1.1. Capture an application for NMW exemption for an organisation

1.1.1. Purpose

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

Once access to the National Minimum Wage System has being granted, the application process for Minimum Wage Exemption may commence.
If the applicant represent an Organisation, the following must be presented during capturing process:

- Statement of Financial Performance (Income Statement - 3 years i.e. current year predictions and 2 previous years)
- Statement of financial position (Balance Sheet)
- Employees working hours and wage information.
- Proof of consultation with every representative's trade union, if no such union, the affected workers concern.
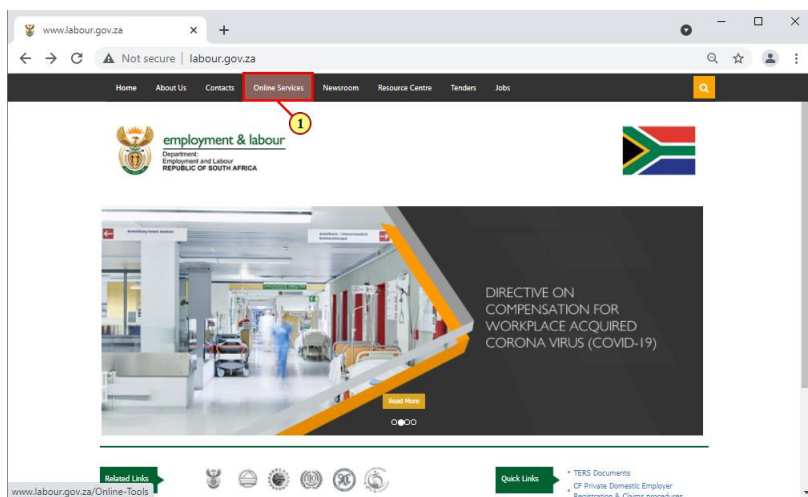
1.1.2. Prerequisites

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

1.1.3. Menu Path

None.

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

|	Welcome to the **NMW Capture for Organisation** Simulation.
	Once access to the National Minimum Wage System has being granted, the application process for Minimum Wage Exemption may commence.
	This simulation will guide you on how to capture an application for an organisation.

(1) Click on the **Online Services** tab.
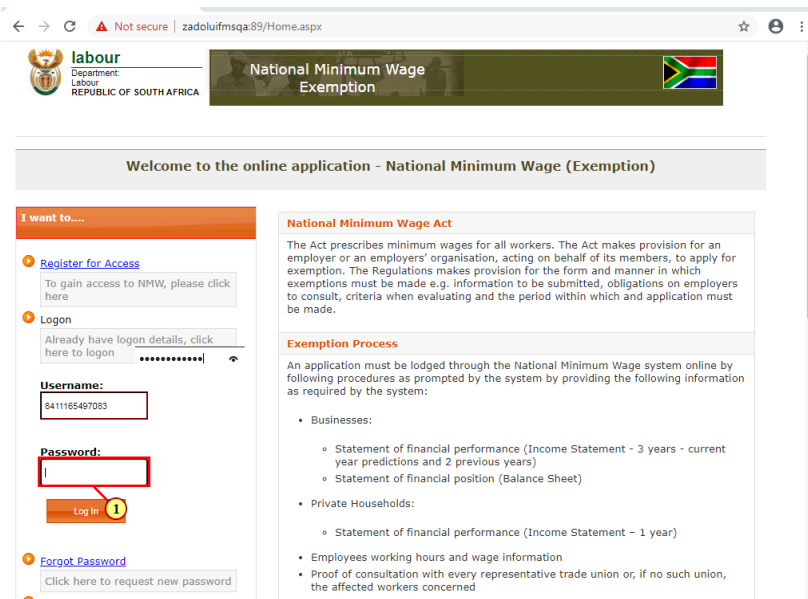
1.1.5. Online Services - Google Chrome
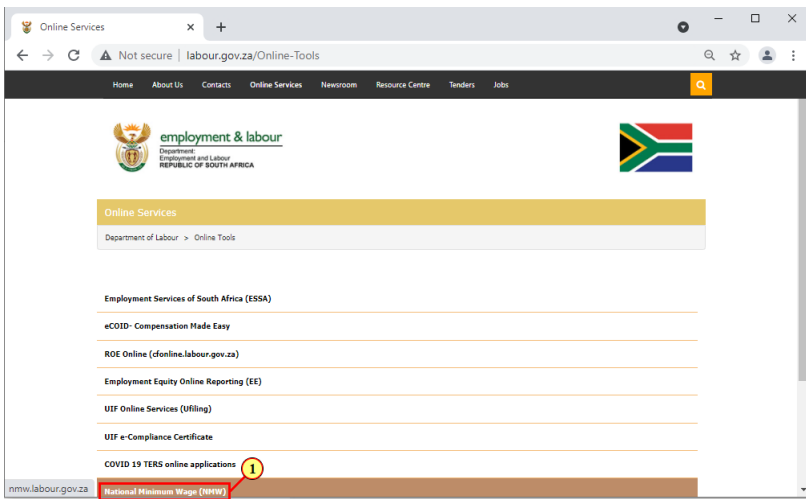
(1) Click **National Minimum Wage (NMW)** link.

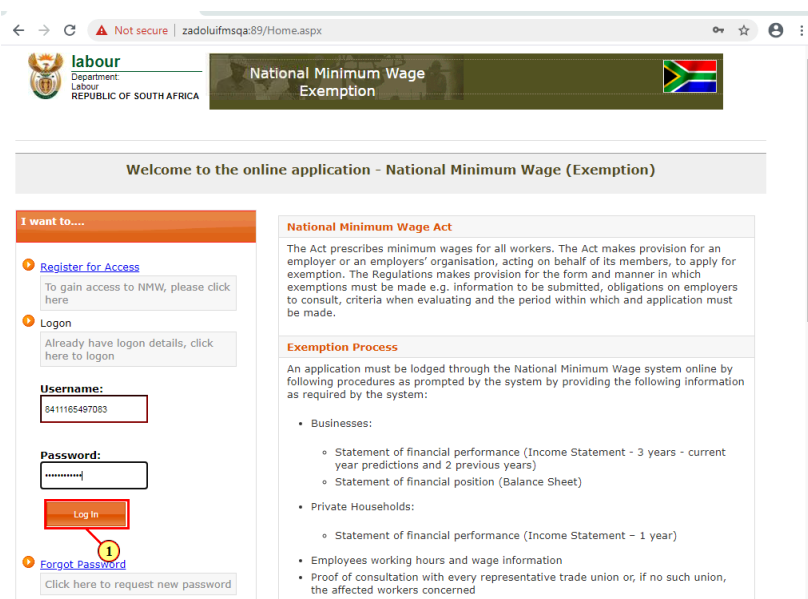## 1.1.6. National Minimum Wage - Online Application - Google Chrome - \\Remote
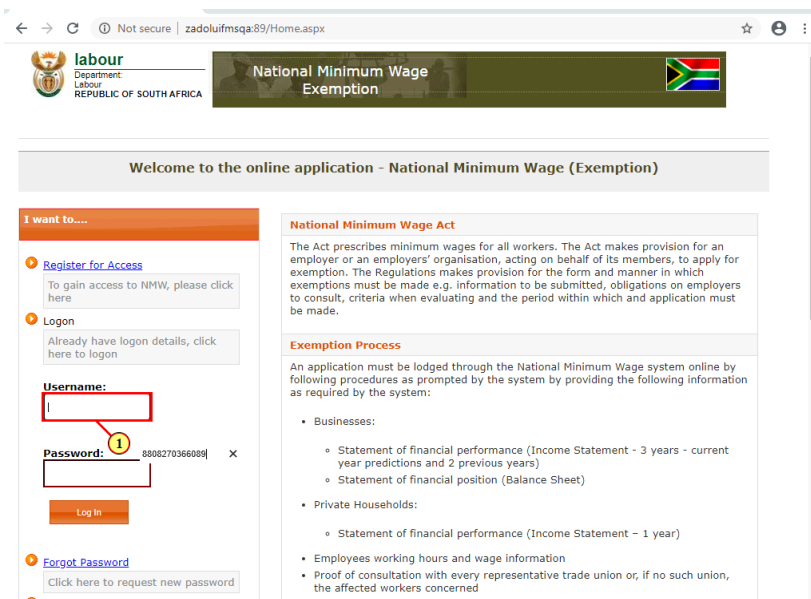
(1) Enter the **Username**in the field.

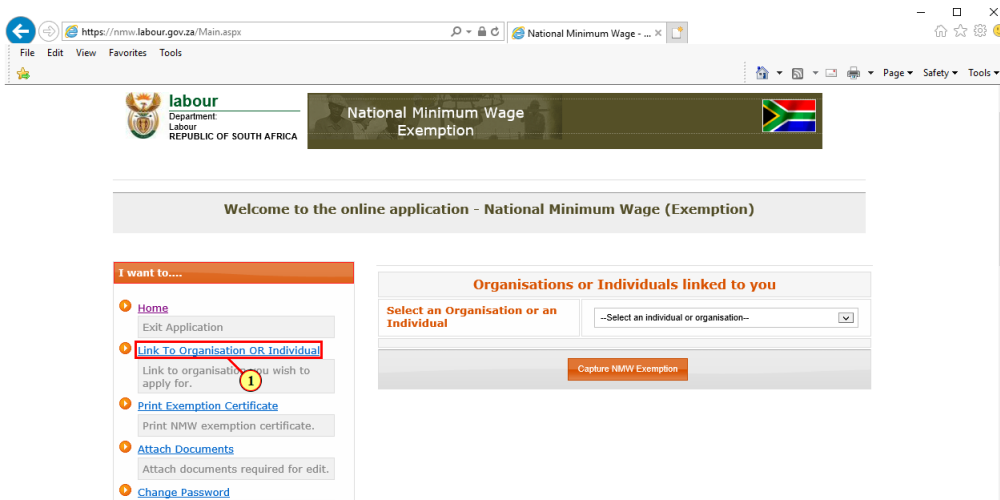## 1.1.7. National Minimum Wage - Online Application - Google Chrome - \\Remote

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

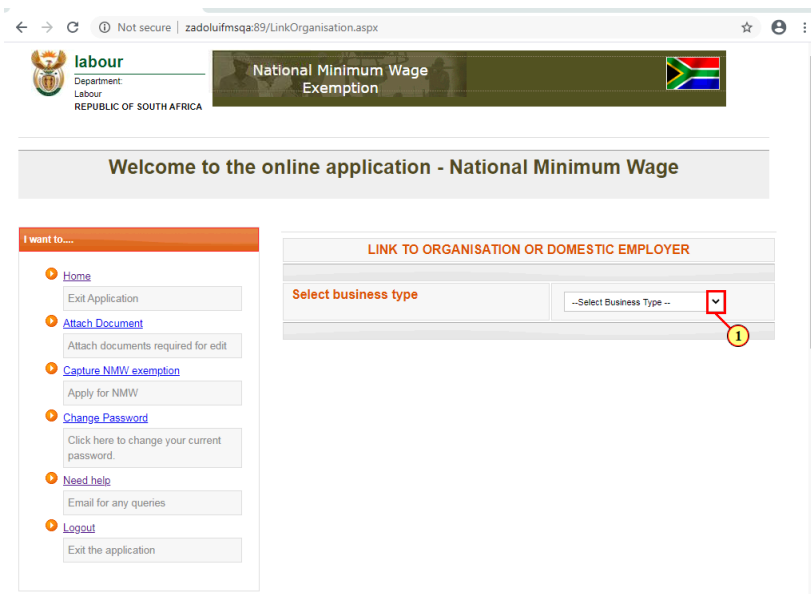## 1.1.8. National Minimum Wage - Online Application - Google Chrome - \\Remote

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

1.1.9. National Minimum Wage - Online Application - Internet Explorer
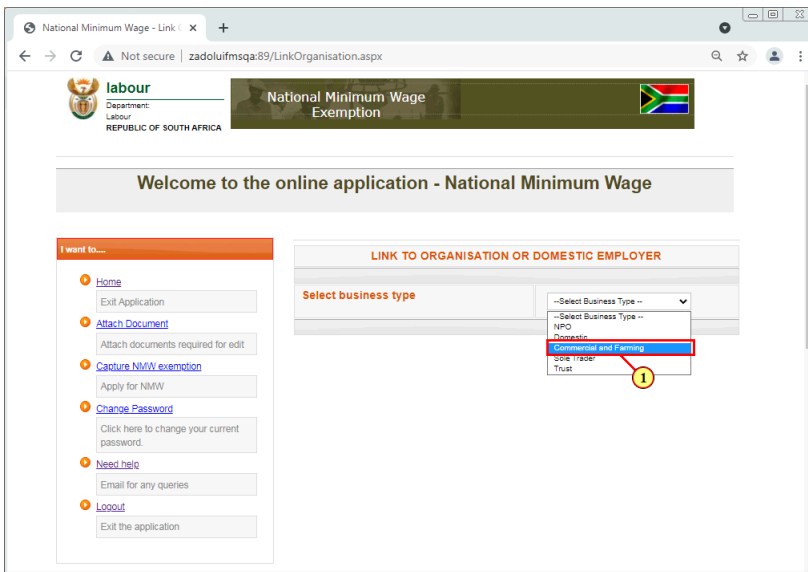

(1) Click on the Link To Organisation OR Individual link.

