

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.

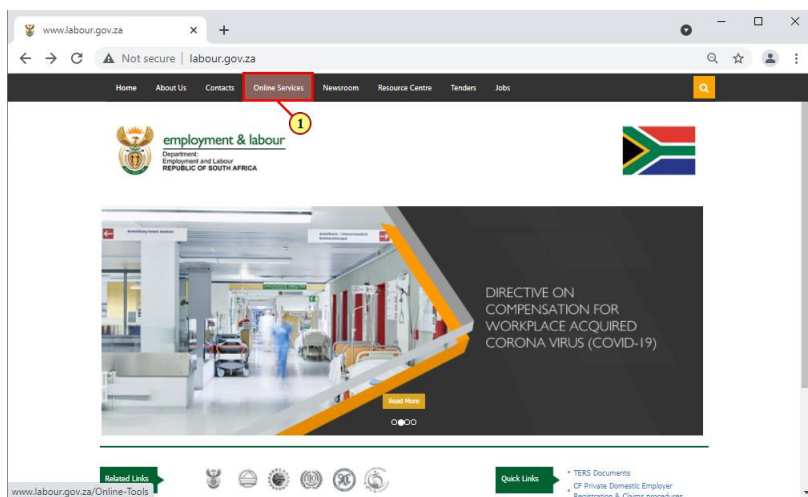
1.1.2. Prerequisites


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

1.1.3. Menu Path

None.

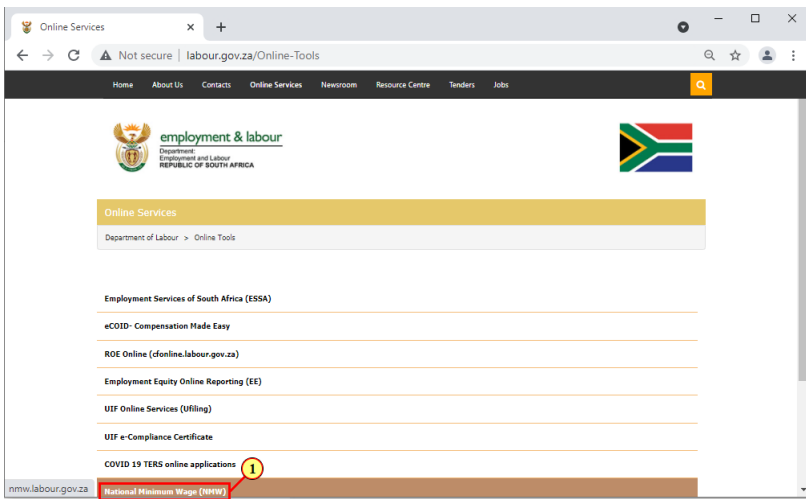
1.1.4. www.labour.gov.za - Google Chrome



	<p>Welcome to the NMW Capture for Organisation 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 an organisation.</p>
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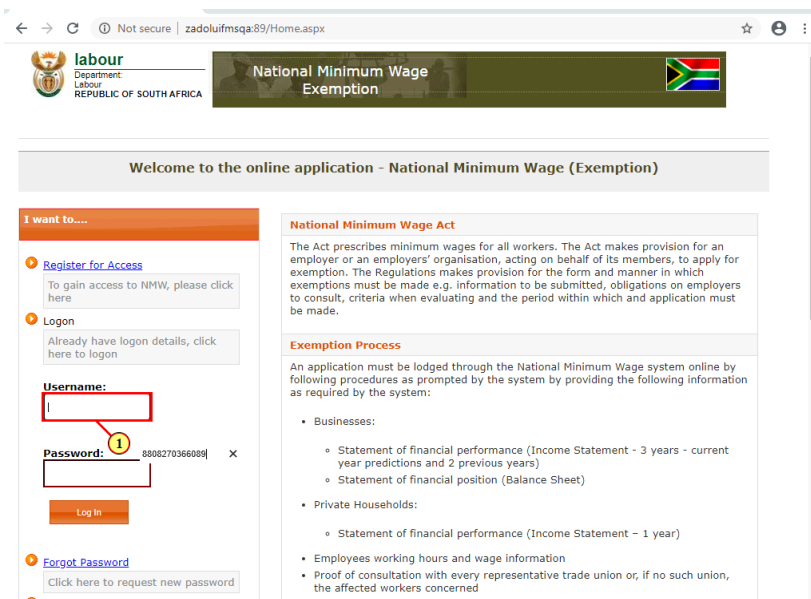
(1) Click on the **Online Services** tab.

1.1.5. Online Services - Google Chrome



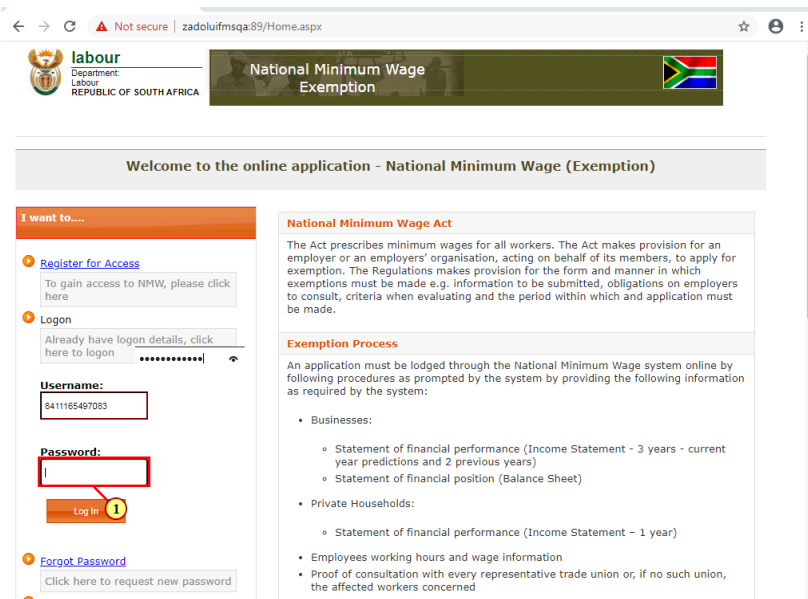
(1) Click **National Minimum Wage (NMW)** link.

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



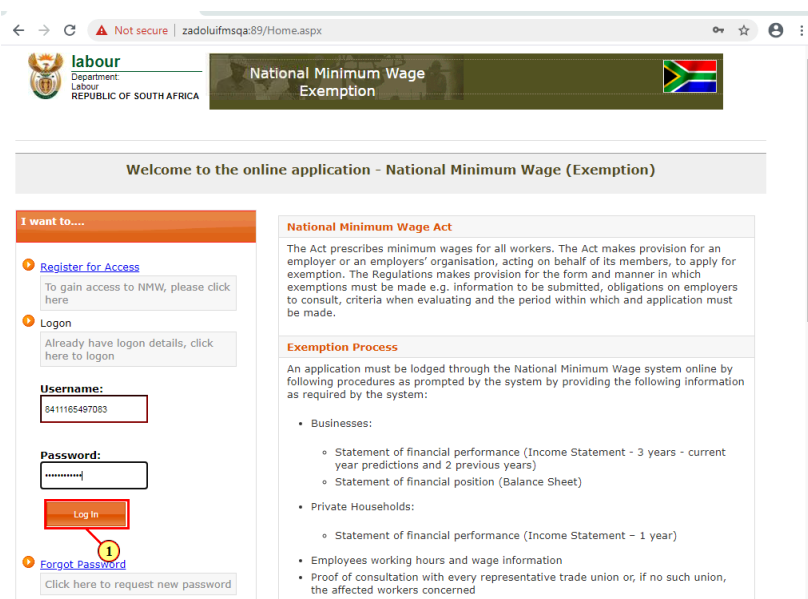
(1) Enter the **Username** in the field.

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



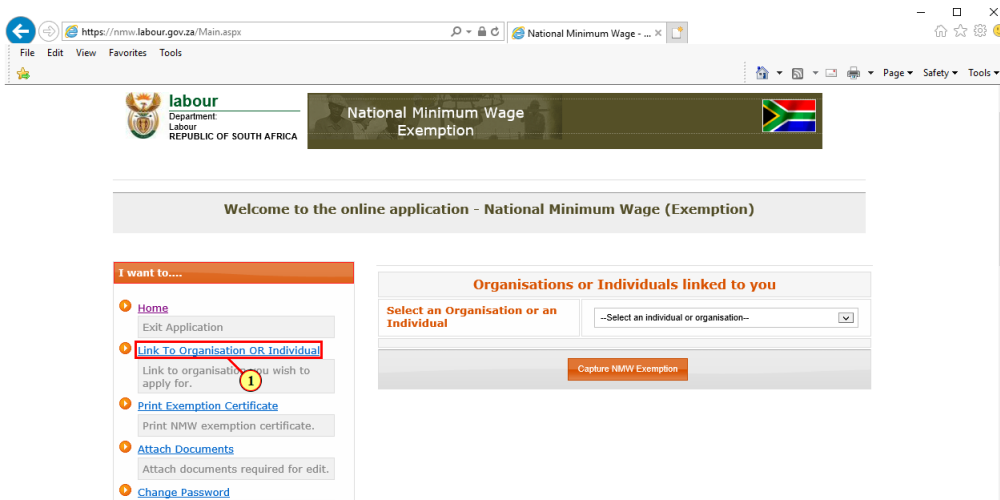
(1) Enter the Password in the field.

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



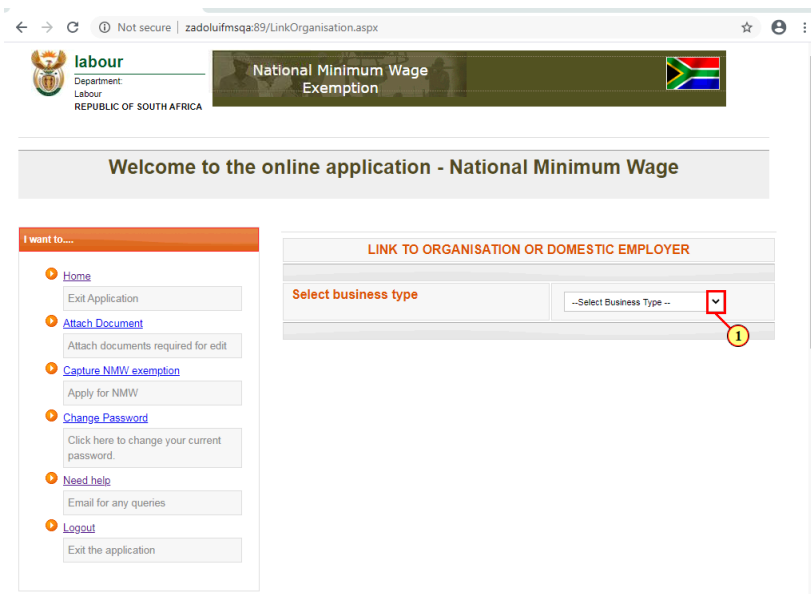
(1) Click on the **Log in**  button.

1.1.9. National Minimum Wage - Online Application - Internet Explorer



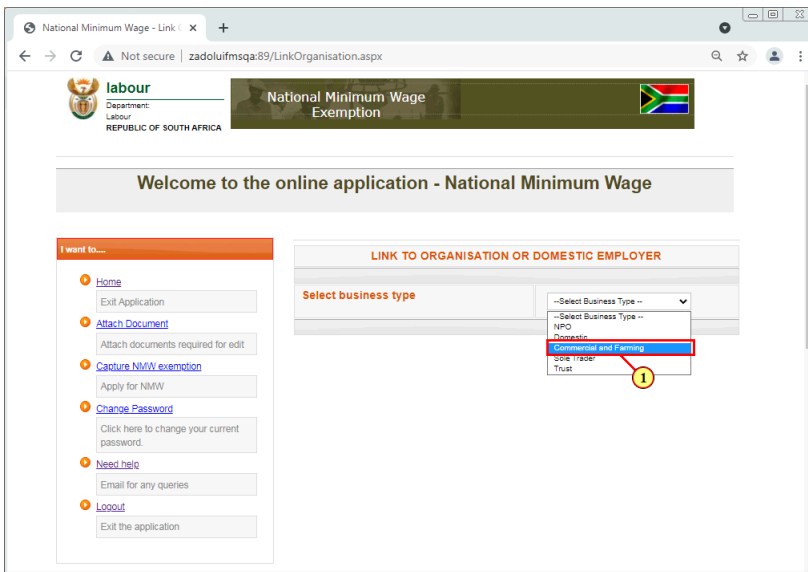
(1) Click on the Link To Organisation OR Individual link.

