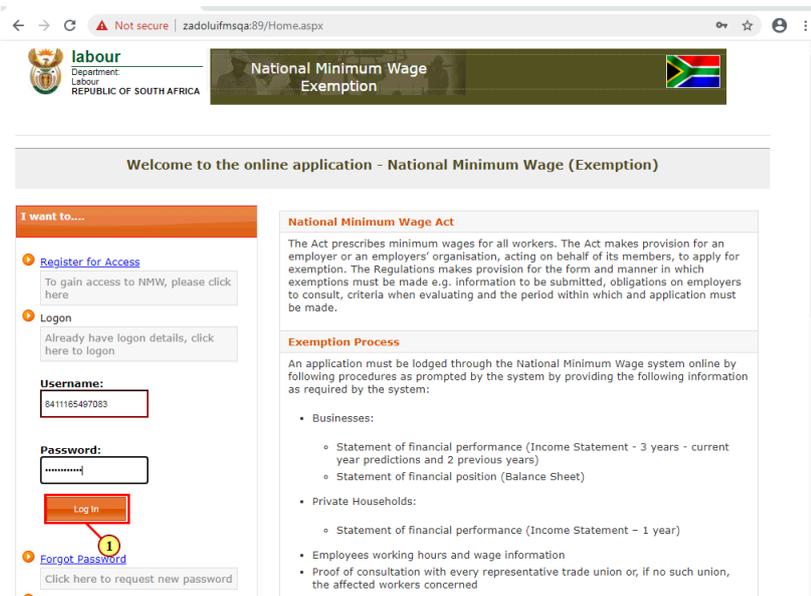
(1) Enter the Username in the field.

1.1.64. National Minimum Wage - Online Application - Google Chrome - \\Remote



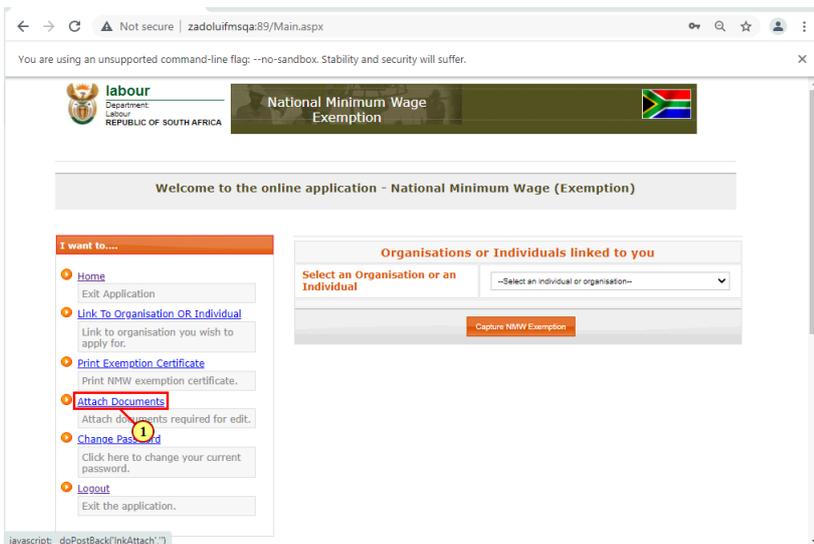
(1) Enter the Password in the field.

1.1.65. National Minimum Wage - Online Application - Google Chrome - \\Remote



(1) Click on the **Log in** button.