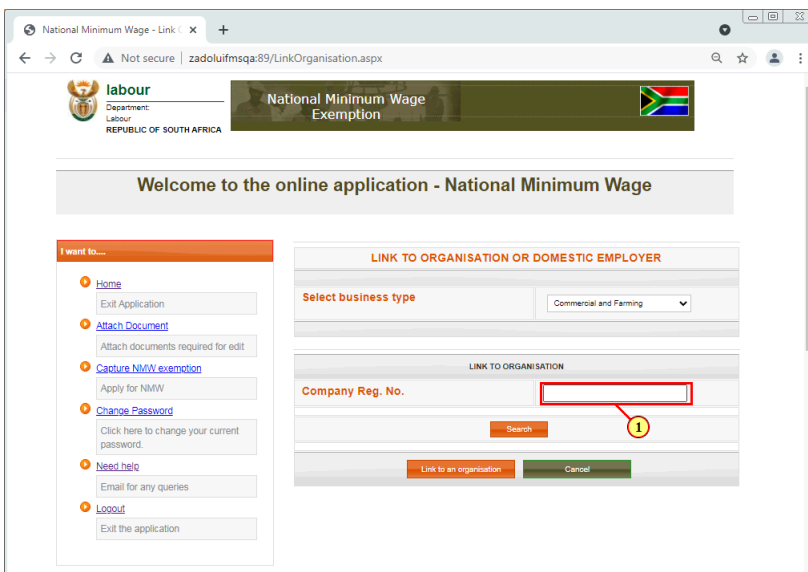### 1.1.10. National Minimum Wage - Link Organisation - Google Chrome - \\Remote

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

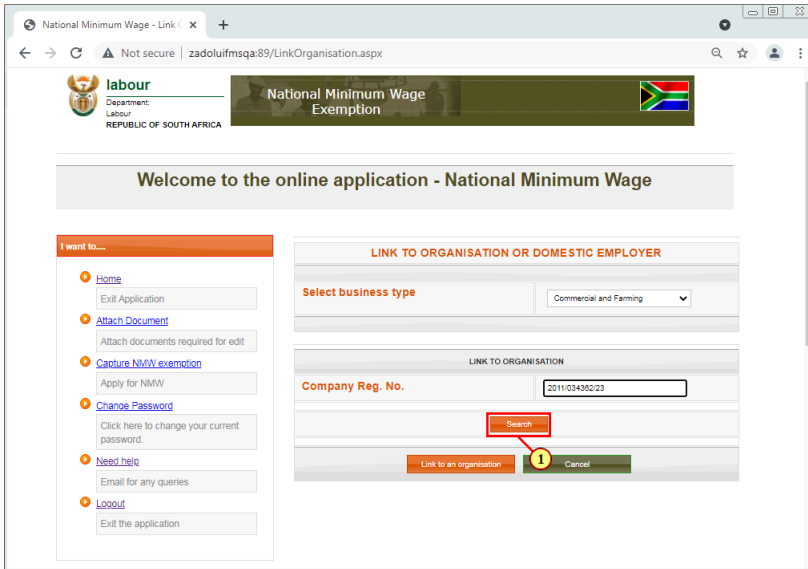### 1.1.11. National Minimum Wage - Link Organisation - Google Chrome - \\Remote

(1) Click on **Commercial and Farming** option to select it.

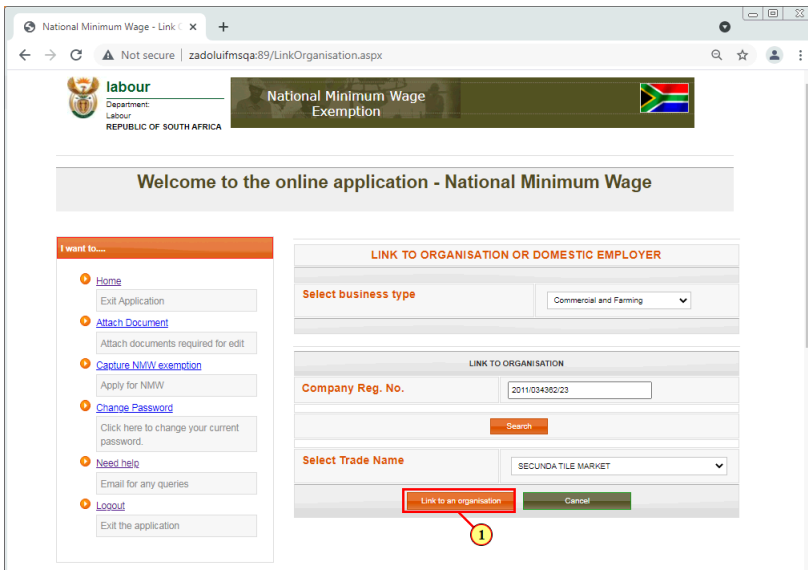### 1.1.12. National Minimum Wage - Link Organisation - Google Chrome - \\Remote

(1) The **Company Registration Number** field is filled out.

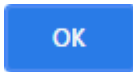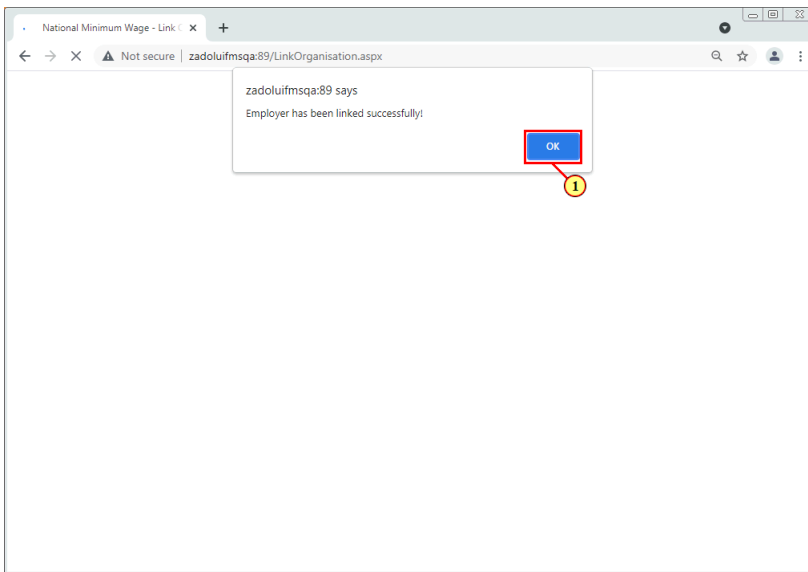### 1.1.13. National Minimum Wage - Link Organisation - Google Chrome - \\Remote

(1) Click on the **Search** button.

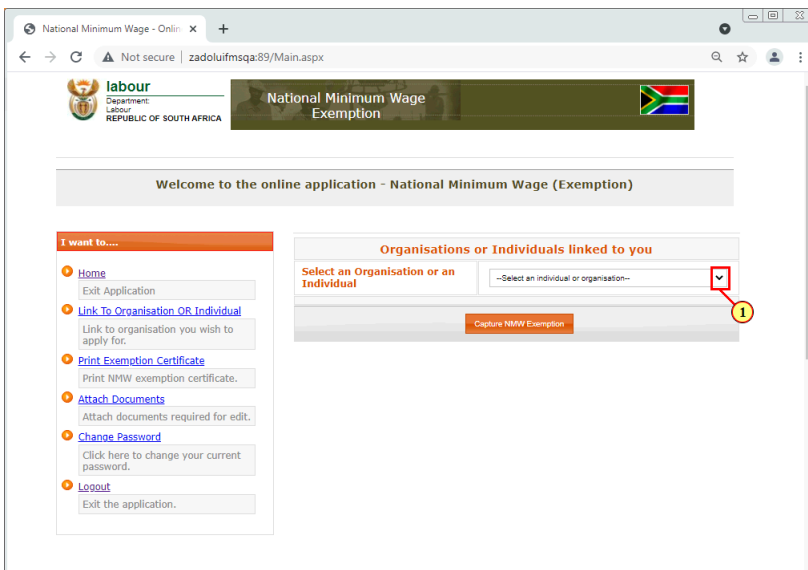### 1.1.14. National Minimum Wage - Link Organisation - Google Chrome - \\Remote

(1) Click on the **Link to an Organisation** button to link the employer.

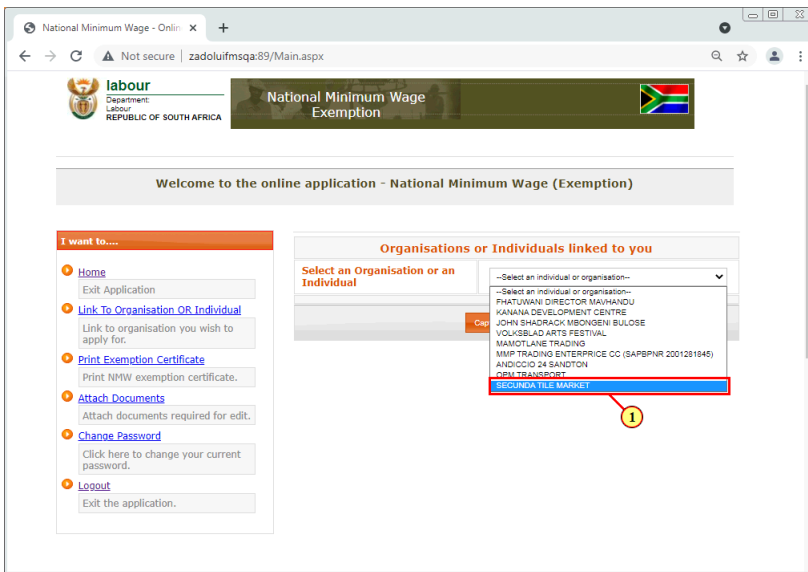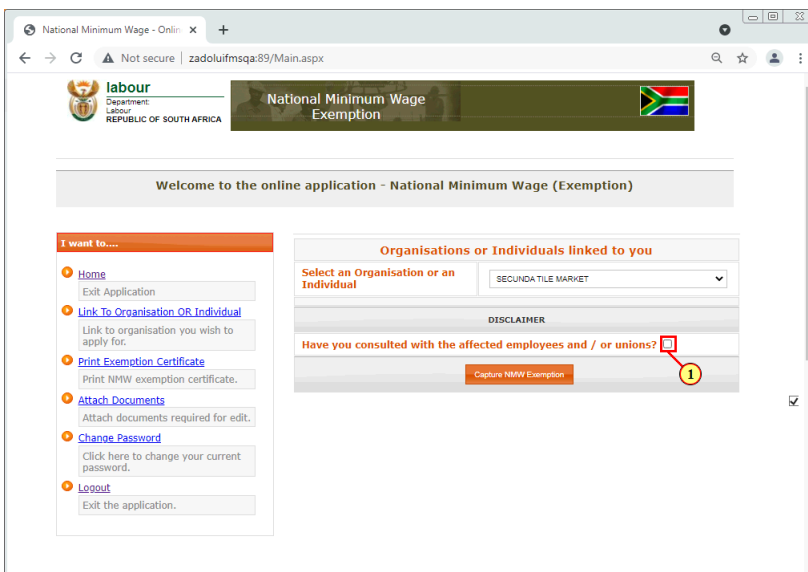### 1.1.15. National Minimum Wage - Link Organisation - Google Chrome - \\Remote

(1) Click on the **OK** 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 an Organisation you wish to apply for exemption for.