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



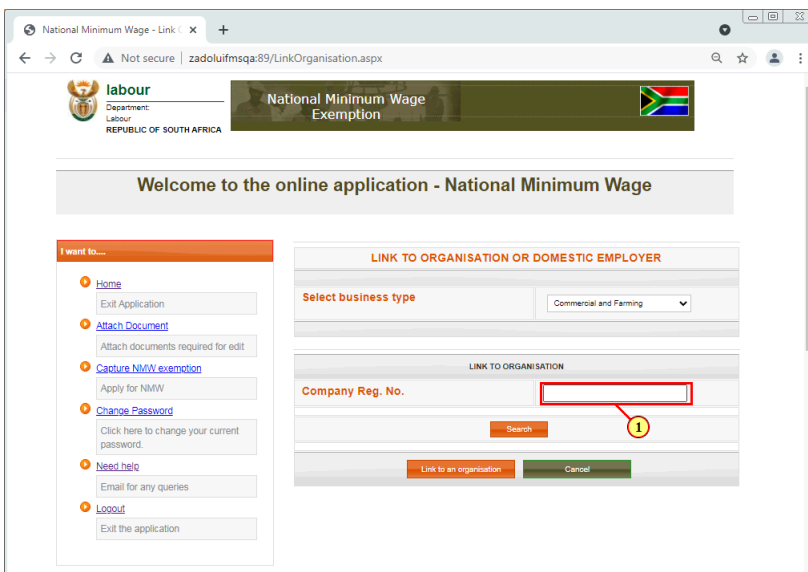
(1) Click on the **Select business type drop down** button to display different business type.

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



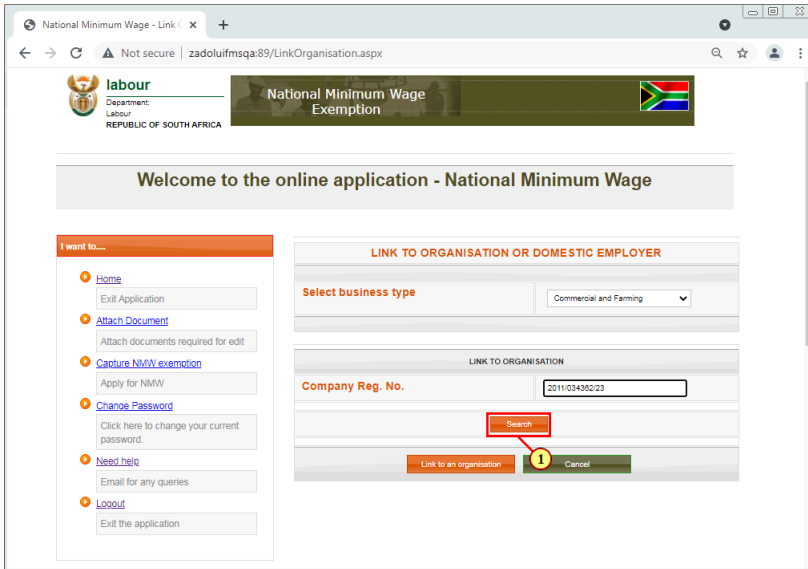
(1) Click on **Commercial and Farming** option to select it.

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



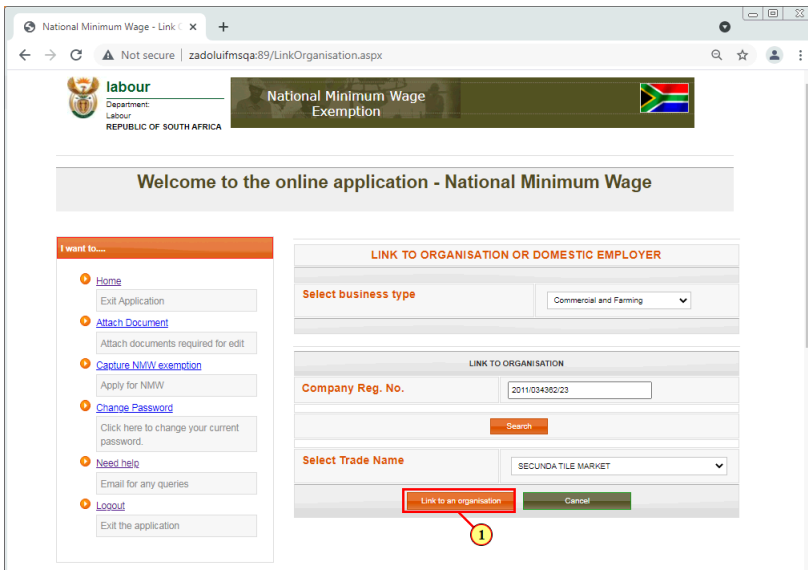
(1) The **Company Registration Number** field is filled out.

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



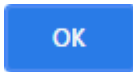
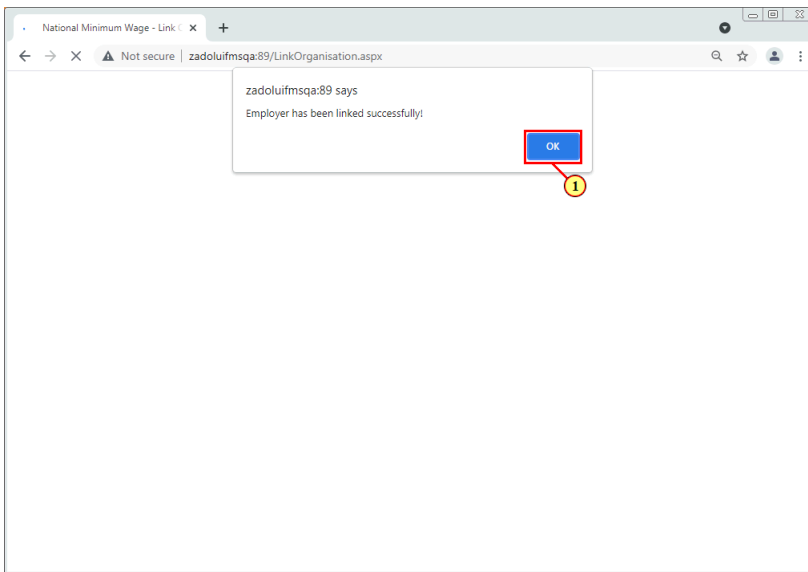
(1) Click on the **Search**  button.

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



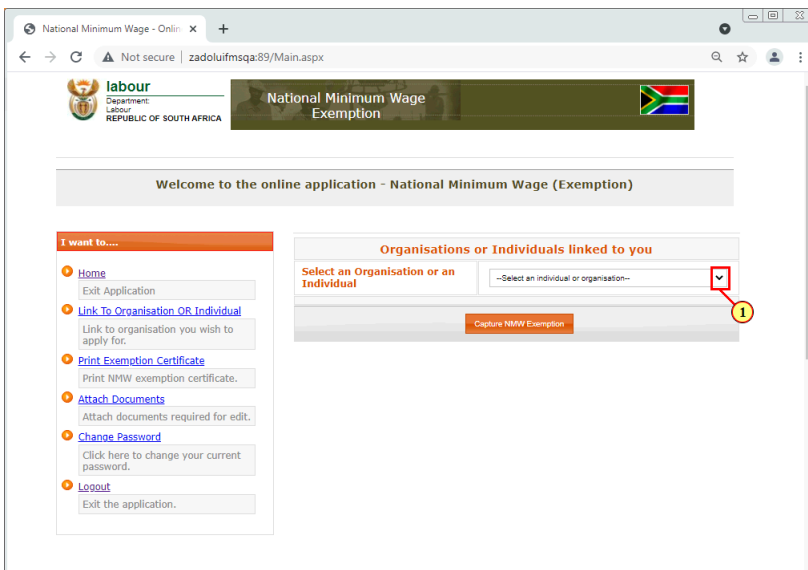
(1) Click on the **Link to an Organisation**  button to link the employer.

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



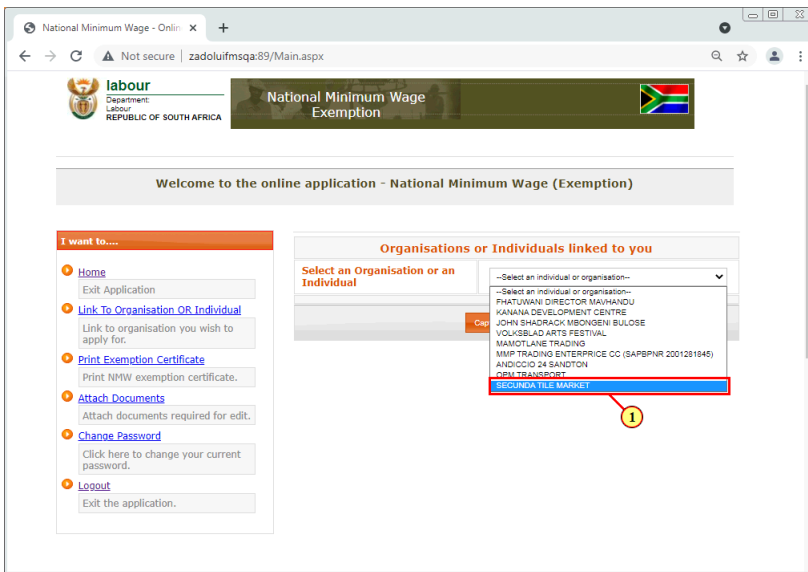
(1) Click on the **OK** button to proceed.

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



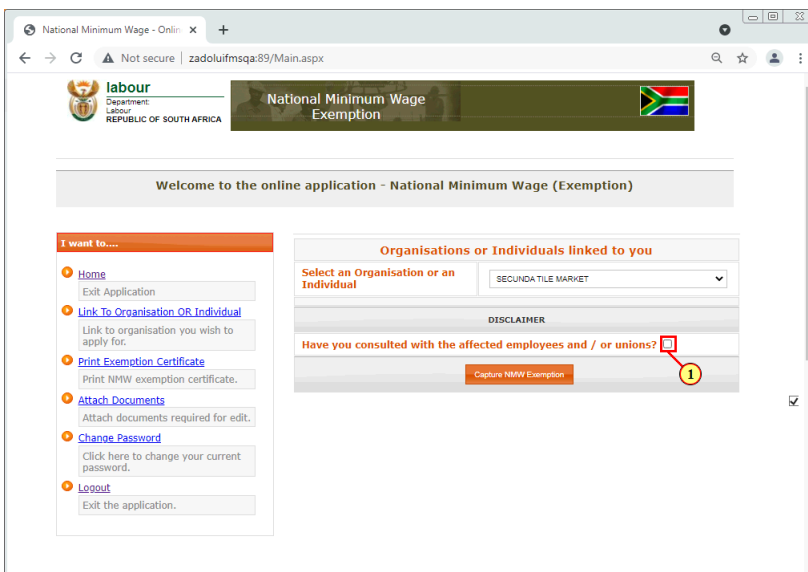
(1) Click on the **Select an Organisation or an Individual** button to display different organisations or individuals.


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

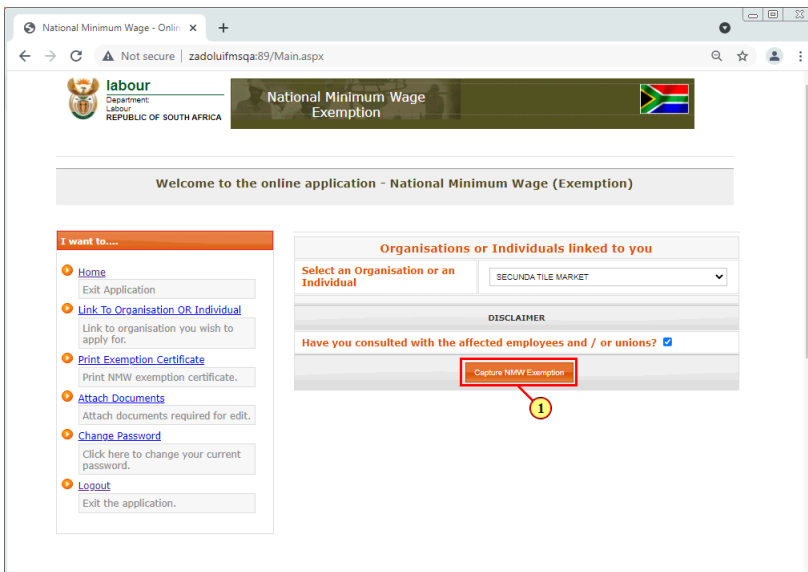




Clicking in the checkbox confirms that the person capturing the exemption or representative of the company has consulted with the employees and/or the union before applying for exemption.