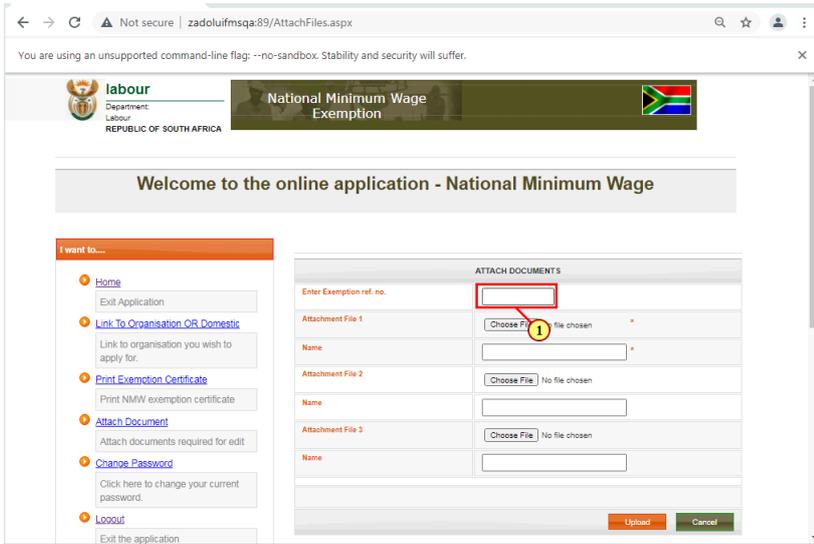
1.1.66. National Minimum Wage - Online Application - Google Chrome - \\Remote



Once an application for NMW exemption has been captured and submitted, they system will prompt should the application be referred for auditing. If referred for auditing you are required to attach supporting documents. This simulation will guide you on how to attach documents.

(1) Click **Attach Documents** link.

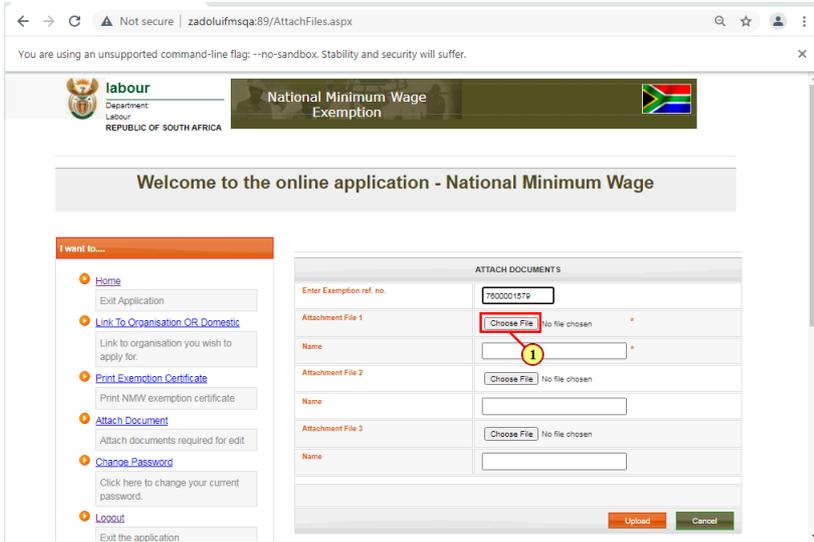
1.1.67. National Minimum Wage - Attach Files - Google Chrome - \\Remote



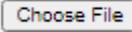
 When attaching documents, you must have an existing case number, attach documents against the case number.

(1) The Exemption ref number field is filled out.

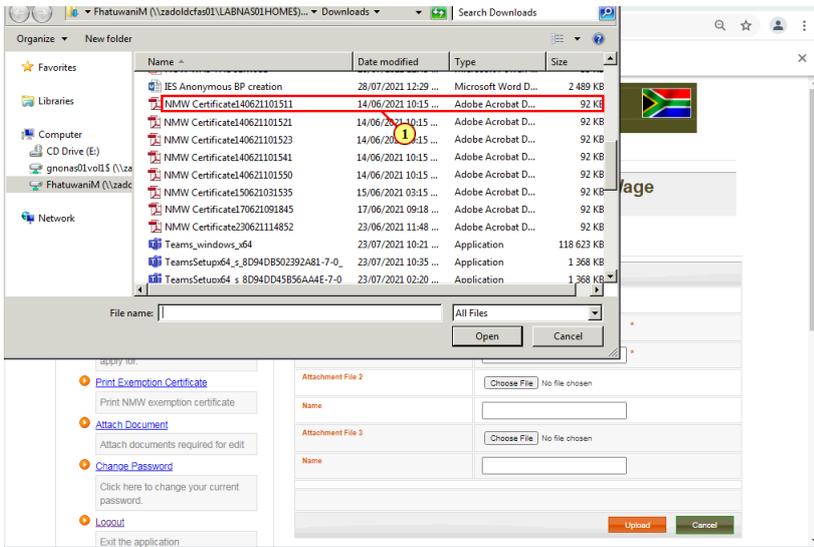
1.1.68. National Minimum Wage - Attach Files - Google Chrome - \\Remote



 The system attaches PDF format documents only.