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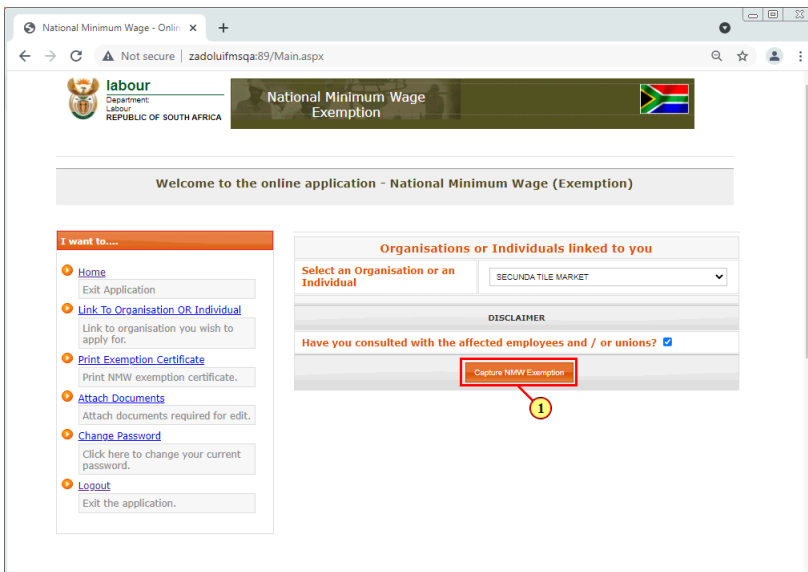

Clicking in the checkbox confirms that the person capturing the exemption or representative of the company has consulted with the employees and/or the union before applying for exemption.
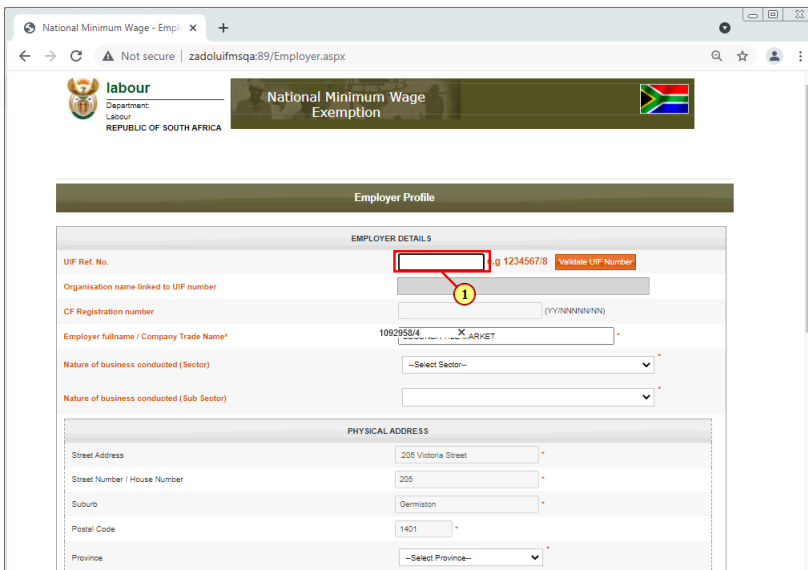
(1) Select the **Have you consulted with the affected employees and / or unions?** check box.

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

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

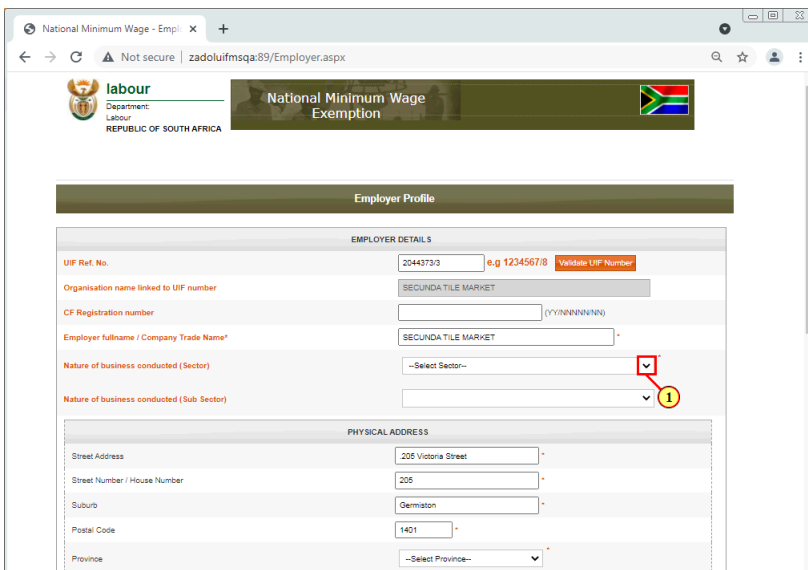### 1.1.20. National Minimum Wage - Employer Details - Google Chrome - \\Remote

(1) Enter **UIF Ref. Number.** in the field.

1.1.21. National Minimum Wage - Employer Details - Google Chrome - \\Remote
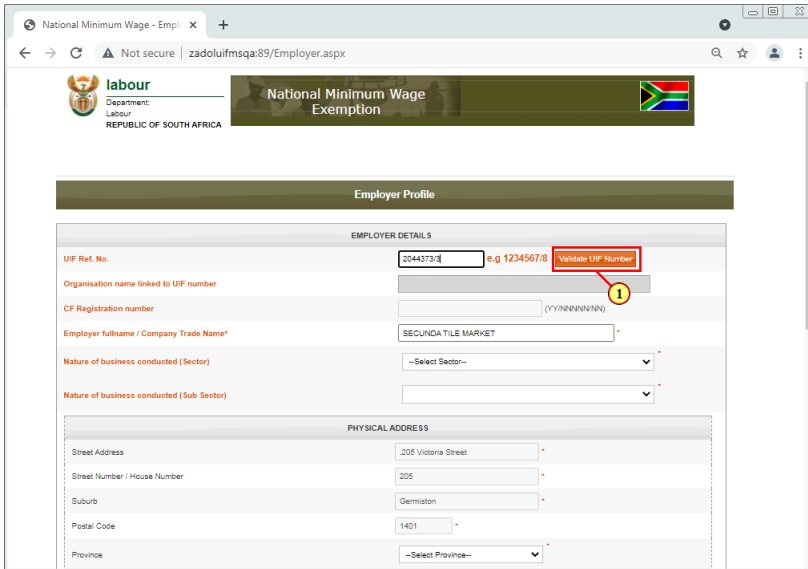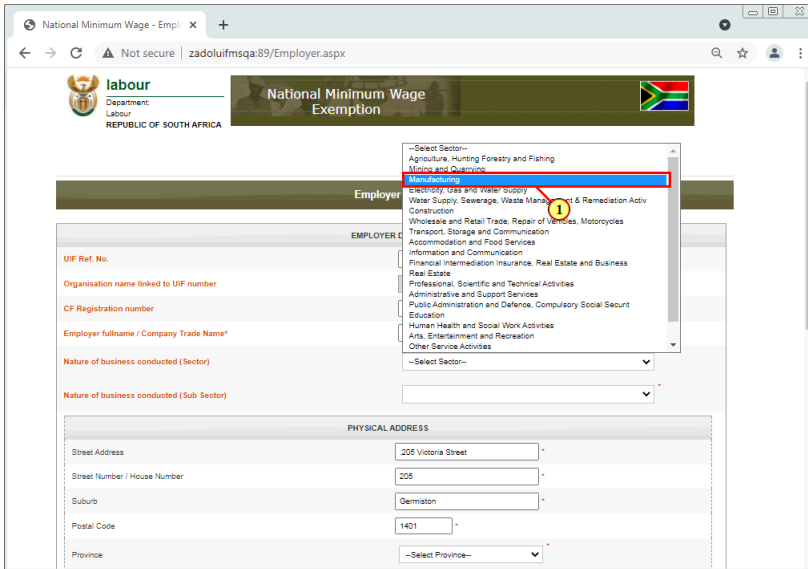

(1) Click on the **Validate UIF Number** ![Validate UIF Number] button to validate the enter UIF number.

1.1.22. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

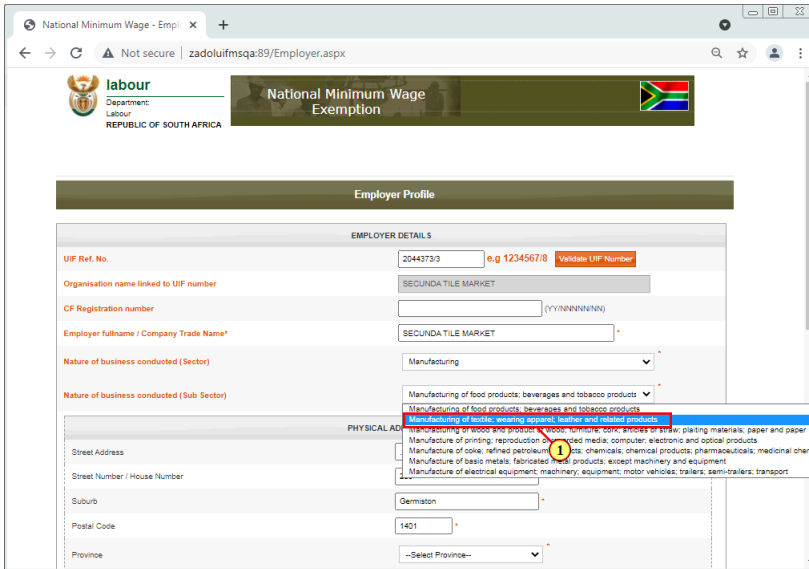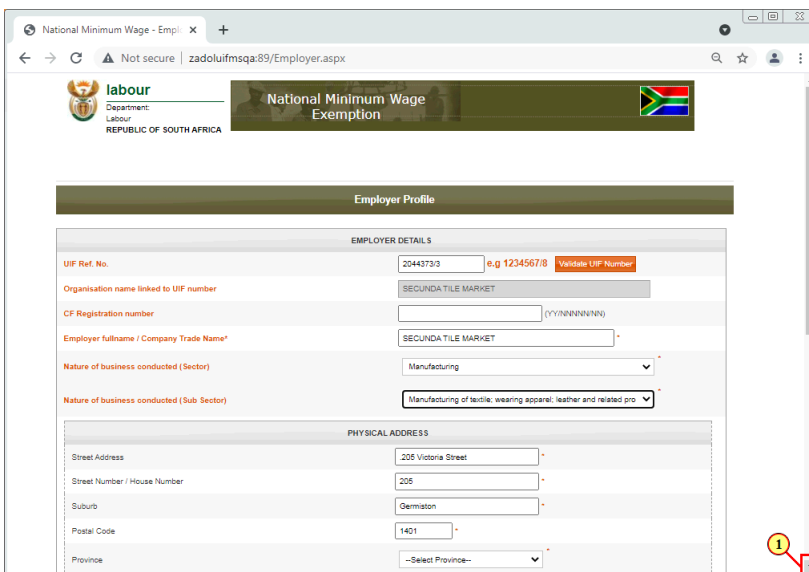### 1.1.23. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.24. National Minimum Wage - Employer Details - Google Chrome - \\Remote
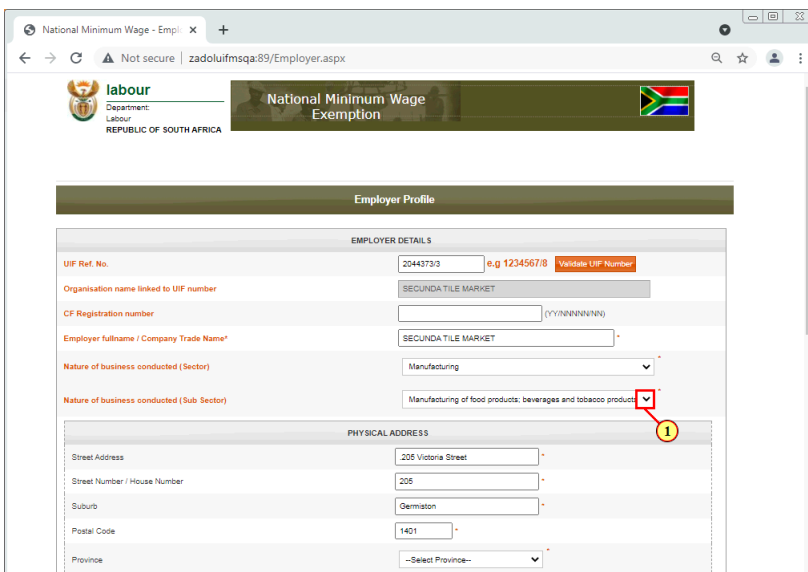
(1) Click on the **Nature of Business Conducted (Sub Sector)** ⌄ button to display different nature of business.