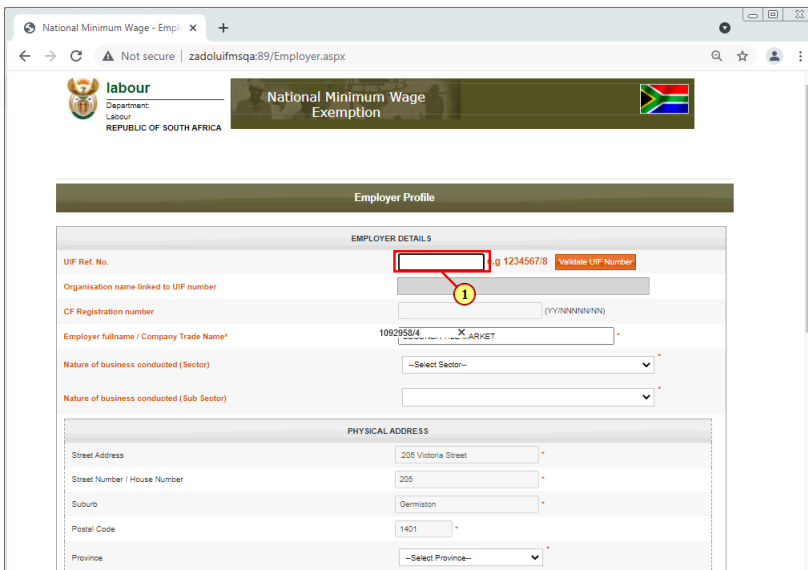
(1) Select the **Have you consulted with the affected employees and / or unions?** check box.

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



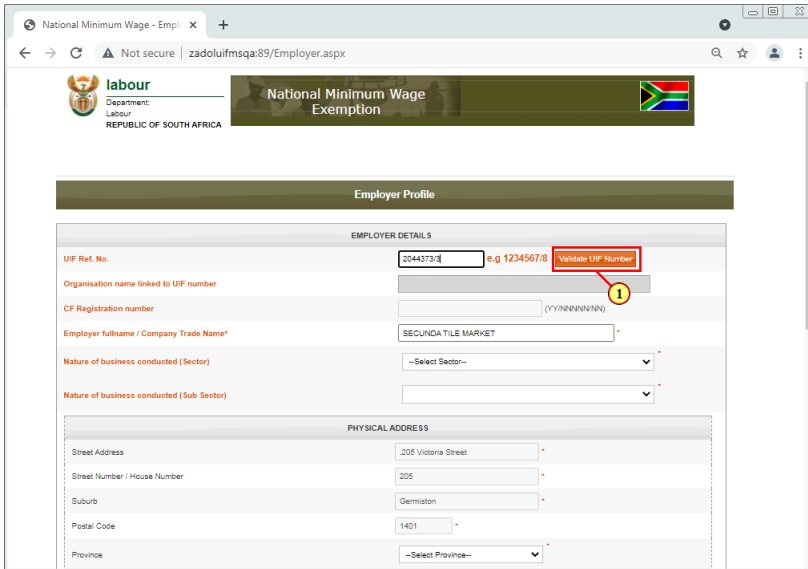
(1) Click on the **Capture NMW Exemption**  button to continue capturing an application.

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



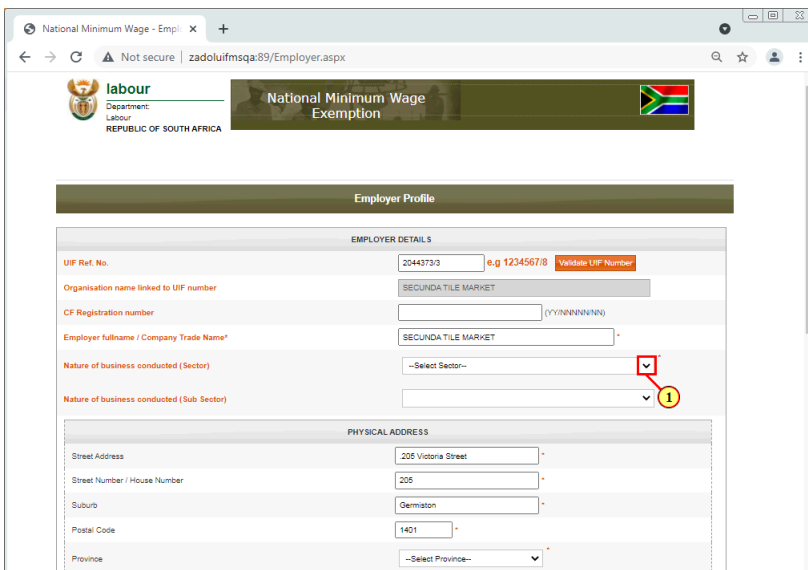
(1) Enter **UIF Ref. Number.** in the field.

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



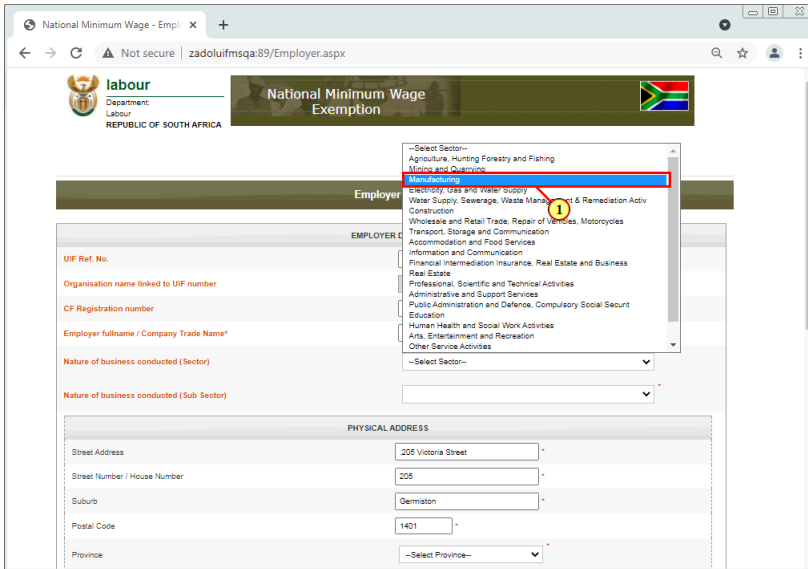
(1) Click on the **Validate UIF Number**  button to validate the enter UIF number.

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



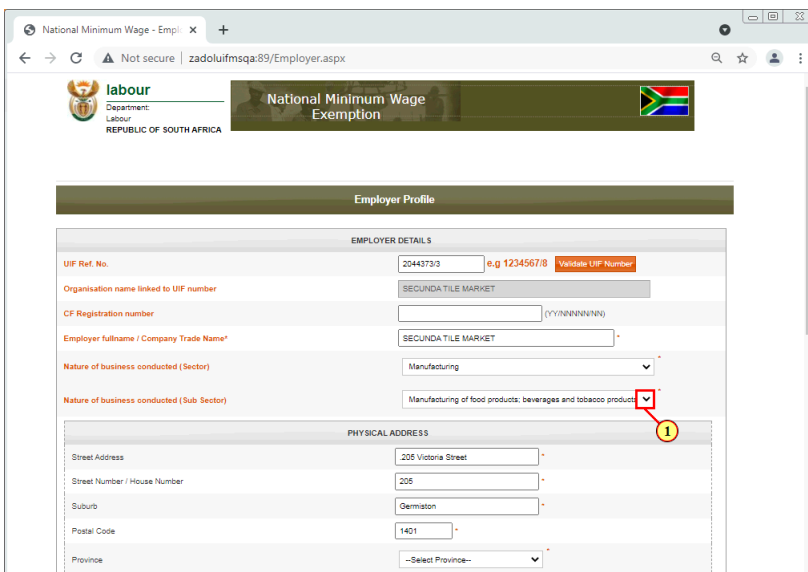
(1) Click on the **Nature of Business Conducted (Sector)**  button to display different nature of business.

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



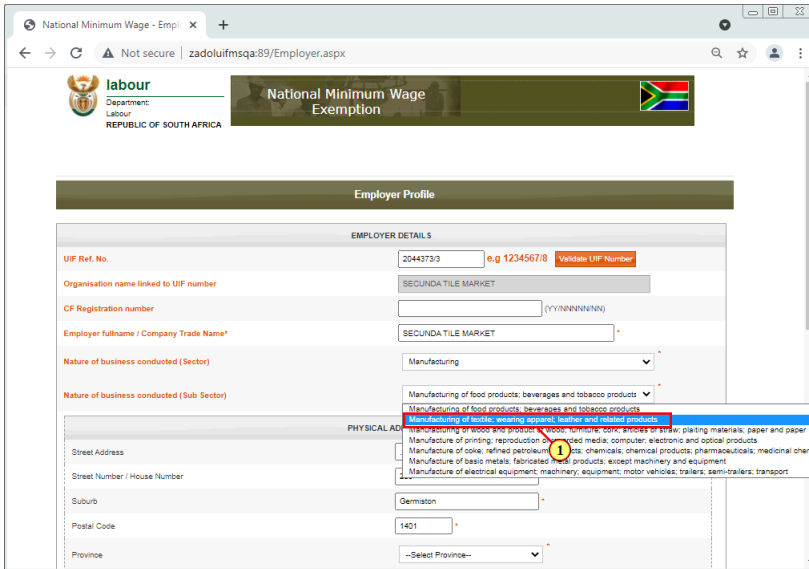
(1) Click on the relevant nature of business to select it.

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



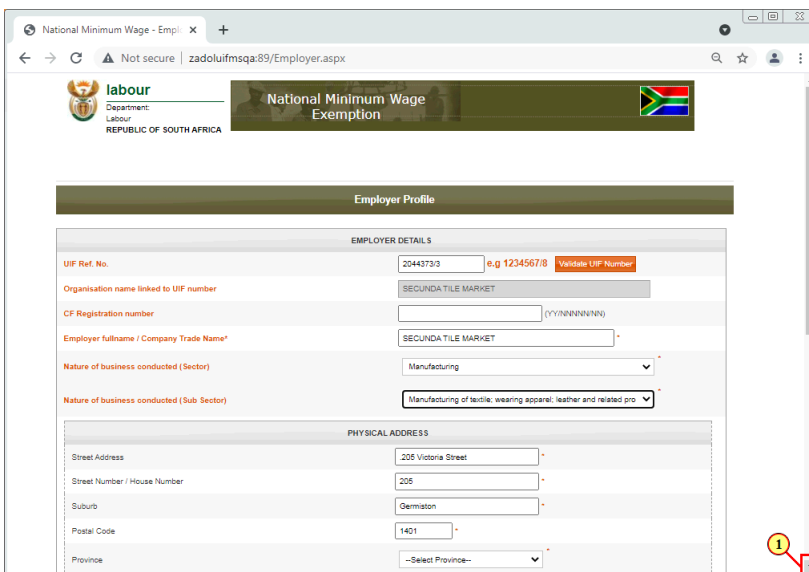
(1) Click on the **Nature of Business Conducted (Sub Sector)** button to display different nature of business.

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** to display 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

The screenshot shows a web browser window with the URL 'zadolufmsqa:89/Employer.aspx'. The form is divided into three main sections: 'PHYSICAL ADDRESS', 'POSTAL ADDRESS', and 'DETAILS OF CONTACT PERSON'. The 'PHYSICAL ADDRESS' section contains the following fields: Street Address (205 Victoria Street), Street Number / House Number (205), Suburb (Germiston), Postal Code (1401), and Province (GAUTENG). The 'POSTAL ADDRESS' section has empty fields for Postal Address and Company Postal Code. The 'DETAILS OF CONTACT PERSON' section includes: Name (highlighted with a red box and a yellow callout '1'), Surname (empty), Contact number (0787806299), Fax No (5879458), and Email (maihandu@yahoo.com). There is a checkbox for 'Do you belong to a bargaining council with jurisdiction?' which is unchecked. At the bottom, there are 'Cancel' and 'Next' buttons.

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

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


The screenshot shows the same web browser window and form as in 1.1.29. In this step, the 'Surname' field in the 'DETAILS OF CONTACT PERSON' section is highlighted with a red box and a yellow callout '1'. The 'Name' field now contains the text 'Frens'. All other fields and the overall form structure remain the same as in the previous screenshot.

(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.