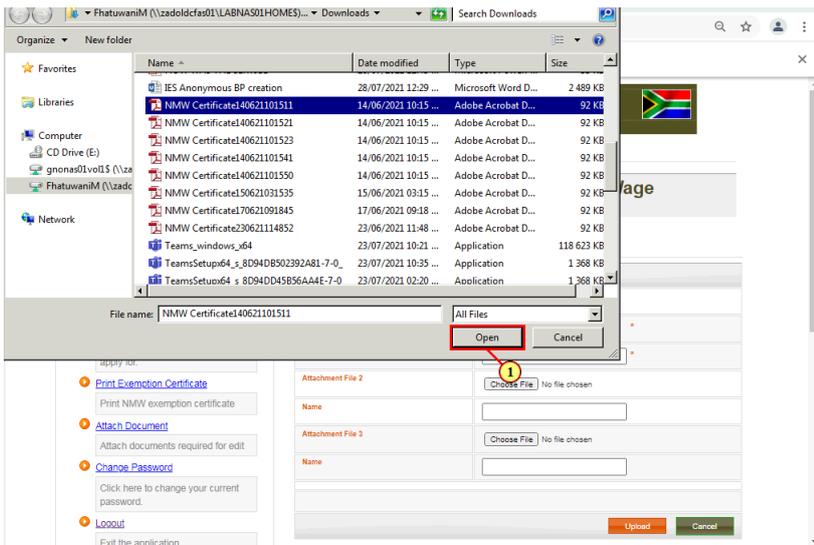
(1) Click on the **Choose File**  button to browse for documents.

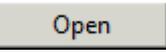
1.1.69. Open - \\Remote



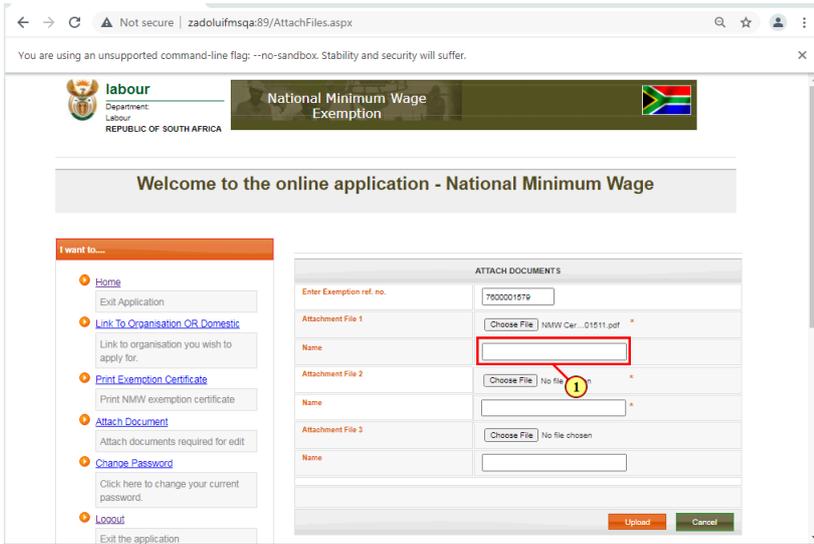
(1) Click on the **required document** to select it.