1.1.25. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.26. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.27. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.28. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.29. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.30. National Minimum Wage - Employer Details - Google Chrome - \\Remote

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

1.1.31.   National Minimum Wage - Employer Details - Google Chrome - \\Remote

(1) Select the **Do you belong to a bargaining council with jurisdiction?** check box.

1.1.32.   National Minimum Wage - Employer Details - Google Chrome - \\Remote

You must now select the bargaining council with which the organisation is affiliated.

(1) Click on **Bargaining Council** ⌄ dropdown button to select the relevant business type.

1.1.33.   National Minimum Wage - Employer Details - Google Chrome - \\Remote
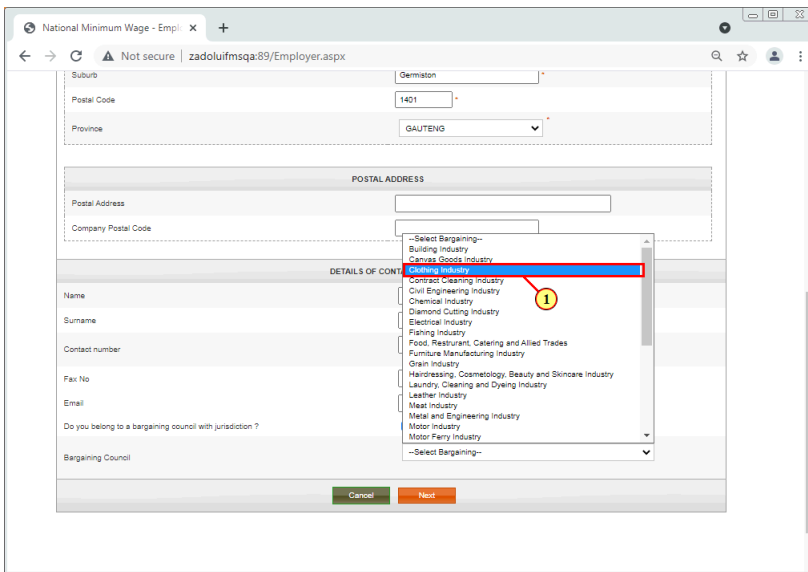
(1) Click on the relevant province to select it.

1.1.34.   National Minimum Wage - Employer Details - Google Chrome - \\Remote
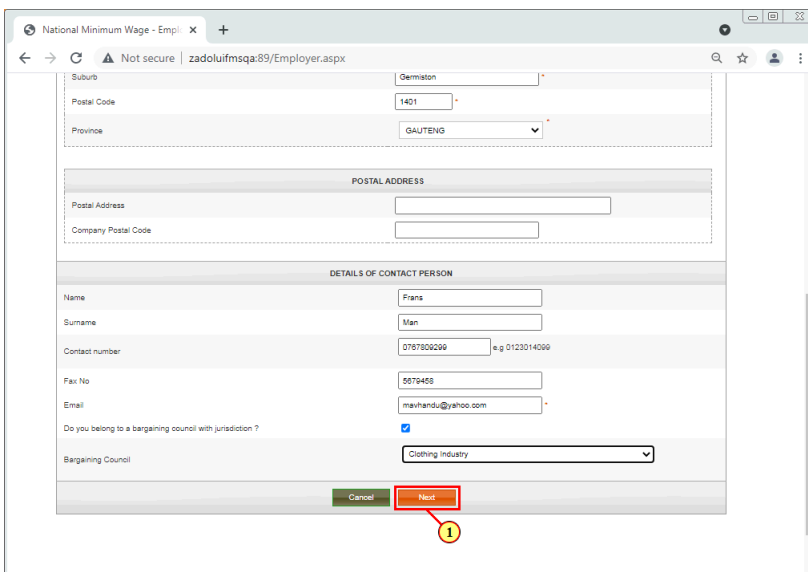
(1) Click on the **Next** ![Next] button to proceed.

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

> 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.

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

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

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

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

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

(i)	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.

(i)	**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.

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

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

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

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

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

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

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

	Capture the Organisation's statement of financial prformance. This section will cover the organisation's **Income Statement**.
	Enter total revenue (income) for 2022, 2021 and 2020

(1) Enter the **Total Revenue (Income)** in the field.

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

	Enter Depreciation Amounts for 2022, 2021 and 2020

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

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

	Enter Entertainment Amounts for 2022, 2021 and 2020

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

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

| | | Enter Write offs Amounts for 2022, 2021 and 2020 |

(1) The **Write Offs** field is filled out.

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

| | | Enter the Finance Costs for 2022, 2021 and 2020 |

(1) The **Finance Cost** field is filled out.

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

| | Enter Donations for 2022, 2021 and 2020 |

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

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

| | Enter Profit or Loss on disposal of assets for 2022, 2021 and 2020 |

(1) The **Profit or Loss on disposal of assests** field is filled out.

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

| | Enter Operating expenses for 2022, 2021 and 2020 |

(1) The **Operating Expenses** field is filled out.

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

| | Enter Tax amounts for 2022, 2021 and 2020 |

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

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

Enter Dividends amount for 2022, 2021 and 2020

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

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

Enter Other expenses for 2022, 2021 and 2020

(1) The **Other expenses not included above** field is filled out.

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

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

1.1.54. National Minimum Wage - Balance Sheet - Google Chrome - \\Remote

	Enter Non-current assets for 2022 and 2021	

(1) The **Non-current assets** field is filled out.

1.1.55. National Minimum Wage - Balance Sheet - Google Chrome - \\Remote

Enter Current assets for 2022 and 2021

(1) The **Current assets** field is filled out.

Enter Equity for 2022 and 2021

(1) A text is entered in the **Equity** field.

1.1.56. National Minimum Wage - Balance Sheet - Google Chrome - \\Remote

	Enter Non-Current Liabilities for 2022 and 2021

(1) The **Non-Current Liabilities** field is filled out.

1.1.57. National Minimum Wage - Balance Sheet - Google Chrome - \\Remote

	Enter Bank Overdraft for 2022 and 2021

(1) The **Bank Overdraft** field is filled out.

1.1.58. National Minimum Wage - Balance Sheet - Google Chrome - \\Remote

> Enter Other amounts for 2022 and 2021

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

1.1.59. National Minimum Wage - Balance Sheet - Google Chrome - \\Remote

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

1.1.60. National Minimum Wage - Declaration - Google Chrome - \\Remote
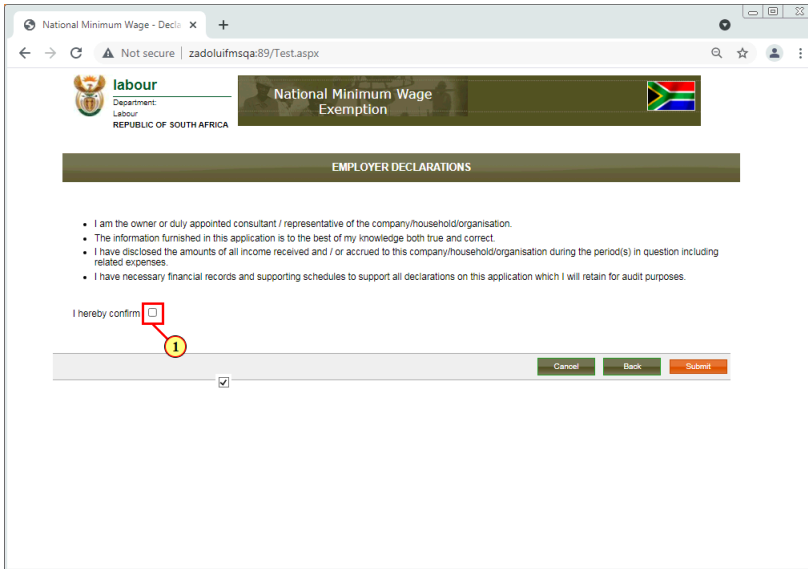
	Checkbox on the declaration page serves as a applicant's signature confirming the information supplied is true and correct.

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

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

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

1.1.62. StatusPage - Google Chrome - \\Remote
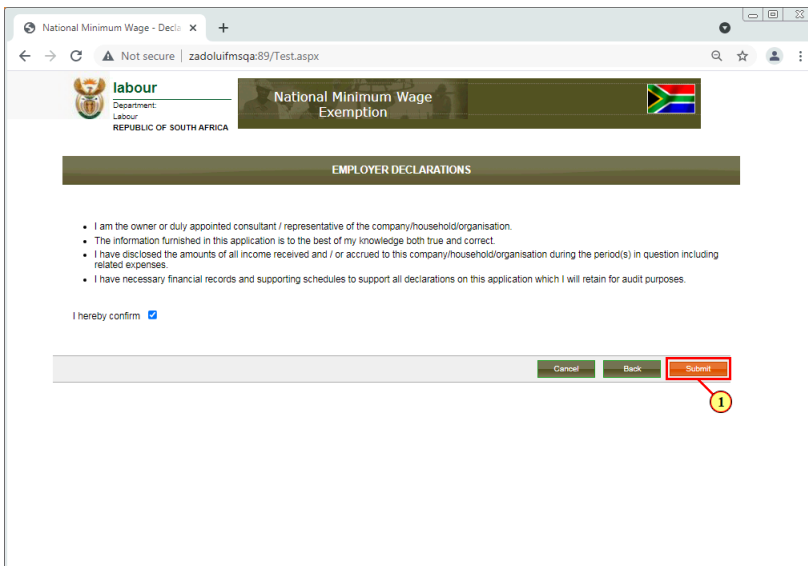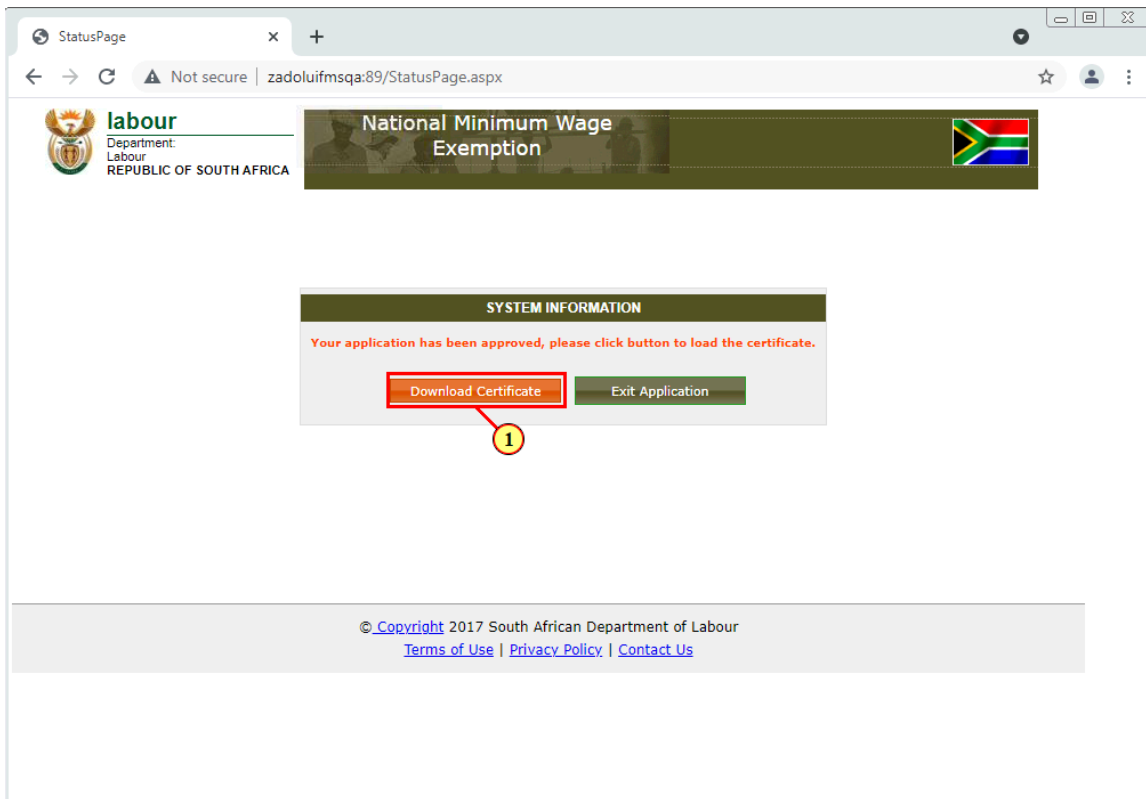

	Once you have submitted your application, the results will immediately be displayed on the screen.
	Results of your application could be:
	Application approved Application Reffered for auditing Application declined
	Take note of the message in the pop up box stating that the application has been approved.
	For approved application, you may print your exemption certificate.