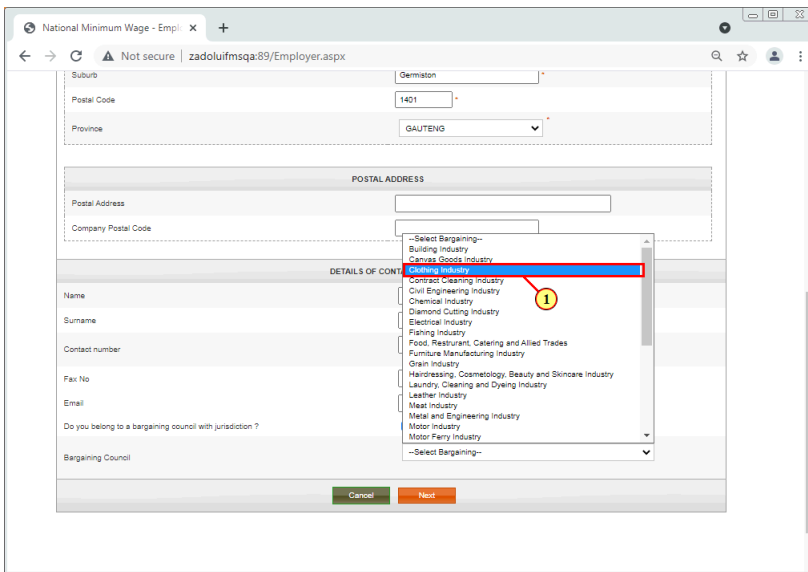
1.1.32. National Minimum Wage - Employer Details - Google Chrome - \\Remote



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

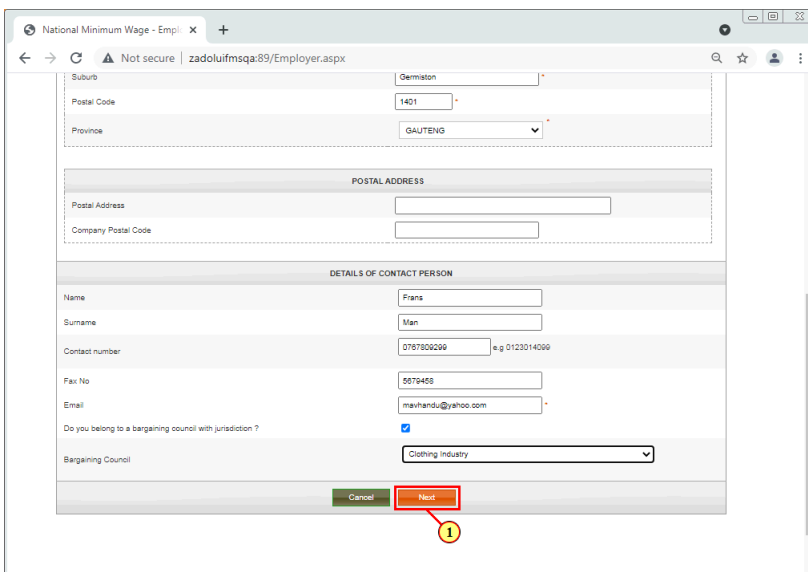
(1) Click on **Bargaining Council** dropdown button to select the relevant business type.

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**  button to proceed.

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

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

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

NON-AFFECTED EMPLOYEES	
CATEGORY	CURRENT WAGE P/HOUR

 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

CATEGORY	NO. OF EMPLOYEES	HRS PER WEEK	MONTHS PER YEAR
Permanent employees	55	0	0
Seasonal employees (if applicable)	0	0	0
Total employees	55	0.00	0

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


NON-AFFECTED EMPLOYEES	
CATEGORY	CURRENT WAGE P/HOUR


(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

 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.

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

National Minimum Wage - Wage Information

labour
Department of Labour
REPUBLIC OF SOUTH AFRICA

National Minimum Wage Exemption

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="25"/>	<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="0"/>
Total employees	55	40.00	12

CURRENT WAGE INFORMATION

AFFECTED EMPLOYEES

CATEGORY	CURRENT WAGE P/HOUR
Average Permanent employee p/hr	<input type="text" value="15"/>
Average Seasonal employee p/hr	<input type="text" value="0"/>

NON-AFFECTED EMPLOYEES

CATEGORY	CURRENT WAGE P/HOUR
	<input type="text" value="13.50"/>

1

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

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

National Minimum Wage - Wage Information

Seasonal employees (if applicable)

Total employees **55** **40.00** **12**

CURRENT WAGE INFORMATION

AFFECTED EMPLOYEES

CATEGORY	CURRENT WAGE P/HOUR
Average Permanent employee p/hr	<input type="text" value="15"/>
Average Seasonal employee p/hr	<input type="text" value="0"/>

NON-AFFECTED EMPLOYEES 13.50 X

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"/>

PROPOSED RATE PER HOUR


Enter Proposed Rate per Hour

Cancel Next 1


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(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**  button to proceed.

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



Capture the Organisation's statement of financial performance. 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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	0,00	0,00	0,00
Depreciation	0	0	0
Entertainment	0	0	0
Write offs	0	4500	×
Finance Costs	0	0	0
Donations	0	0	0
Profit / Loss on Disposal of Assets	0	0	0
Operating Expenses	0	0	0

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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	20000,00	15000,00	10000,00
Depreciation	20000	15000	10000
Entertainment	0	0	0
Write offs	0	0	0
Finance Costs	0	0	0
Donations	0	0	0
Profit / Loss on Disposal of Assets	0	0	0
Operating Expenses	0	0	0

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

The screenshot shows a web browser window with the URL 'zadolufmsqa:89/IncomeStatement.aspx'. The page title is 'National Minimum Wage Exemption'. Below the header, there is a section titled 'CAPTURE EMPLOYEE FINANCIALS' which contains a 'STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)'. The table below shows the financial data for three years: 2021/22, 2020/21, and 2019/20.

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	30000.00	20000.00	10000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	0	0	0
Finance Costs	0	0	0
Donations	0	0	0
Profit / Loss on Disposal of Assets	0	0	0
Operating Expenses	0	0	0

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

The screenshot shows the same web browser window as above. In this view, the 'Finance Costs' field for 2021/22 is highlighted with a red box and a callout '1'.

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	30000.00	20000.00	10000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	0	0	0
Donations	0	0	0
Profit / Loss on Disposal of Assets	0	0	0
Operating Expenses	0	0	0

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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	80000.00	40000.00	15000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	0	0	0
Profit / Loss on Disposal of Assets	0	0	0
Operating Expenses	0	0	0

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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	85000.00	40000.00	20000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	5000	0	5000
Profit / Loss on Disposal of Assets	0	0	0
Operating Expenses	0	0	0

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

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

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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	80000.00	50000.00	25000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	5000	0	5000
Profit / Loss on Disposal of Assets	15000	10000	5000
Operating Expenses	0	0	0
Tax	0	0	0
Dividends	0	0	0
Other expenses not included above	0	0	0
Profit / Loss	120000.00	100000.00	75000.00

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


FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	115000.00	75000.00	40000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	5000	0	5000
Profit / Loss on Disposal of Assets	15000	10000	5000
Operating Expenses	35000	25000	15000
Tax	0	0	0
Dividends	0	0	0
Other expenses not included above	0	0	0
Profit / Loss	85000.00	75000.00	60000.00

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


FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	130000.00	85000.00	45000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	5000	0	5000
Profit / Loss on Disposal of Assets	15000	10000	5000
Operating Expenses	35000	25000	15000
Tax	15000	10000	5000
Dividends	3	0	0
Other expenses not included above	0	0	0
Profit / Loss	70000.00	65000.00	55000.00

 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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	134500.00	89000.00	49000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	5000	0	5000
Profit / Loss on Disposal of Assets	15000	10000	5000
Operating Expenses	35000	25000	15000
Tax	15000	10000	5000
Dividends	4500	4000	4000
Other expenses not included above	0	0	0
Profit / Loss	65500.00	61000.00	51000.00

 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

FINANCIAL YEAR	2021/22	2020/21	2019/20
Total Revenue (Income)	200000	150000	100000
Less Expenditure	165000.00	117000.00	71000.00
Depreciation	20000	15000	10000
Entertainment	10000	5000	0
Write offs	5000	0	0
Finance Costs	25000	20000	5000
Donations	5000	0	5000
Profit / Loss on Disposal of Assets	15000	10000	5000
Operating Expenses	35000	25000	15000
Tax	15000	10000	5000
Dividends	4500	4000	4000
Other expenses not included above	32000	28000	22000
Profit / Loss	33500.00	33000.00	29000.00

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

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

FINANCIAL YEAR	2021/22	2020/21
Assets		
Non-current assets	25000	0
Current assets	0	0
Total assets	0	0
Equity		
Equity	0	0
Liabilities		
Non-current Liabilities	0	0
Current Liabilities	0	0
Bank Overdraft	0	0
Other	0	0



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

The screenshot shows a web browser window with the URL 'zadolufmsqa:89/BalanceSheet.aspx'. The page title is 'National Minimum Wage Exemption'. Below the header, there is a section titled 'CAPTURE BALANCE SHEET OF THE EMPLOYER'. The form is titled 'STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)' and has columns for 'FINANCIAL YEAR' with sub-columns for '2021/22' and '2020/21'. Under the 'Assets' section, the 'Current assets' field for 2021/22 is highlighted with a red box and a circled '1'. The values are: Non-current assets (250000), Current assets (50000), Total assets (250000.00), Equity (0), Non-current Liabilities (0), Current Liabilities (0.00), Bank Overdraft (0), and Other (0).

 Enter Current assets for 2022 and 2021

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


The screenshot shows the same web browser window. The 'Equity' field for 2021/22 is now highlighted with a red box and a circled '1'. The values are: Non-current assets (250000), Current assets (50000), Total assets (300000.00), Equity (1), Non-current Liabilities (0), Current Liabilities (0.00), Bank Overdraft (0), Other (0), and Total Liabilities (0.00). At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

 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

FINANCIAL YEAR	2021/22	2020/21
Assets		
Non-current assets	250000	150000
Current assets	50000	50000
Total assets	300000.00	200000.00
Equity	50000	50000
Liabilities		
Non-current Liabilities	0	0
Current Liabilities	0.00	0.00
Bank Overdraft	0	0
Other	0	0
Total Liabilities	0.00	0.00

 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

FINANCIAL YEAR	2021/22	2020/21
Assets		
Non-current assets	250000	150000
Current assets	50000	50000
Total assets	300000.00	200000.00
Equity	50000	50000
Liabilities		
Non-current Liabilities	50000	50000
Current Liabilities	0.00	0.00
Bank Overdraft	0	0
Other	0	0
Total Liabilities	50000.00	50000.00

 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

FINANCIAL YEAR	2021/22	2020/21
Assets		
Non-current assets	250000	150000
Current assets	50000	50000
Total assets	300000.00	200000.00
Equity	50000	50000
Liabilities		
Non-current Liabilities	50000	50000
Current Liabilities	100000.00	50000.00
Bank Overdraft	100000	50000
Other	1	0
Total Liabilities	150000.00	100000.00

 Enter Other amounts for 2022 and 2021

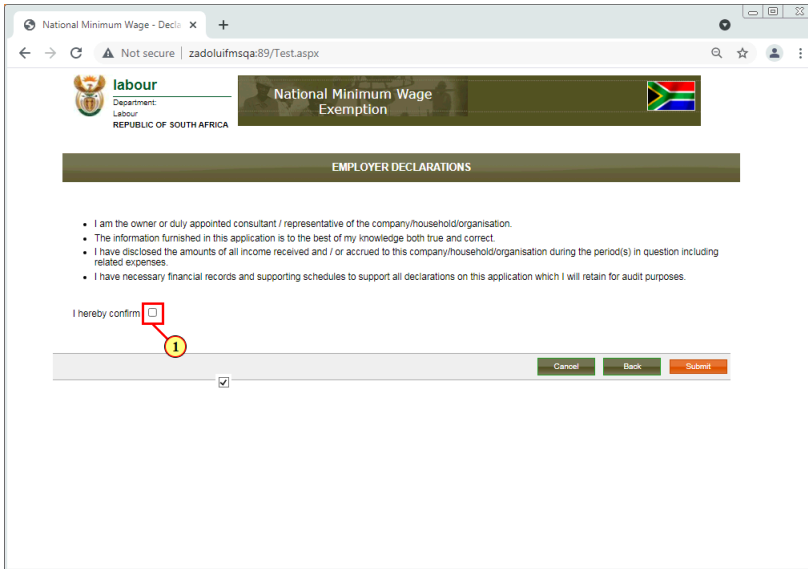
(1) The **Other** field is filled out.