1.1.70. Open - \\Remote



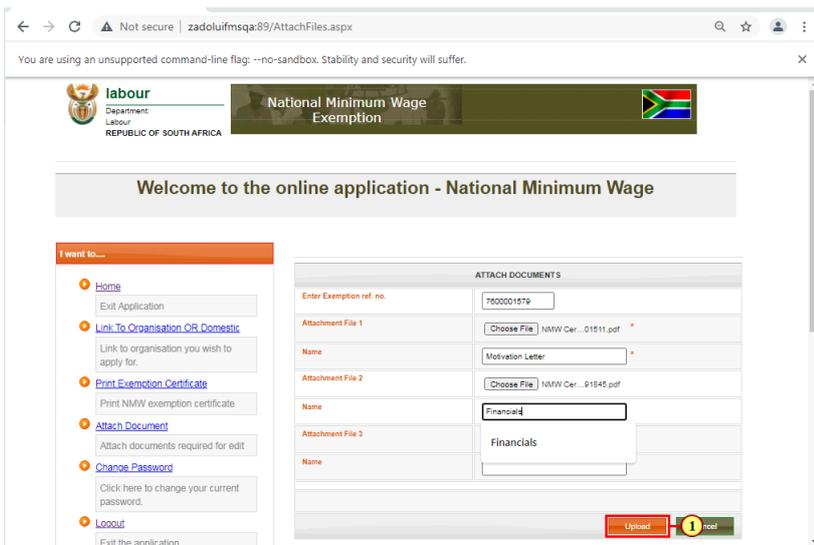
(1) Click on **Open**  button to upload selected document.

1.1.71. National Minimum Wage - Attach Files - Google Chrome - \\Remote



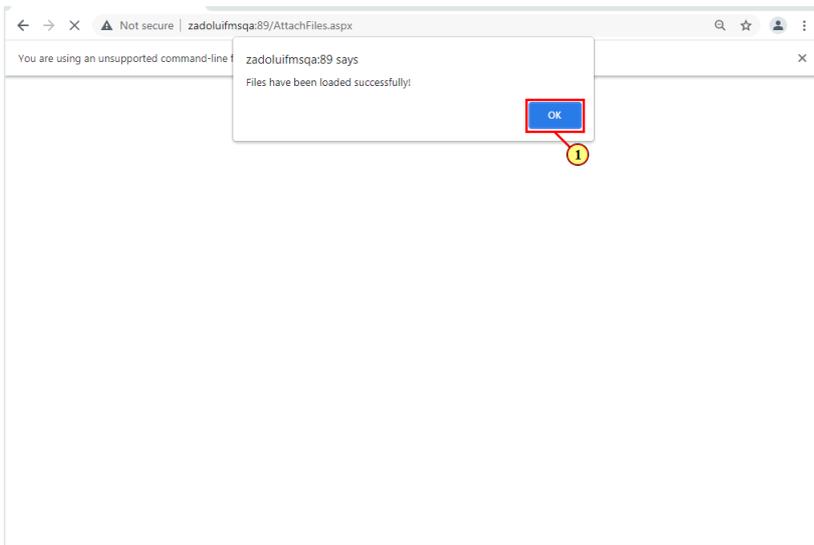
(1) The **Name** field is filled out.

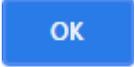
1.1.72. National Minimum Wage - Attach Files - Google Chrome - \\Remote



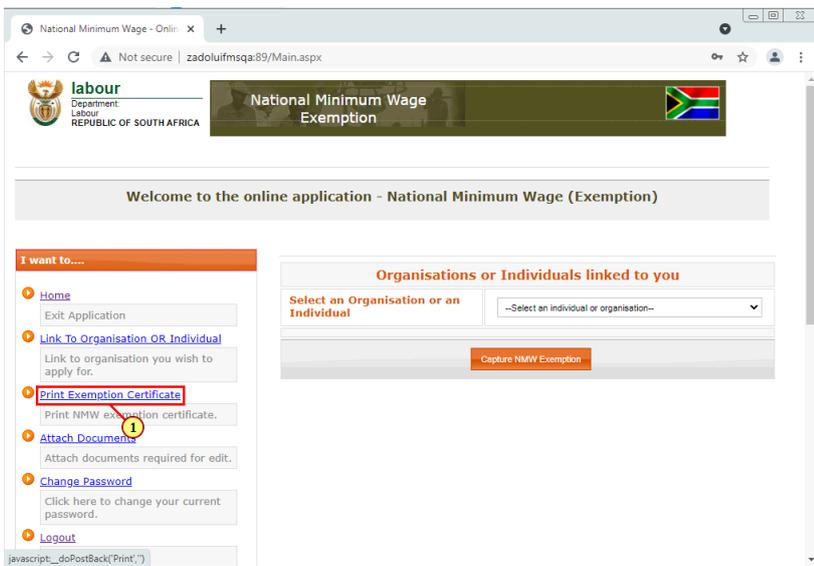
(1) Click on the **Upload**  button to proceed.