(1) Click on the **Download Certificate** button to download the certificate.

1.1.63.   StatusPage - Google Chrome - \\Remote
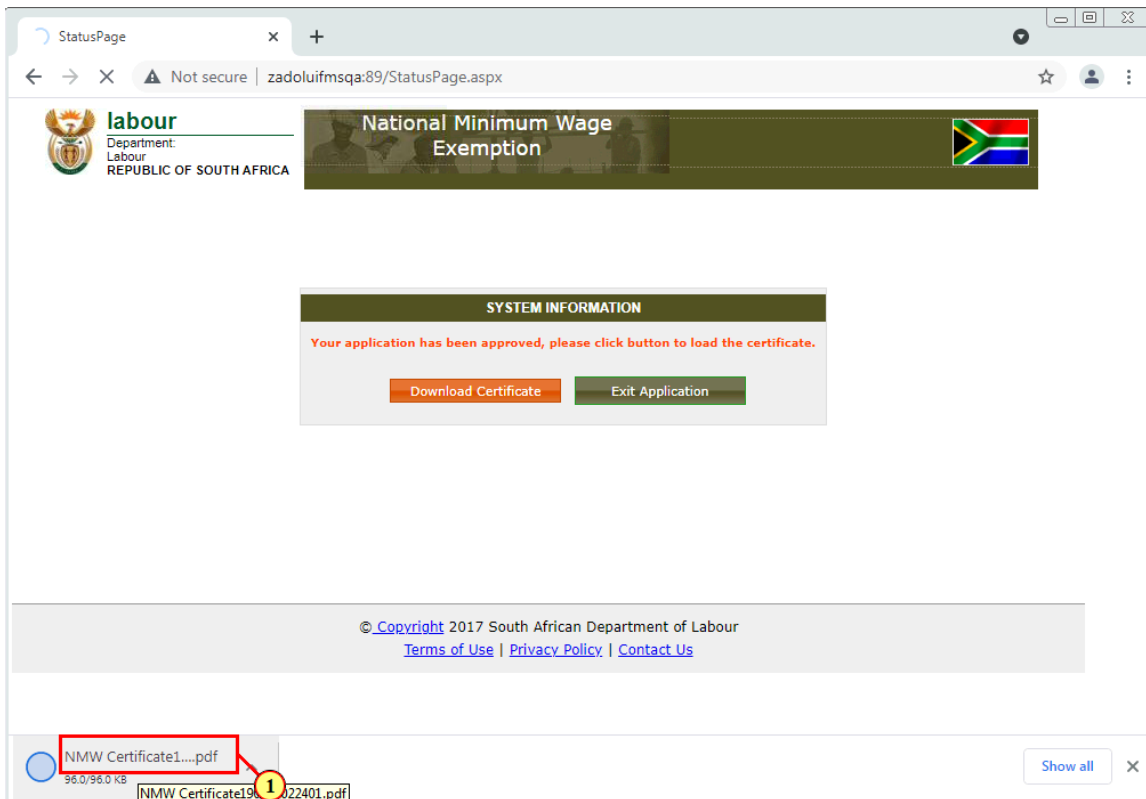
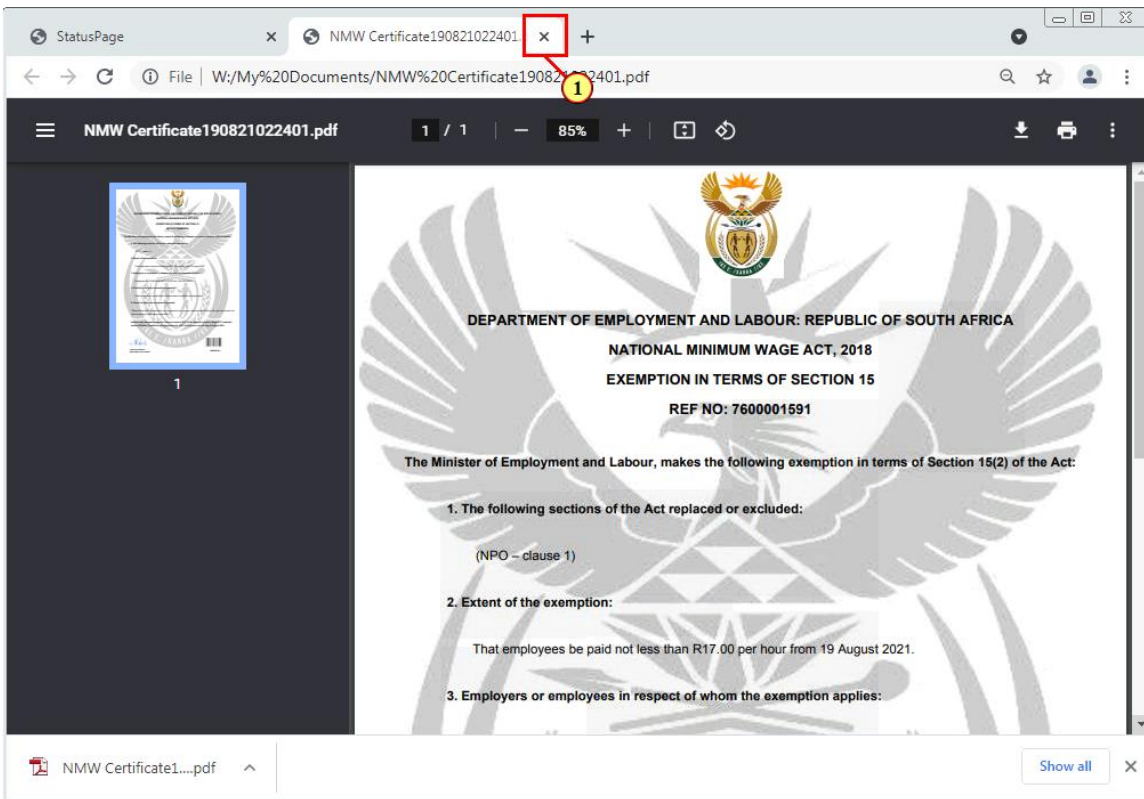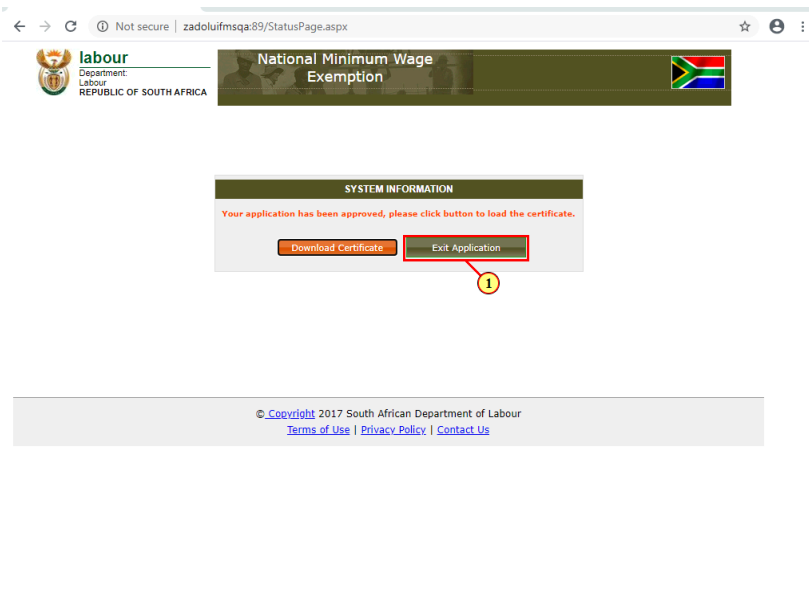(1) Click **NMW Certificate pdf**to open the certificate.

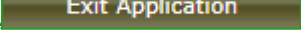## 1.1.64.   NMW Certificate190821022401.pdf - Google Chrome - \\Remote

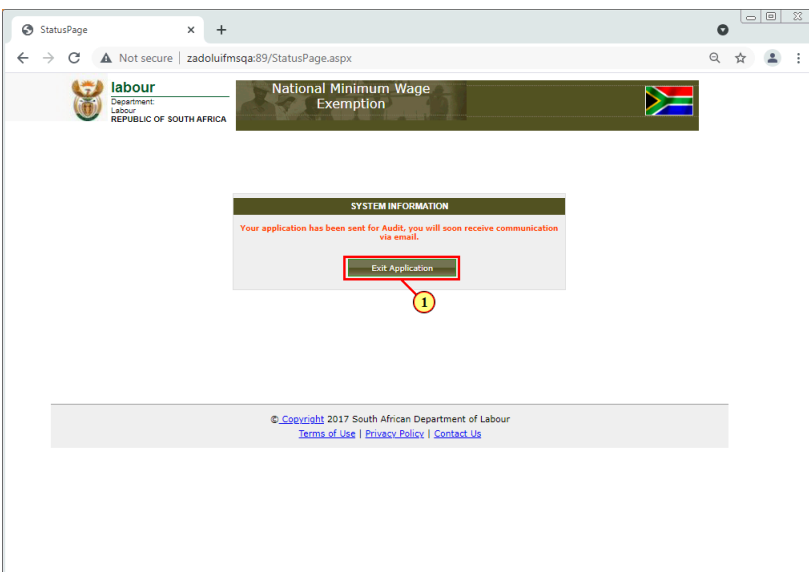|	The exemption certificate details information pertaining to the exemption.
	You may print the certificate should you wish to.

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

1.1.65.   StatusPage - Google Chrome - \\Remote

(1) Click on the **Exit Application** button to exit.

1.1.66.   StatusPage - Google Chrome - \\Remote

Take note of the message in the pop up box stating that the application has been referred for auditing.

For application sent for auditing, an email will be sent to the applicant detailing the required supporting document then proceed to upload listed documents.

The following steps will guide you on steps followed if the application has been referred for auditing.

(1) Click on the **Exit Application** button to exit.

1.1.67.   National Minimum Wage - Online Application - Google Chrome - \\Remote
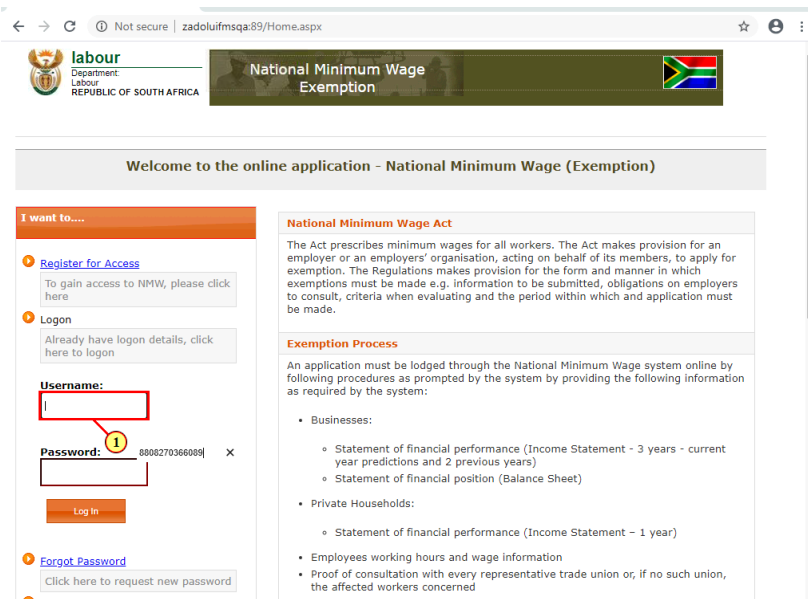
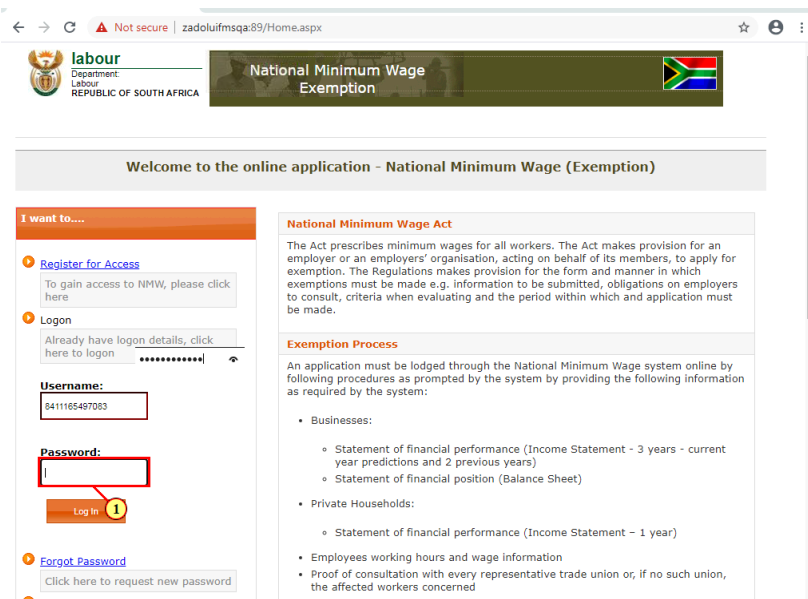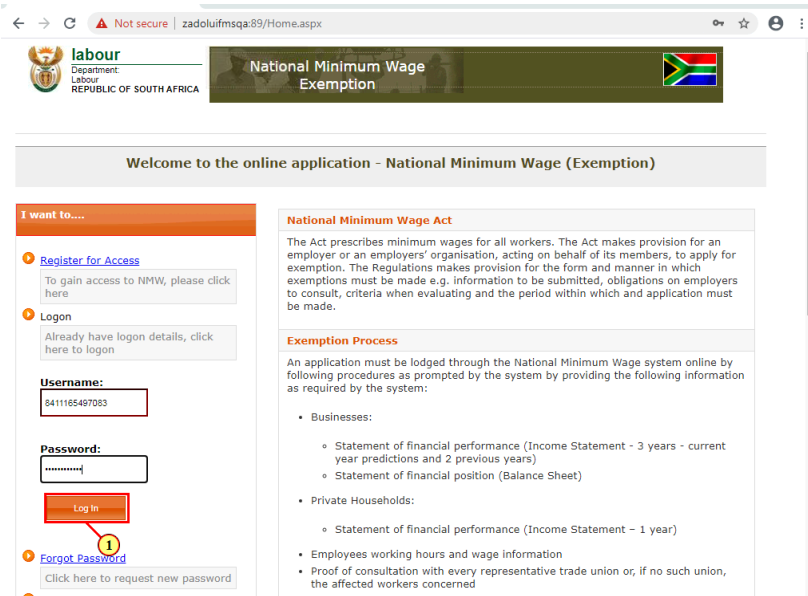(1) Enter the **Username**in the field.