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

FINANCIAL YEAR	2021/22	2020/21
Assets		
Non-current assets	250000	150000
Current assets	50000	50000
Total assets	300000.00	200000.00
Equity	50000	50000
Liabilities		
Non-current Liabilities	50000	50000
Current Liabilities	200000.00	100000.00
Bank Overdraft	100000	50000
Other	100000	50000
Total Liabilities	250000.00	150000.00

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

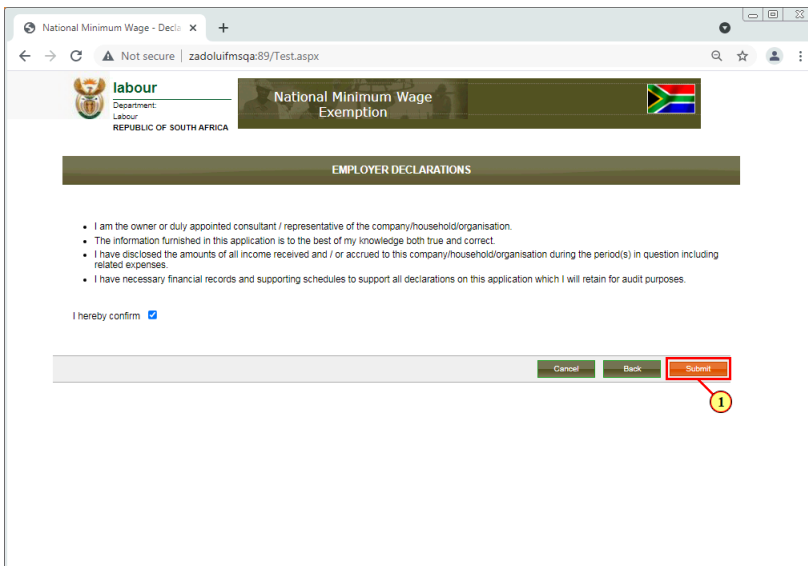
1.1.60. National Minimum Wage - Declaration - Google Chrome - \\Remote



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

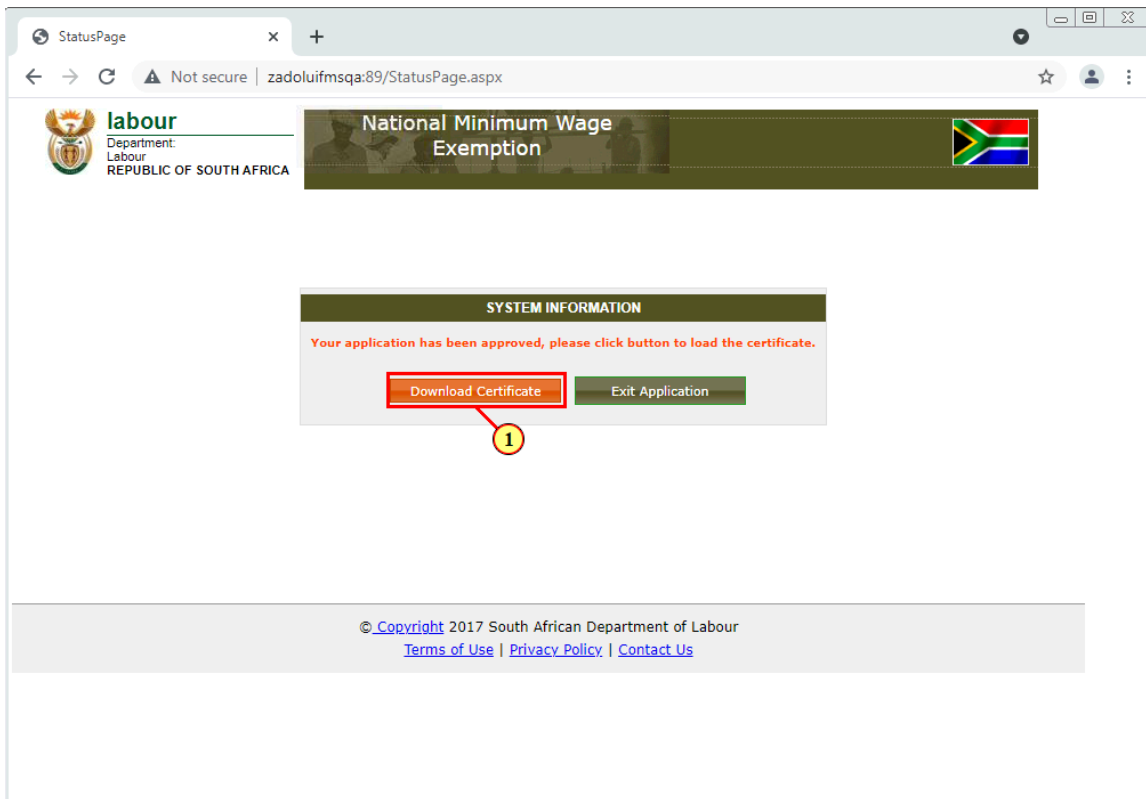
(1) Click on the **Confirm Check box** to select it.

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



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

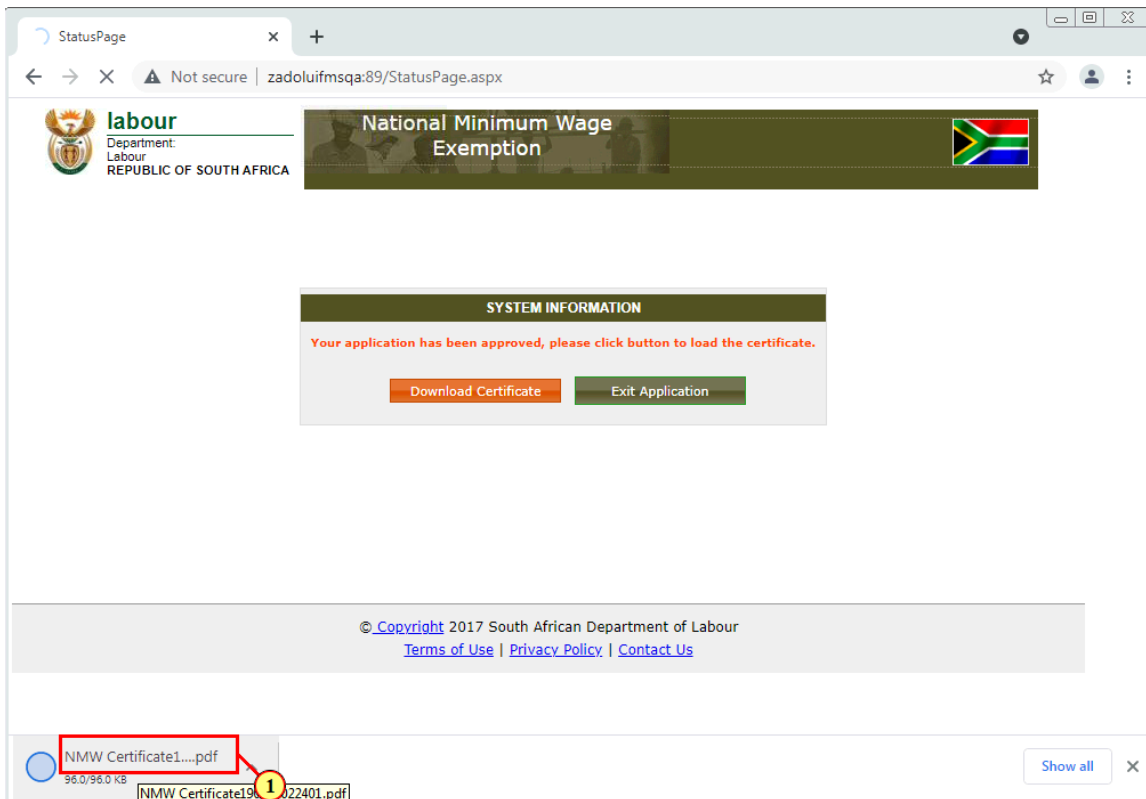
1.1.62. StatusPage - Google Chrome - \\Remote



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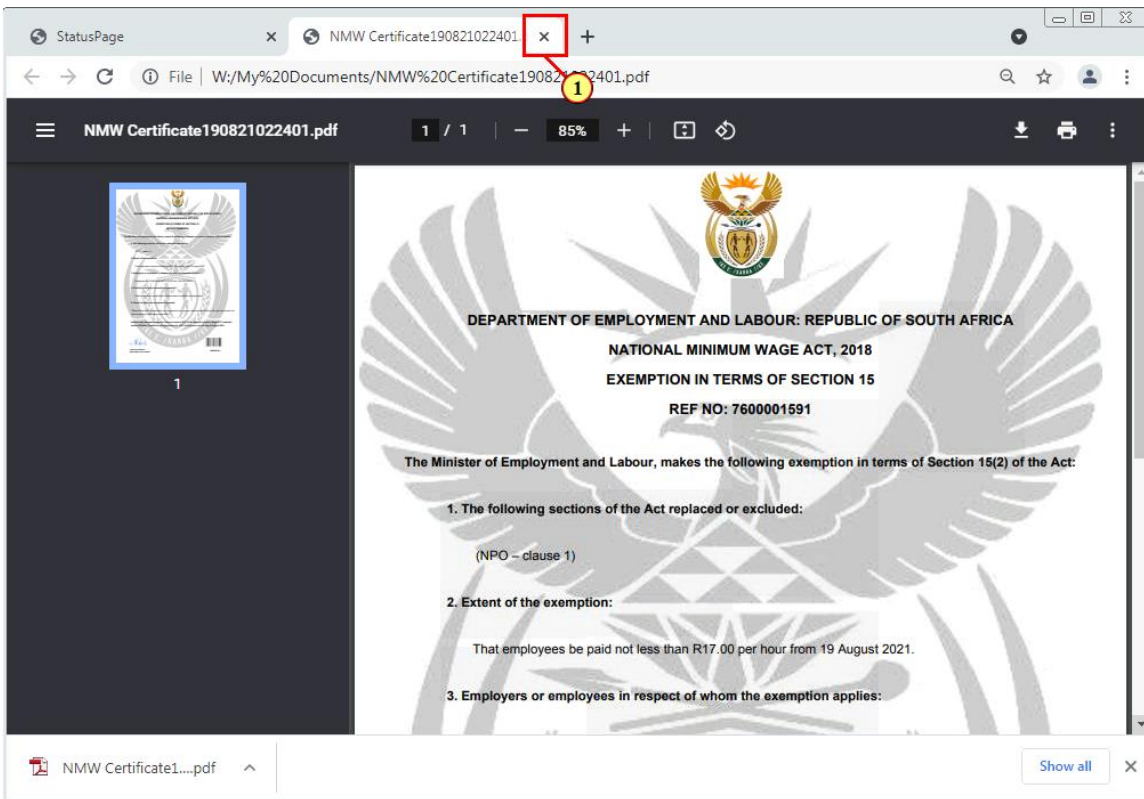
(1) Click on the **Download Certificate** button to download the certificate.


1.1.63. StatusPage - Google Chrome - \\Remote




(1) Click **NMW Certificate pdf** to open the certificate.