1.1.73. National Minimum Wage - Attach Files - Google Chrome - \\Remote



(1) Click on the  button to proceed.

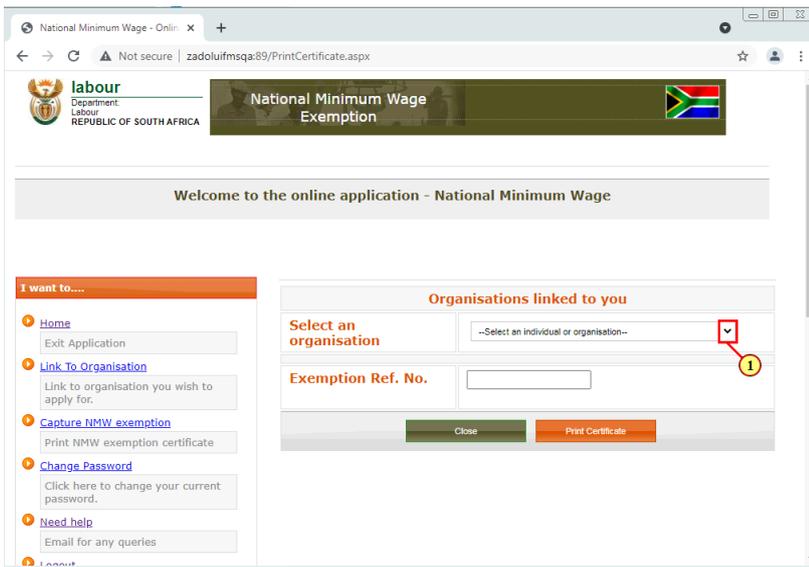
1.1.74. National Minimum Wage - Online Application - Google Chrome - \\Remote



 Once all document has been submitted the audit process may start.
At the end of the audit process should your application be approved, follow the following steps to print your exemption certificate.

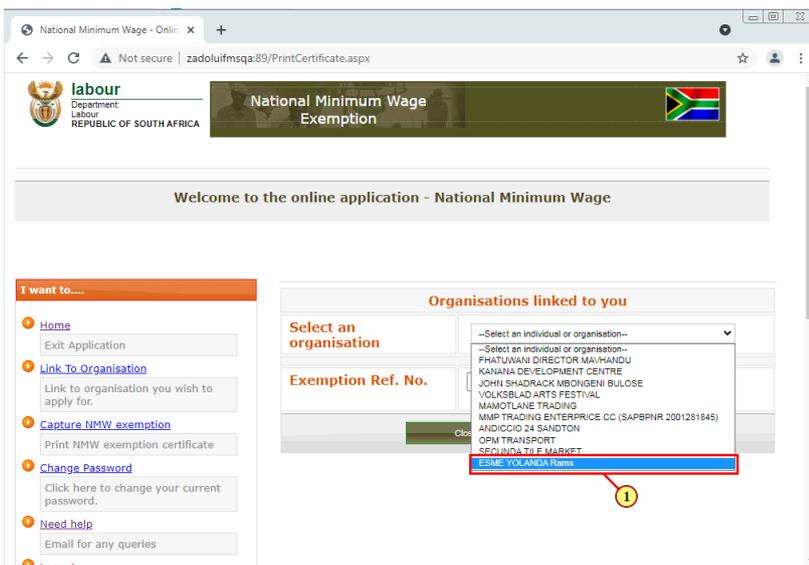
(1) Click on the **Print Exemption Certificate** link.