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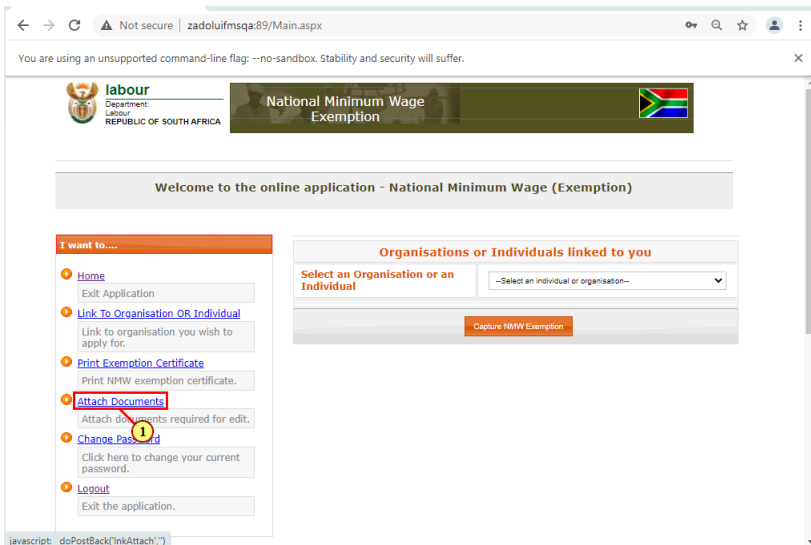

(1) Enter the **Password** in the field.

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


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

1.1.70. 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.
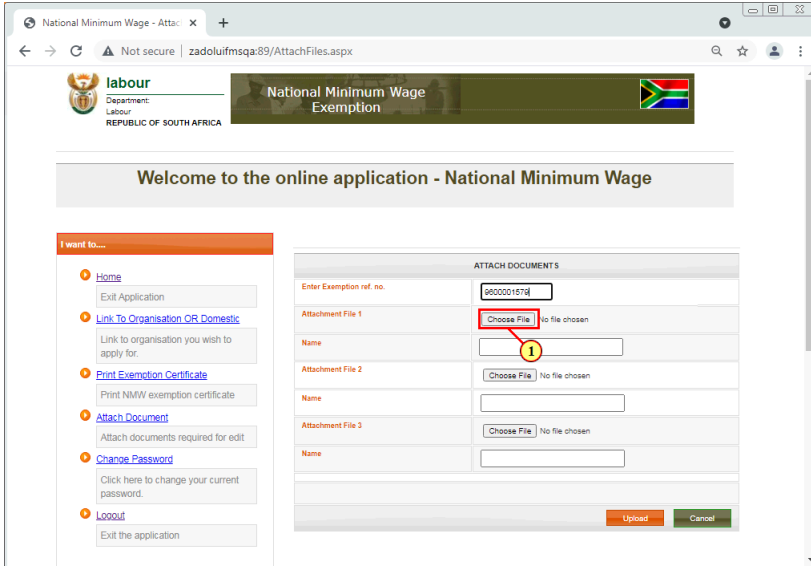
(1) Click **Attach Documents**link.

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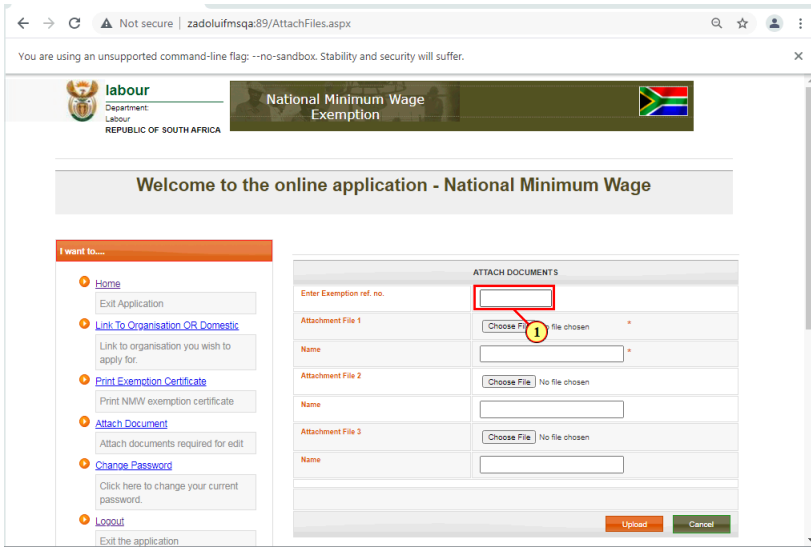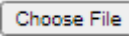

When attaching documents, you must have an existing case number, attach documents against the case number.
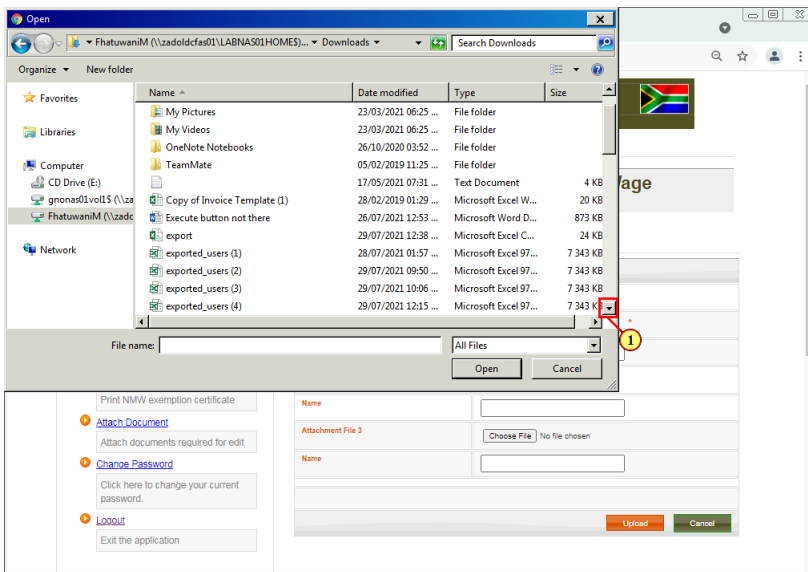
(1) The **Exemption ref number** field is filled out.

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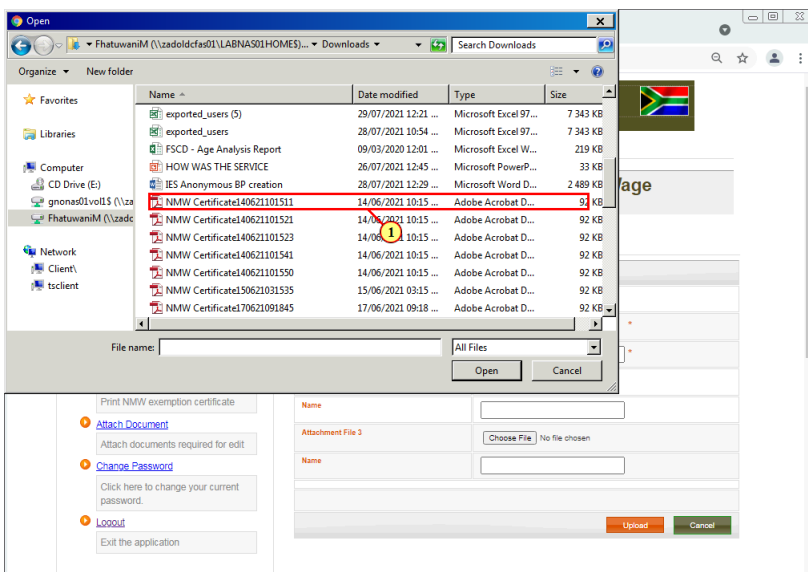

(1) Click on the **Choose File** [Choose File] button to browse for documents.
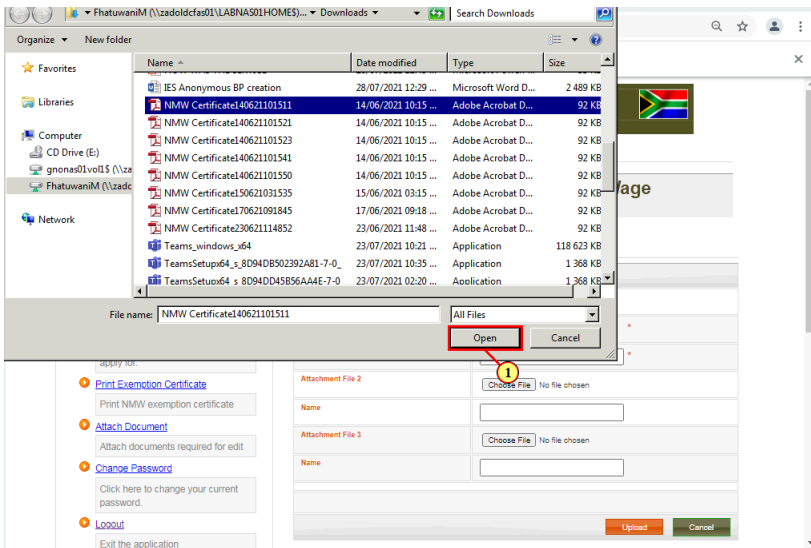
1.1.73. Open - \\Remote

(1) Click on the **scroll button** todisplay the desired screen area.
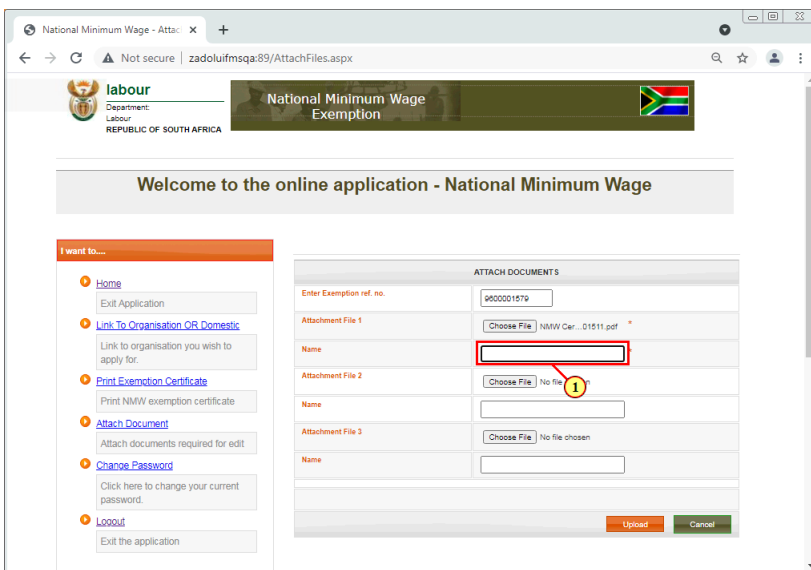
1.1.74. Open - \\Remote