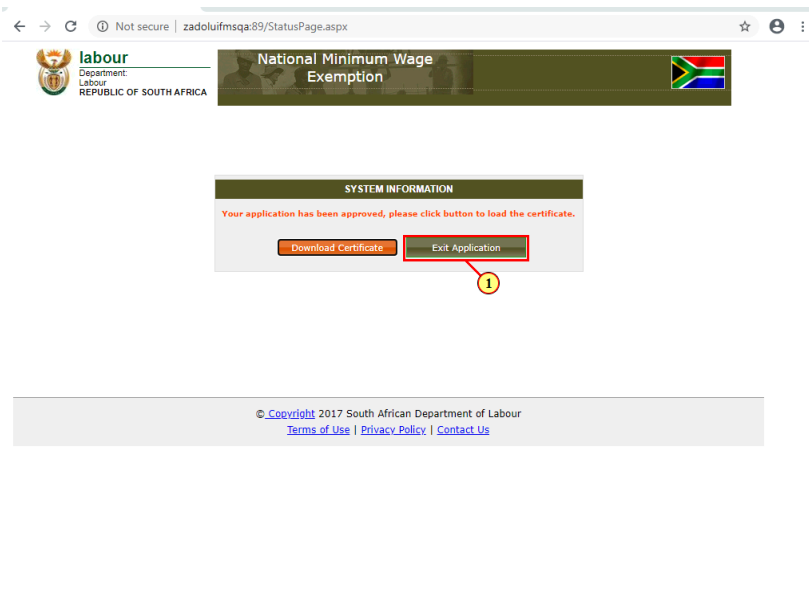
1.1.64. NMW Certificate190821022401.pdf - Google Chrome - \\Remote

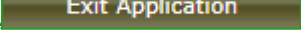


	<p>The exemption certificate details information pertaining to the exemption. You may print the certificate should you wish to.</p>
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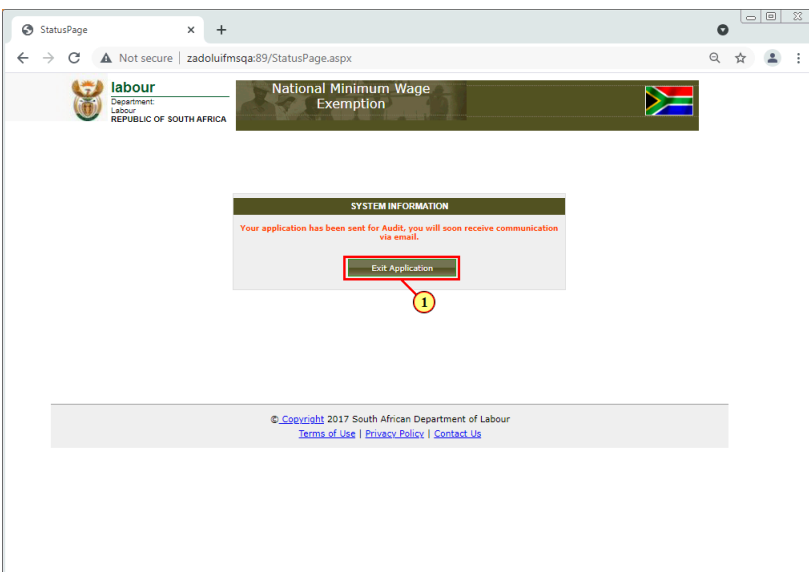
(1) Click on the **Close**  icon to exit.


1.1.65. StatusPage - Google Chrome - \\Remote



(1) Click on the  button to exit.

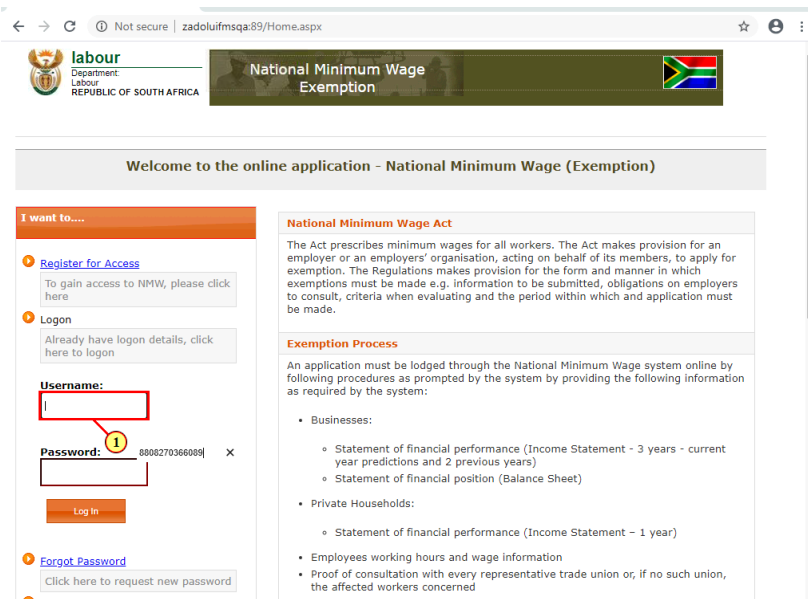
1.1.66. StatusPage - Google Chrome - \\Remote



	<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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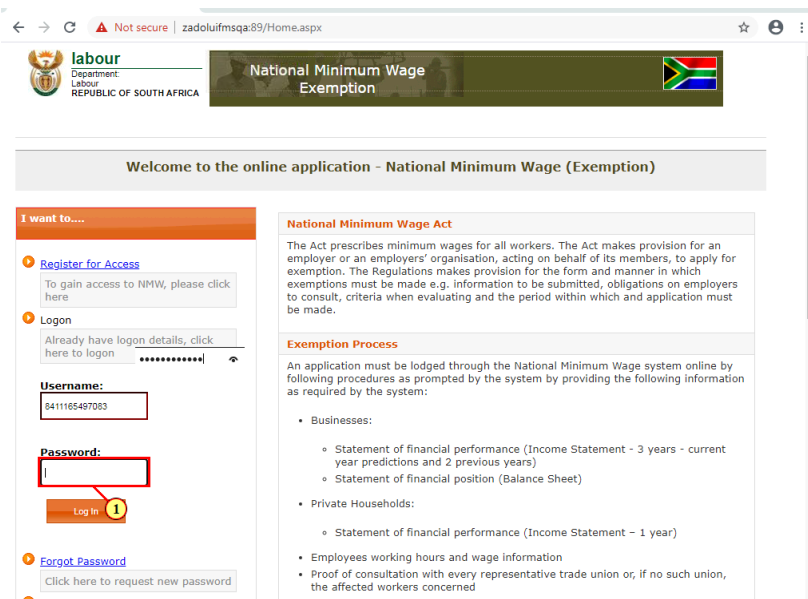
(1) Click on the  button to exit.

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



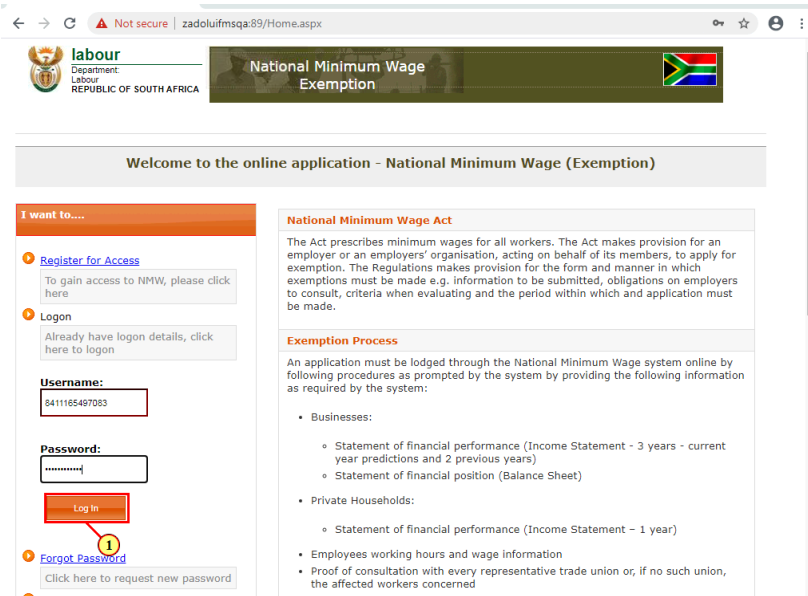
(1) Enter the Username in the field.

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



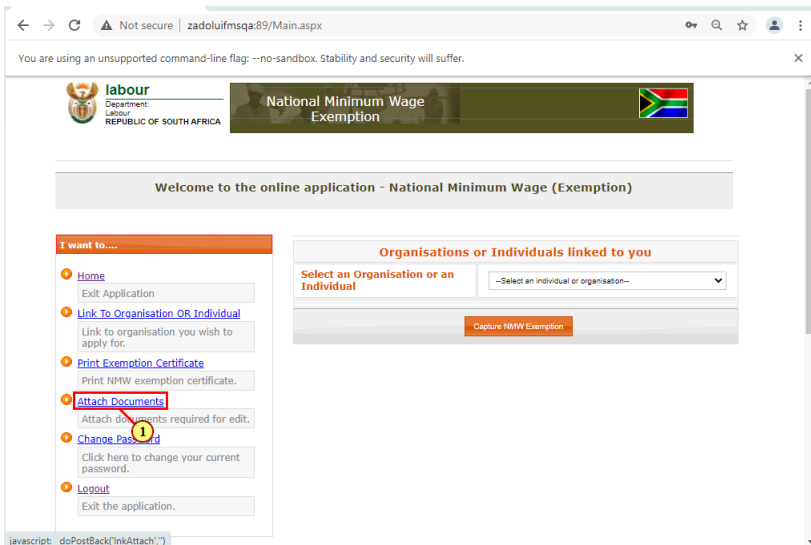
(1) Enter the Password in the field.

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



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

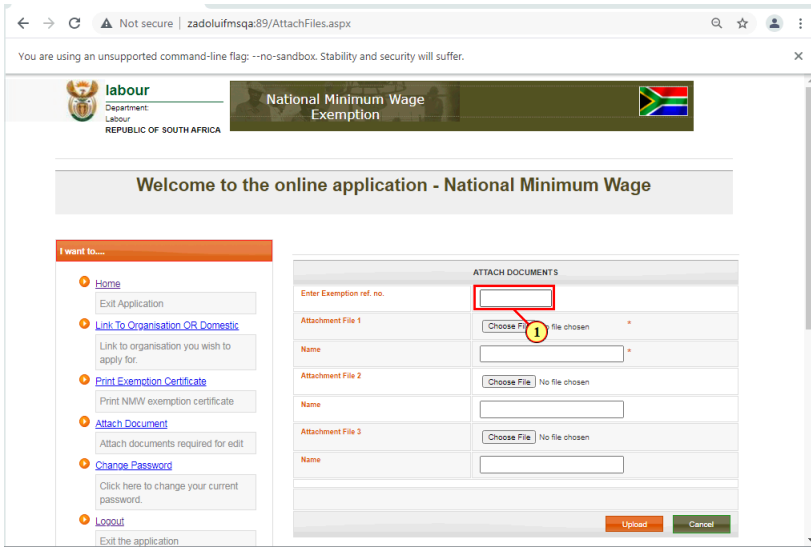
1.1.70. National Minimum Wage - Online Application - Google Chrome - \\Remote




	<p>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.</p> <p>This simulation will guide you on how to attach documents.</p>
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(1) Click **Attach Documents** link.

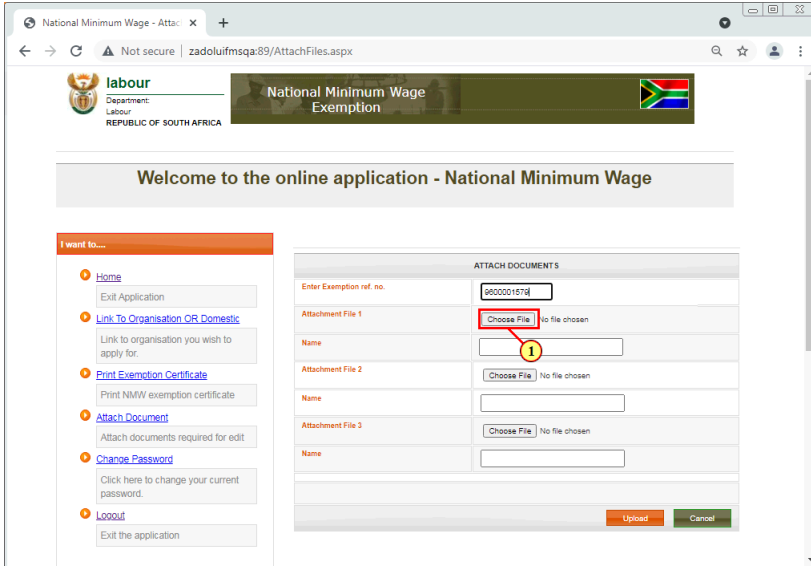
1.1.71. National Minimum Wage - Attach Files - Google Chrome - \\Remote

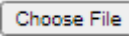


 When attaching documents, you must have an existing case number, attach documents against the case number.