1.1.75. National Minimum Wage - Online Application - Google Chrome - \\Remote



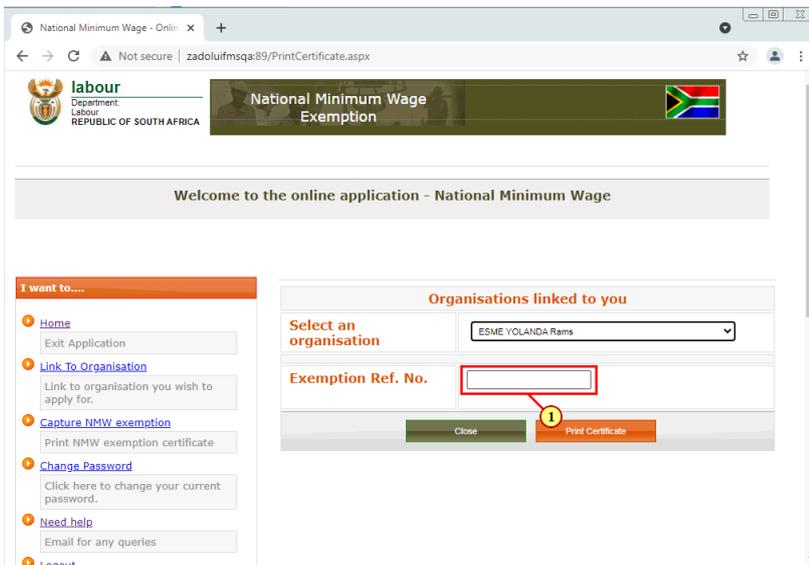
(1) Click on the **Select an Organisation or an Individual** button to display different organisations or individuals.

1.1.76. National Minimum Wage - Online Application - Google Chrome - \\Remote



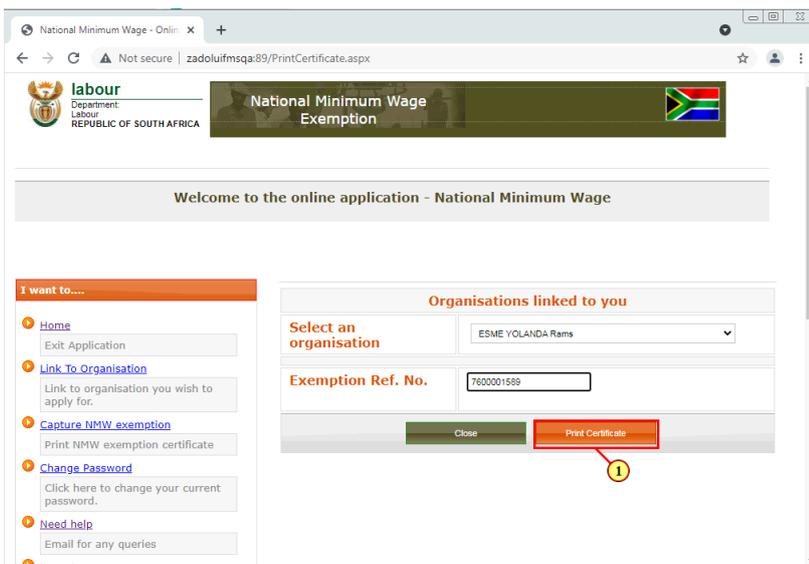
(1) Select the option you wish to apply for exemption for.

1.1.77. National Minimum Wage - Online Application - Google Chrome - \\Remote



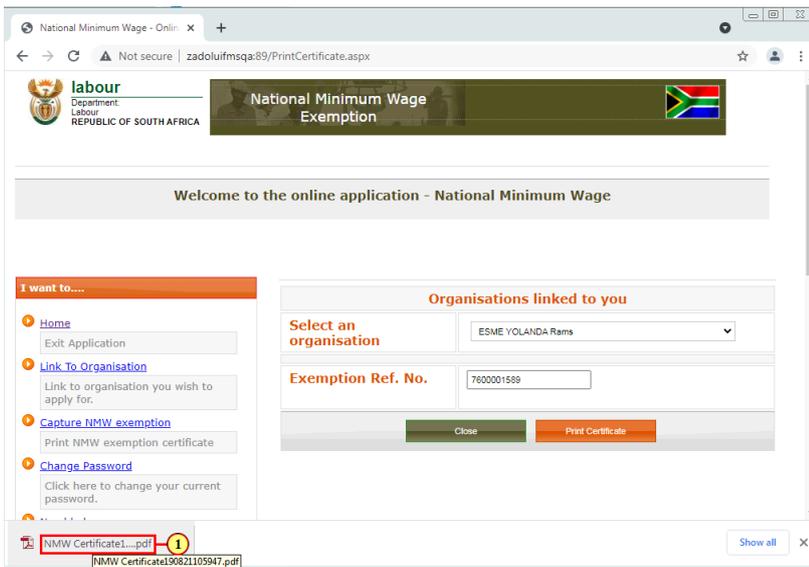
(1) The Exemption Ref. Number field is filled out.