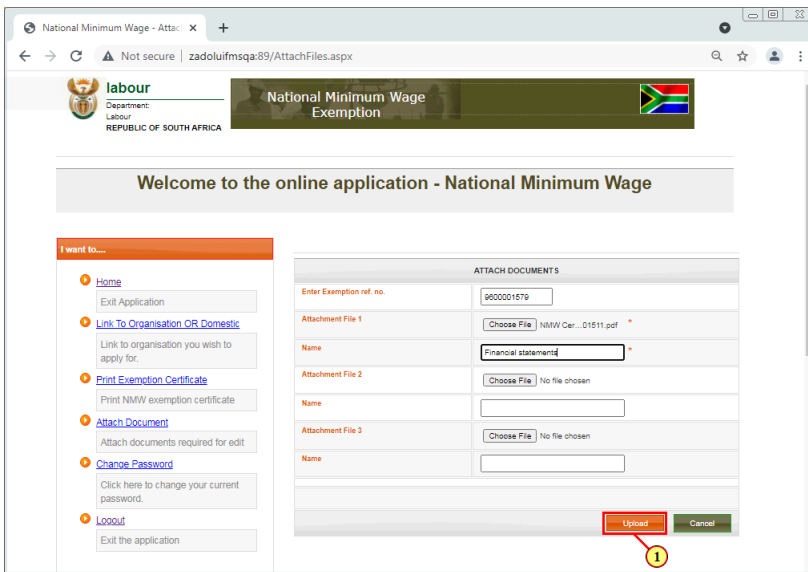(1) Click on the **required document** to select it.

1.1.75.   Open - \\Remote

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

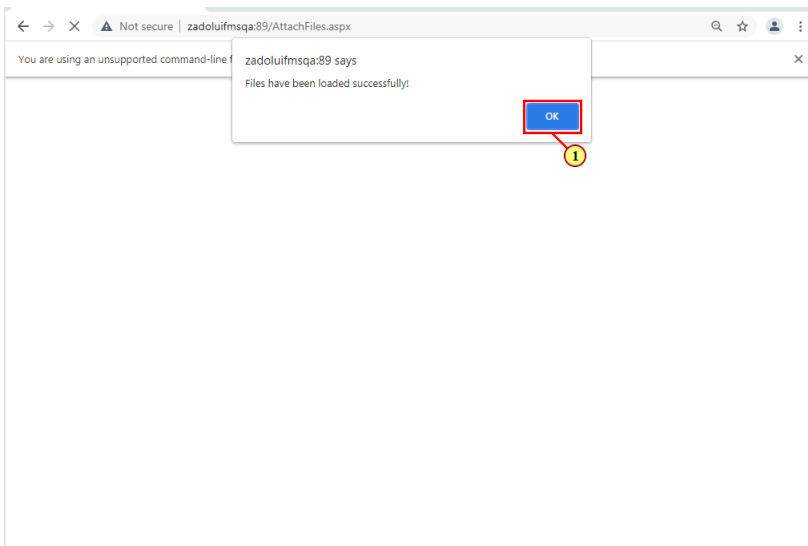## 1.1.76.   National Minimum Wage - Attach Files - Google Chrome - \\Remote

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

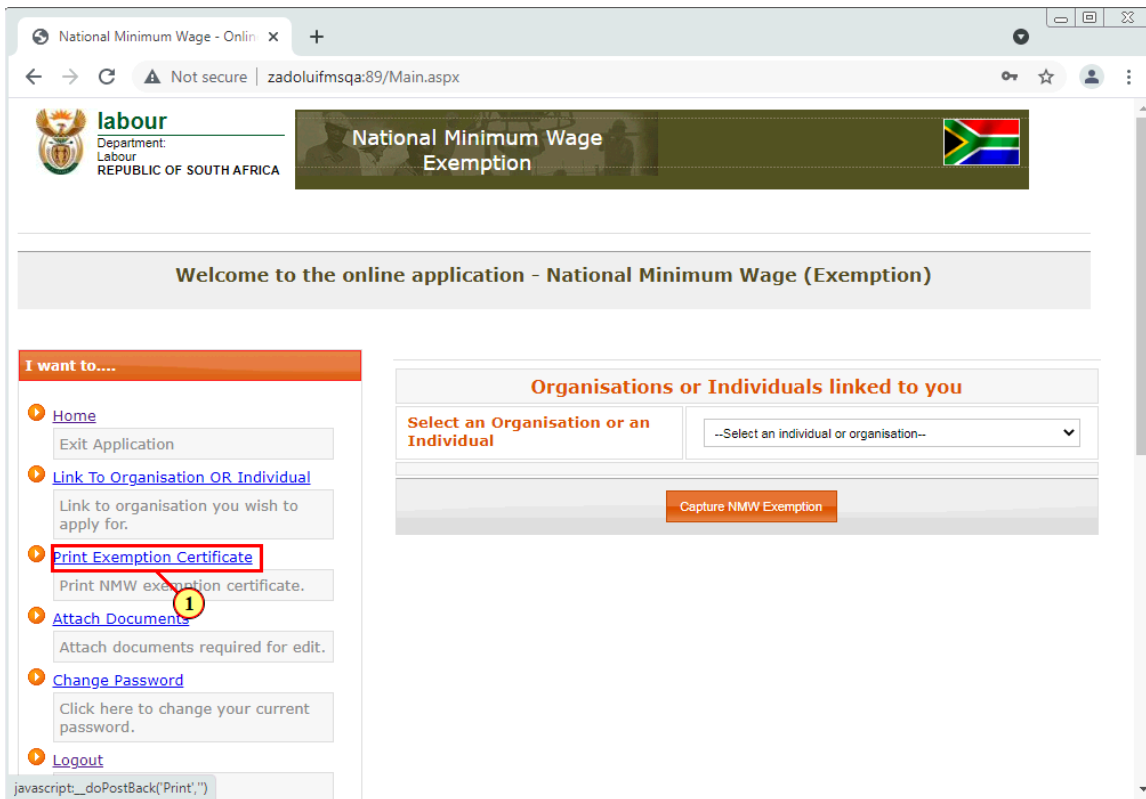## 1.1.77. National Minimum Wage - Attach Files - Google Chrome - \\Remote

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

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

(1) Click on the **OK** ![OK] button to proceed.

1.1.79. 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.

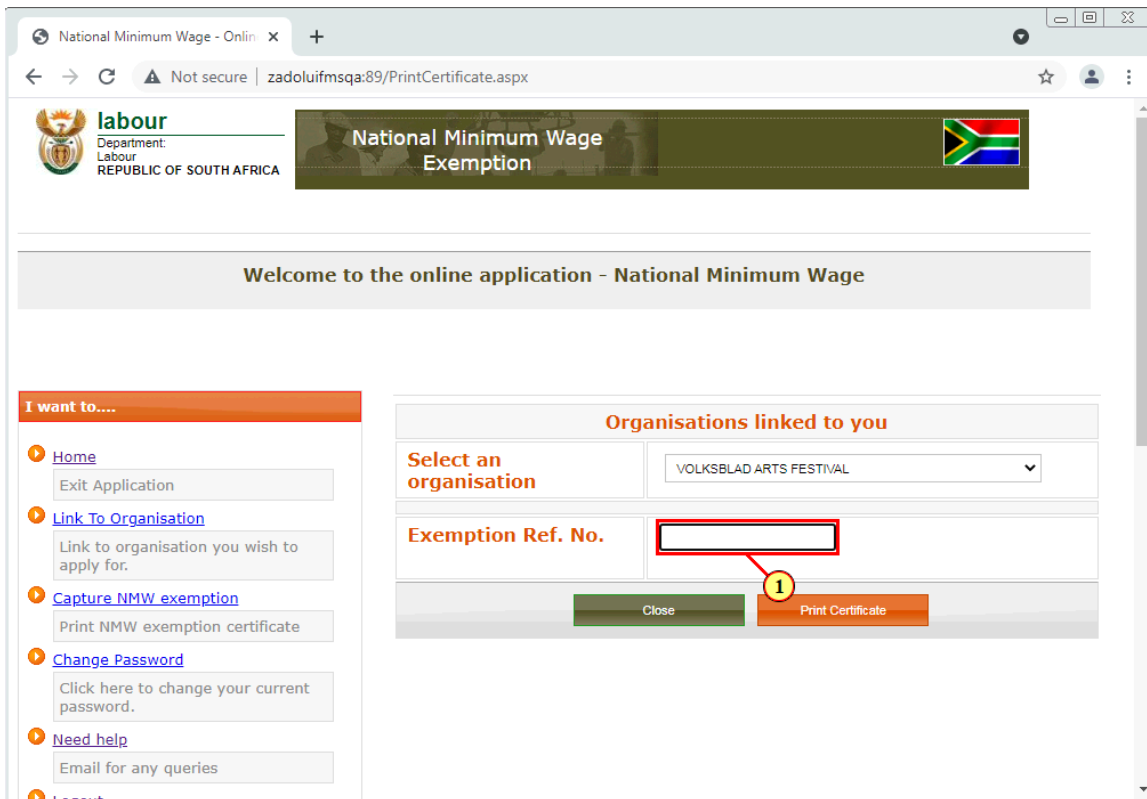## 1.1.80.   National Minimum Wage - Online Application - Google Chrome - \\Remote
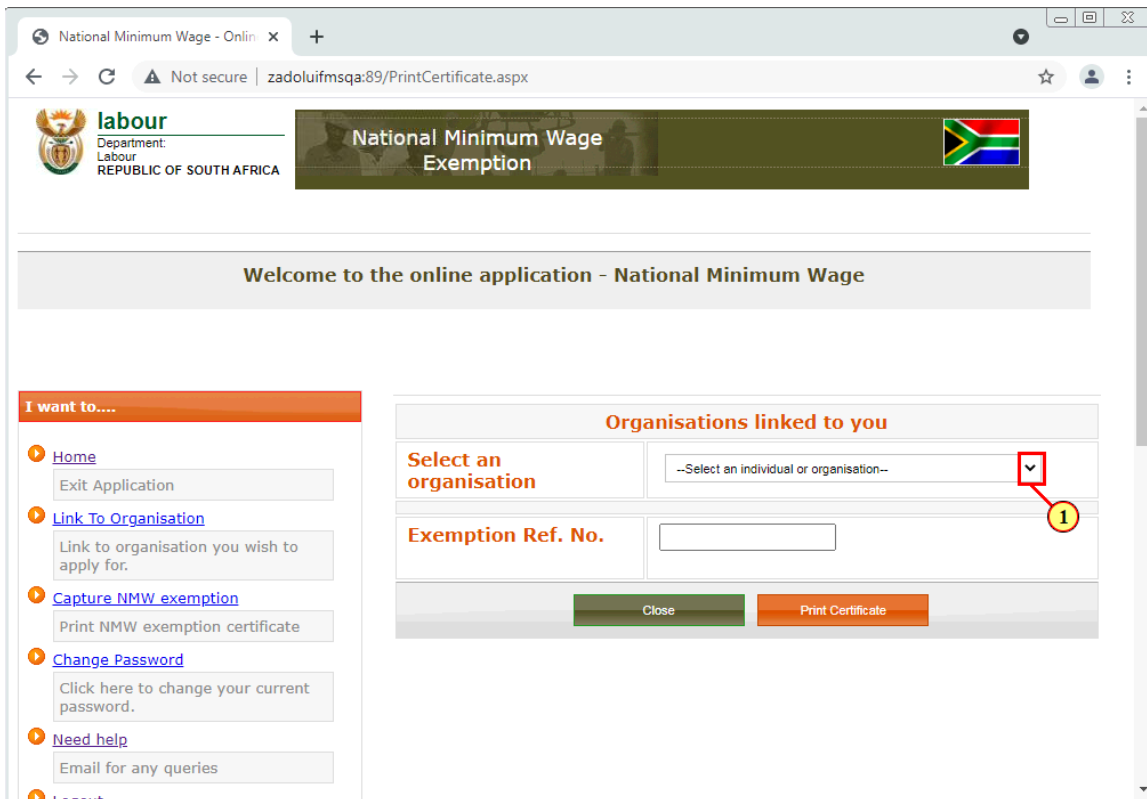
(1) Click on the **Select an Organisation or an Individual** ⌄ button to display different organisations or individuals.