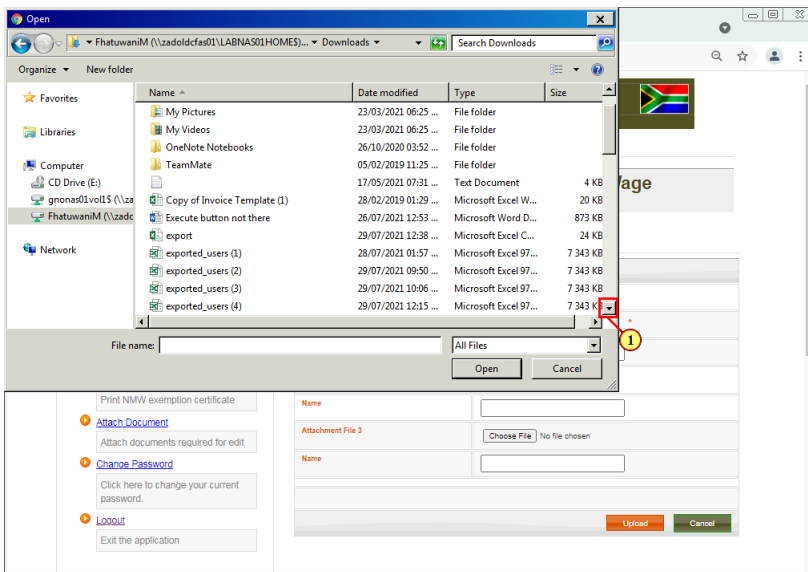
(1) The Exemption ref number field is filled out.

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



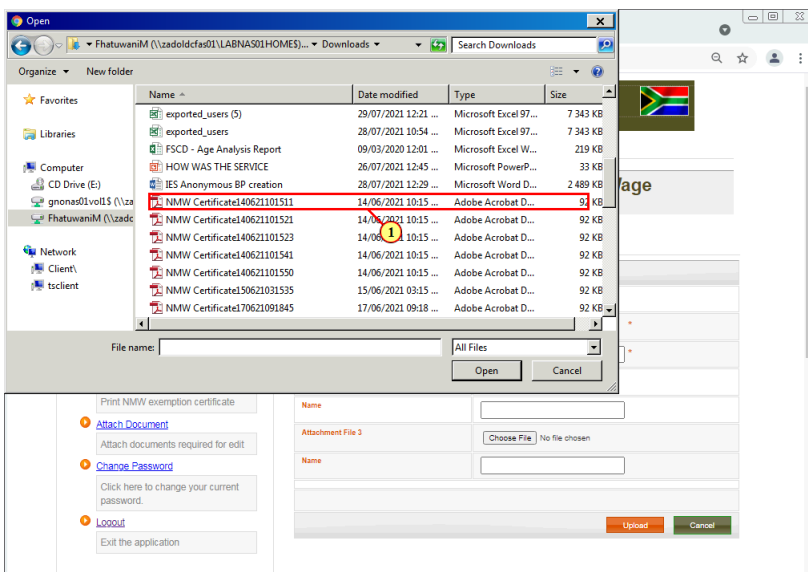
(1) Click on the **Choose File**  button to browse for documents.

1.1.73. Open - \\Remote



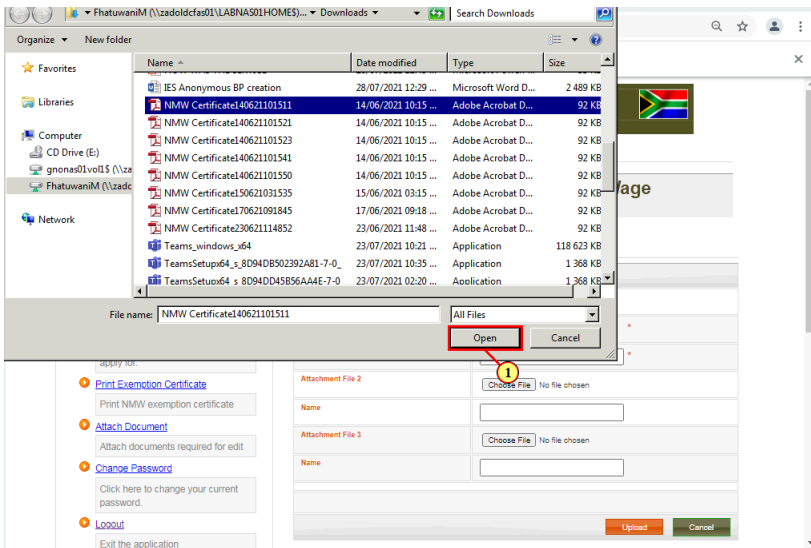
(1) Click on the **scroll button** to display the desired screen area.

1.1.74. Open - \\Remote



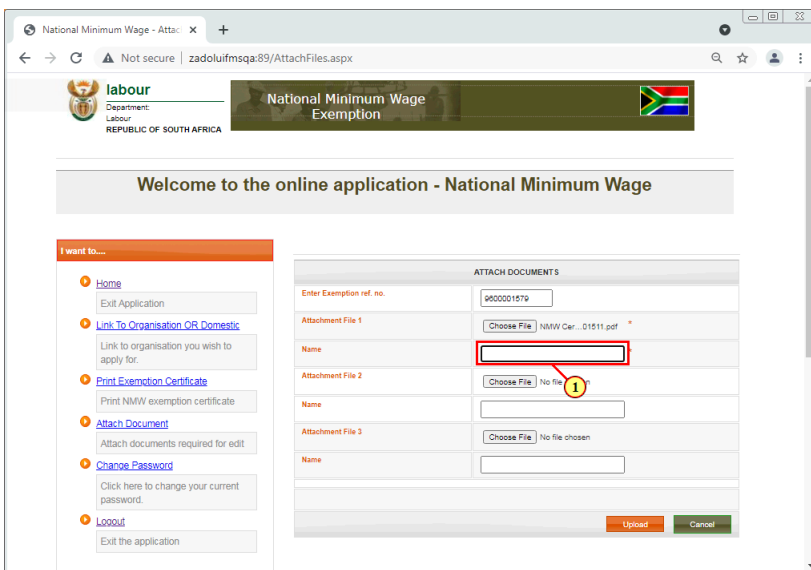
(1) Click on the **required document** to select it.

1.1.75. Open - \\Remote



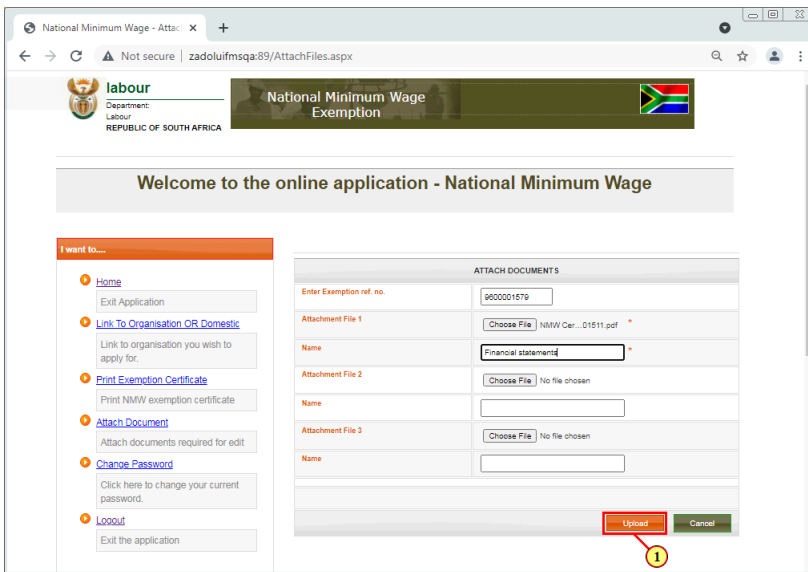
(1) Click on **Open** button to upload selected document.


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



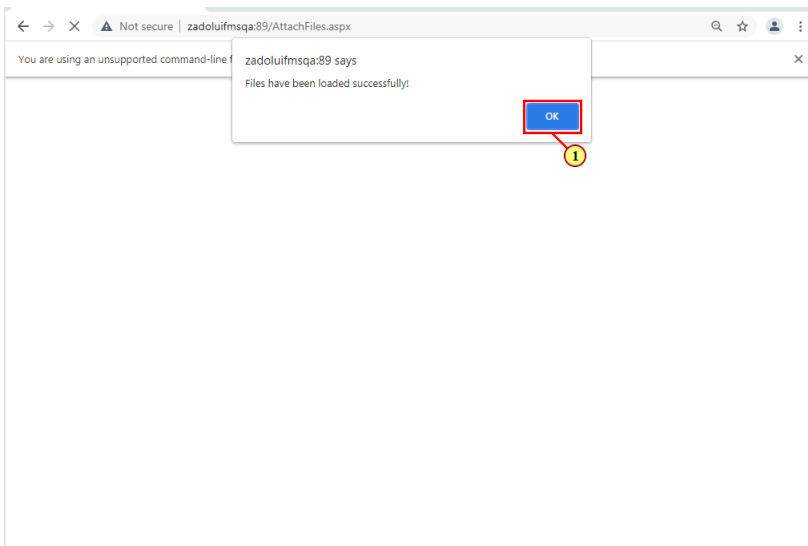
(1) The **Name** field is filled out.

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



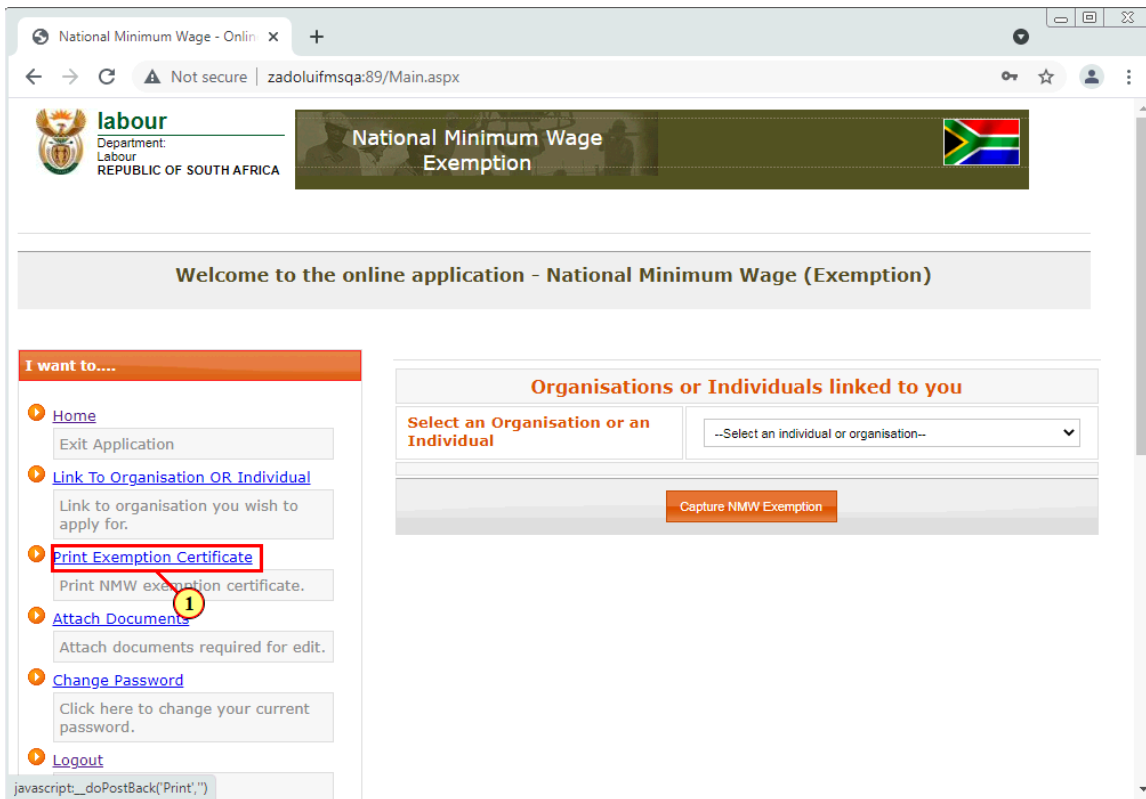
(1) Click on the **Upload**  button to proceed.