1.1.78. National Minimum Wage - Online Application - Google Chrome - \\Remote



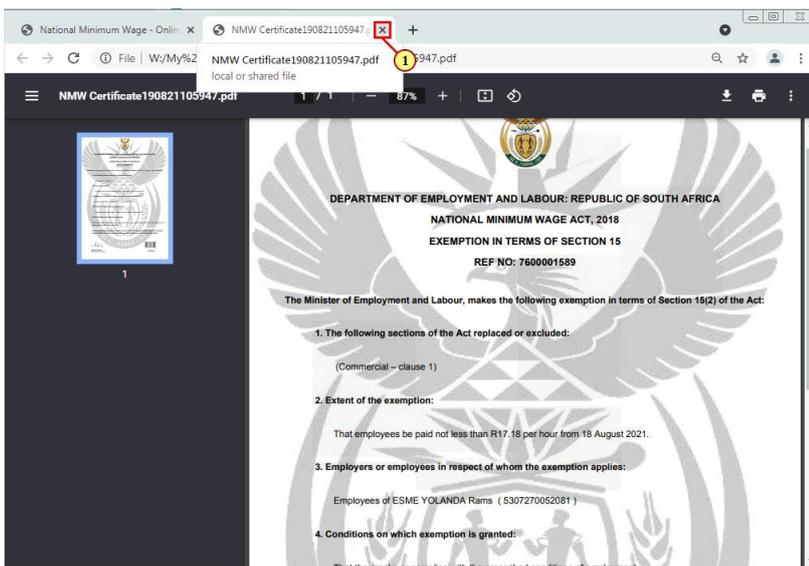
(1) Click on the **Print Certificate**  button.

1.1.79. National Minimum Wage - Online Application - Google Chrome - \\Remote



(1) Click on the certificate to display it.

1.1.80. NMW Certificate190821105947.pdf - Google Chrome - \\Remote

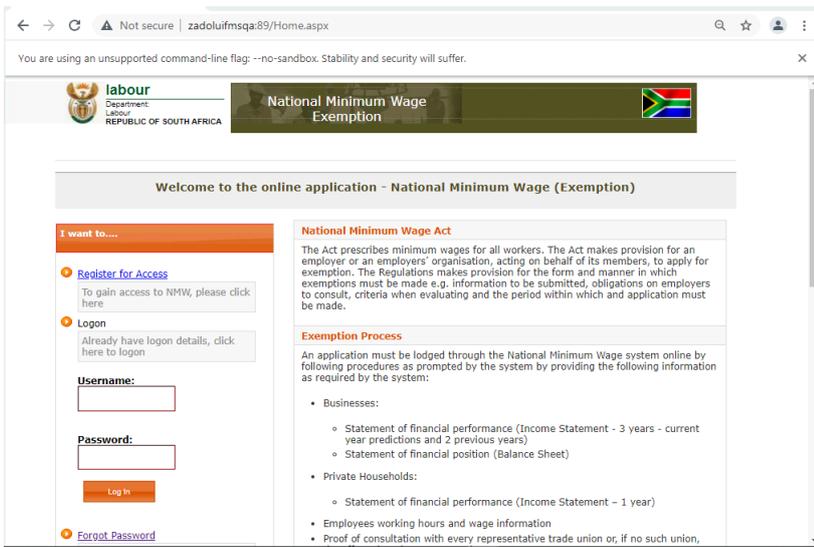




The Certificate is now displayed and you may print it if you wish to..

(1) Click on the **Close**  button to exit

1.1.81. National Minimum Wage - Online Application - Google Chrome - \\Remote



	<p>You have successfully completed the NMW Application for Exemption for a Domestic Employer Simulation.</p>
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