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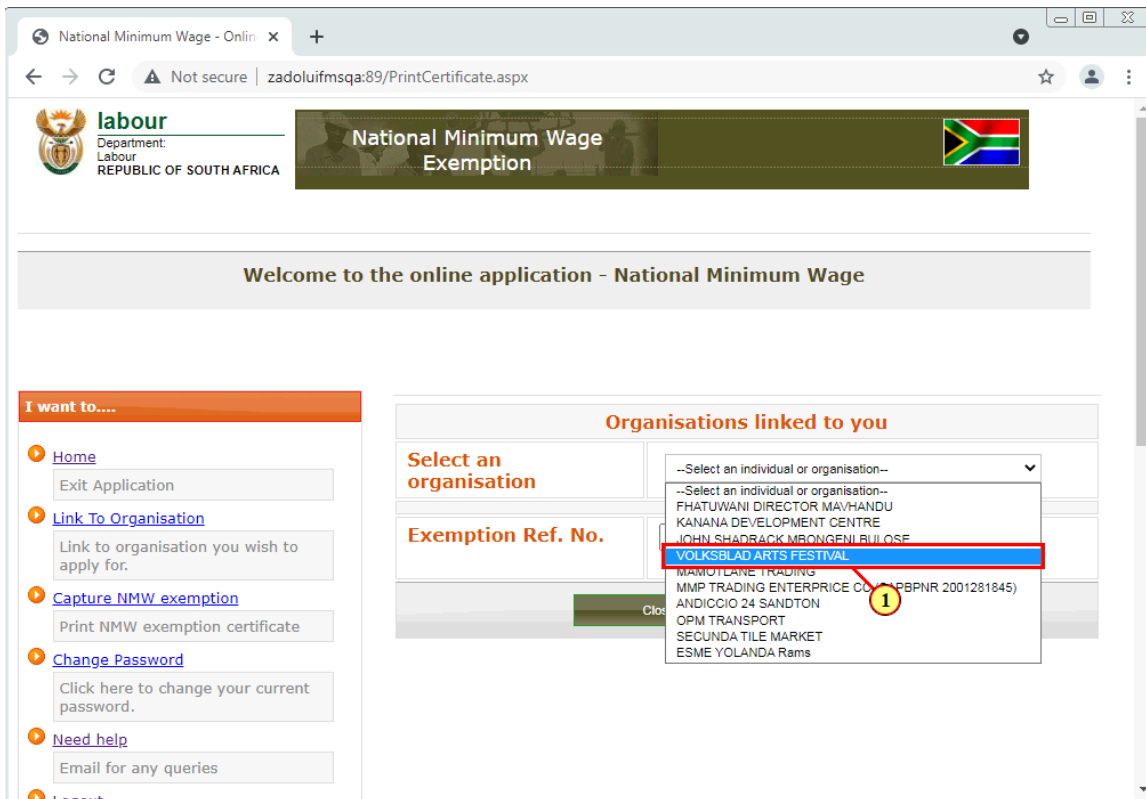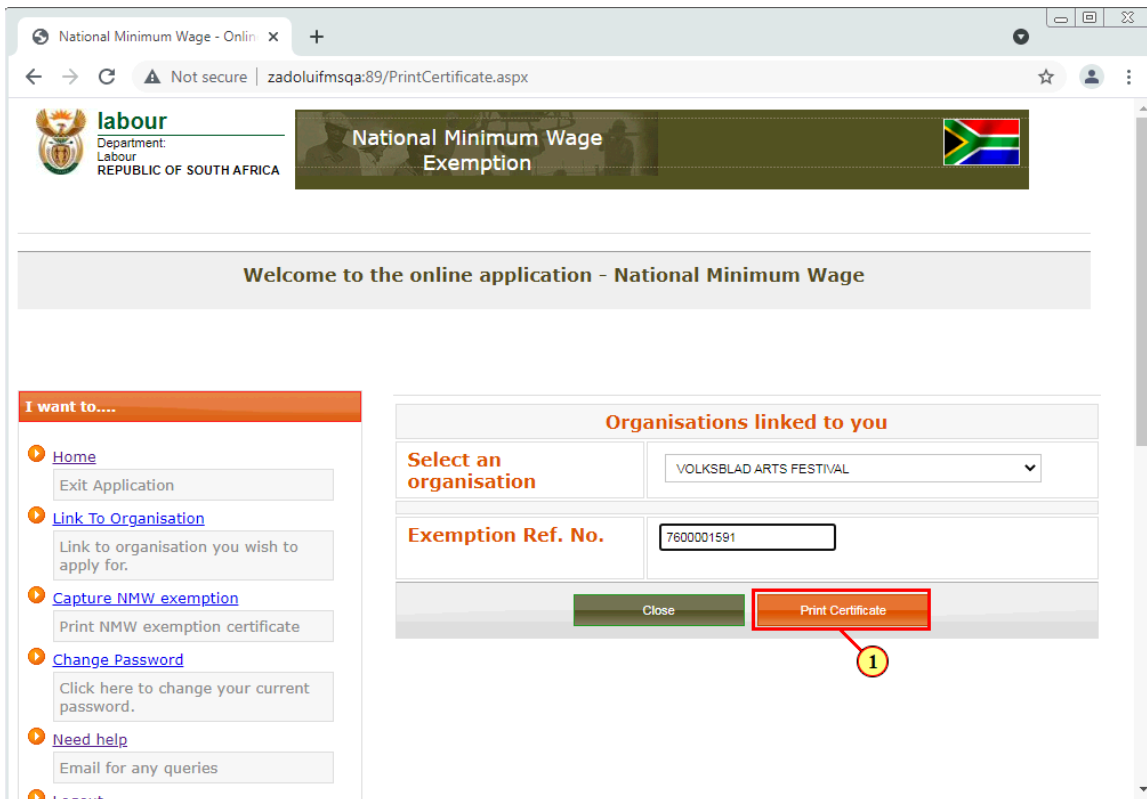

(1) Select the option you wish to apply for exemption for.

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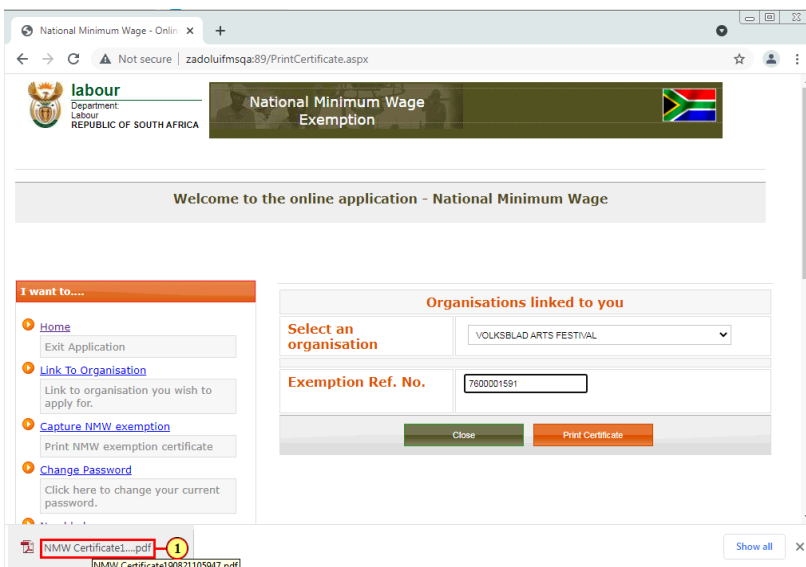

(1) The **Exemption Reference Number** field is filled out.

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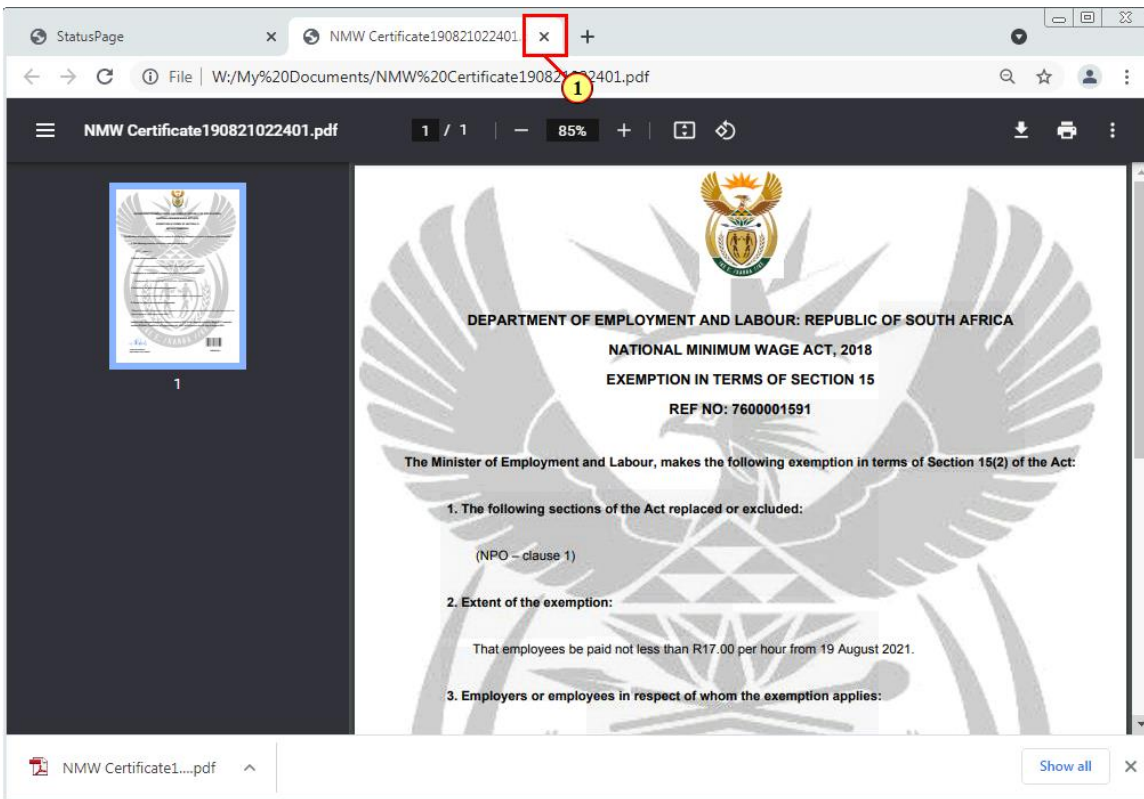

(1) Click on the **Print Certificate** button.

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

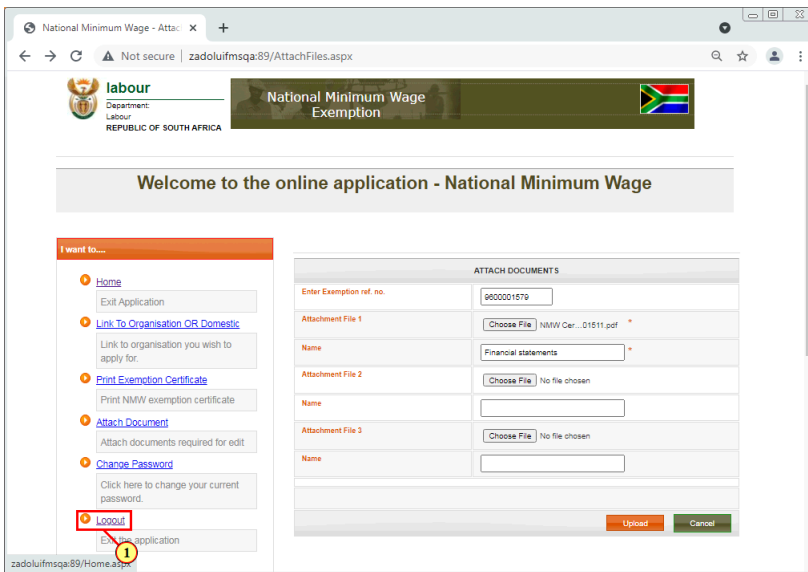(1) Click on the certificate to display it.

1.1.85.   NMW Certificate190821022401.pdf - Google Chrome - \\Remote

	The exemption certificate details information pertaining to the exemption.
	You may print the certificate should you wish to.

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

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

(1) Click on the **Logout** link.

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

You have successfully completed the **NMW Capture for Organisation** simulation