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



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

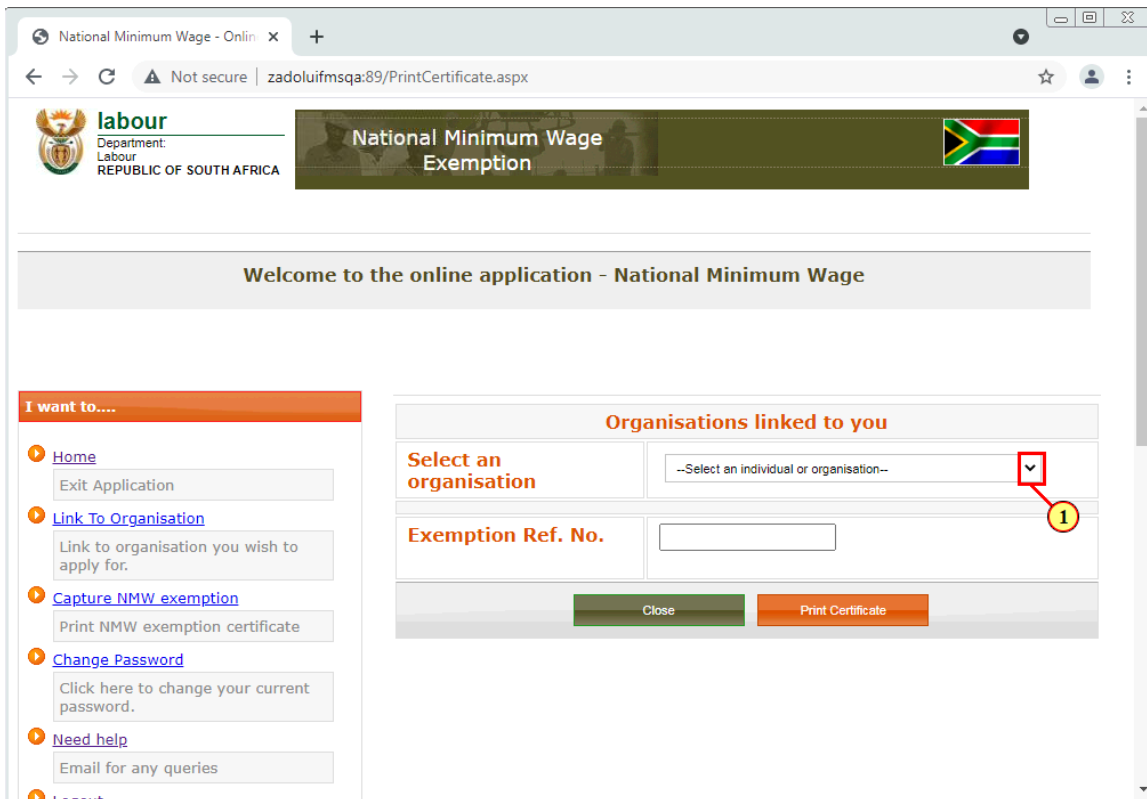
1.1.79. National Minimum Wage - Online Application - Google Chrome - \\Remote



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.

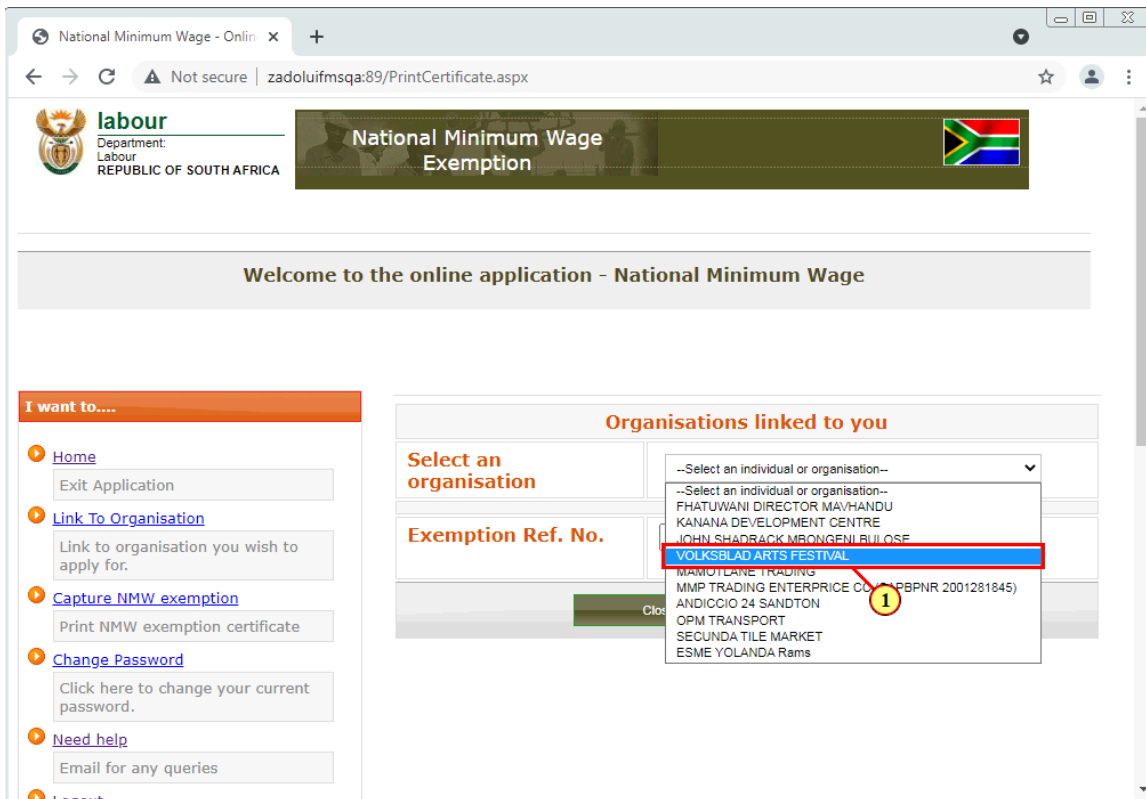
(1) Click on the **Print Exemption Certificate** link.

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



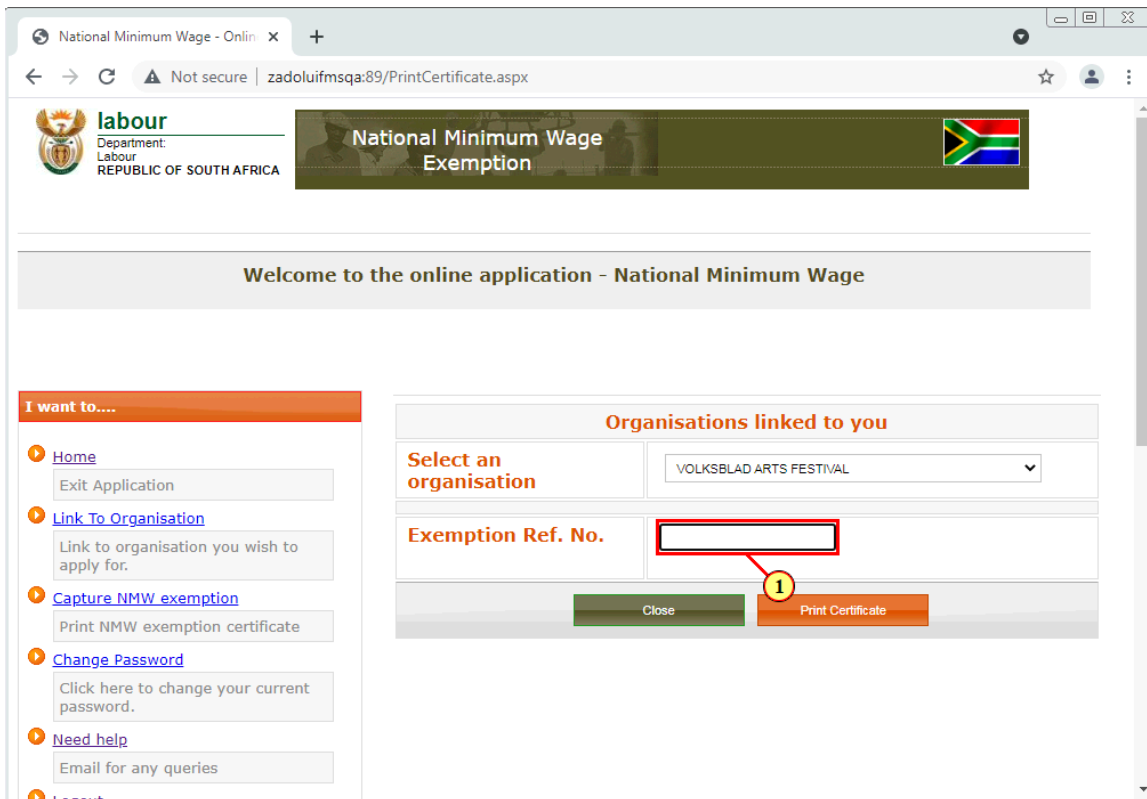
(1) Click on the **Select an Organisation or an Individual** button to display different organisations or individuals.

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



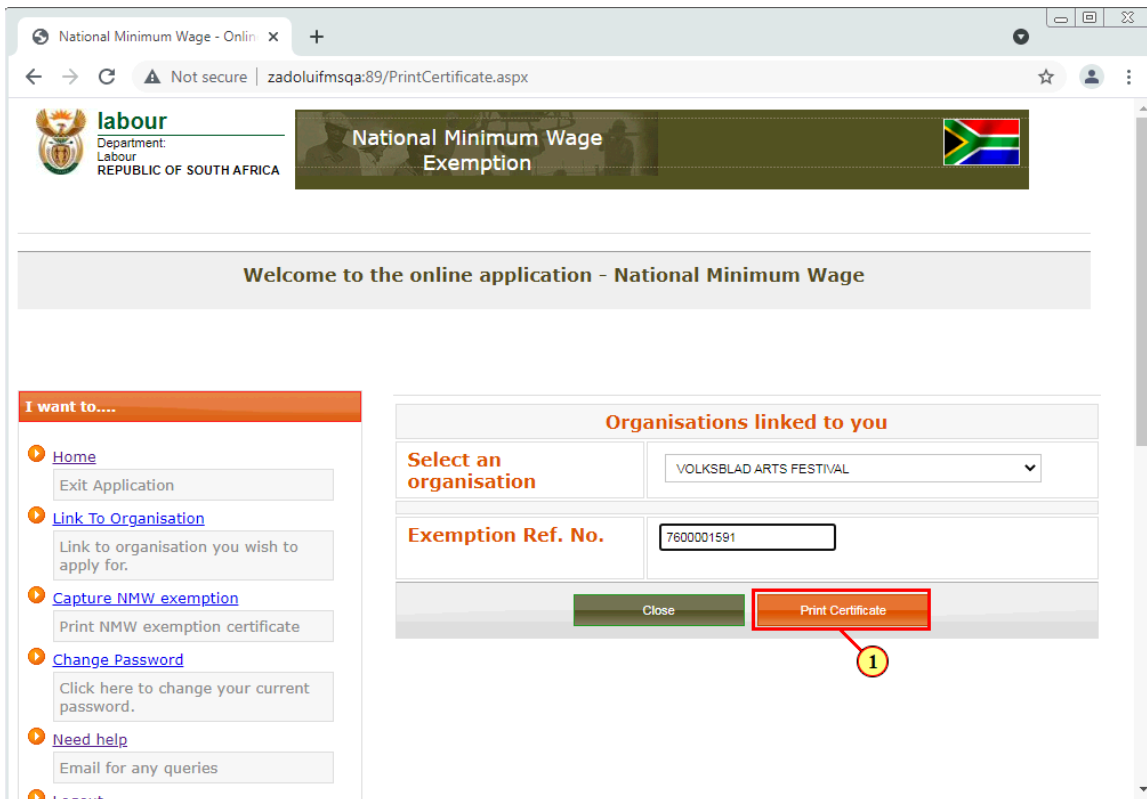
(1) Select the option you wish to apply for exemption for.

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



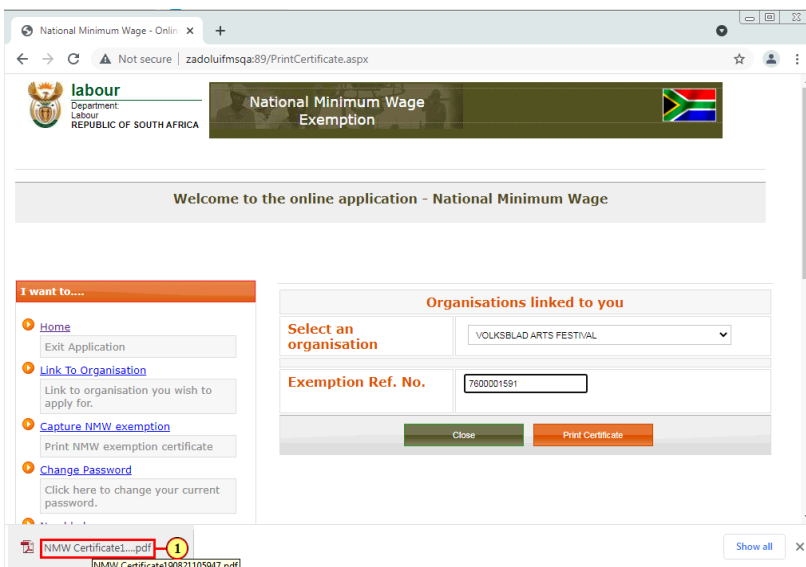
(1) The **Exemption Reference Number** field is filled out.

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



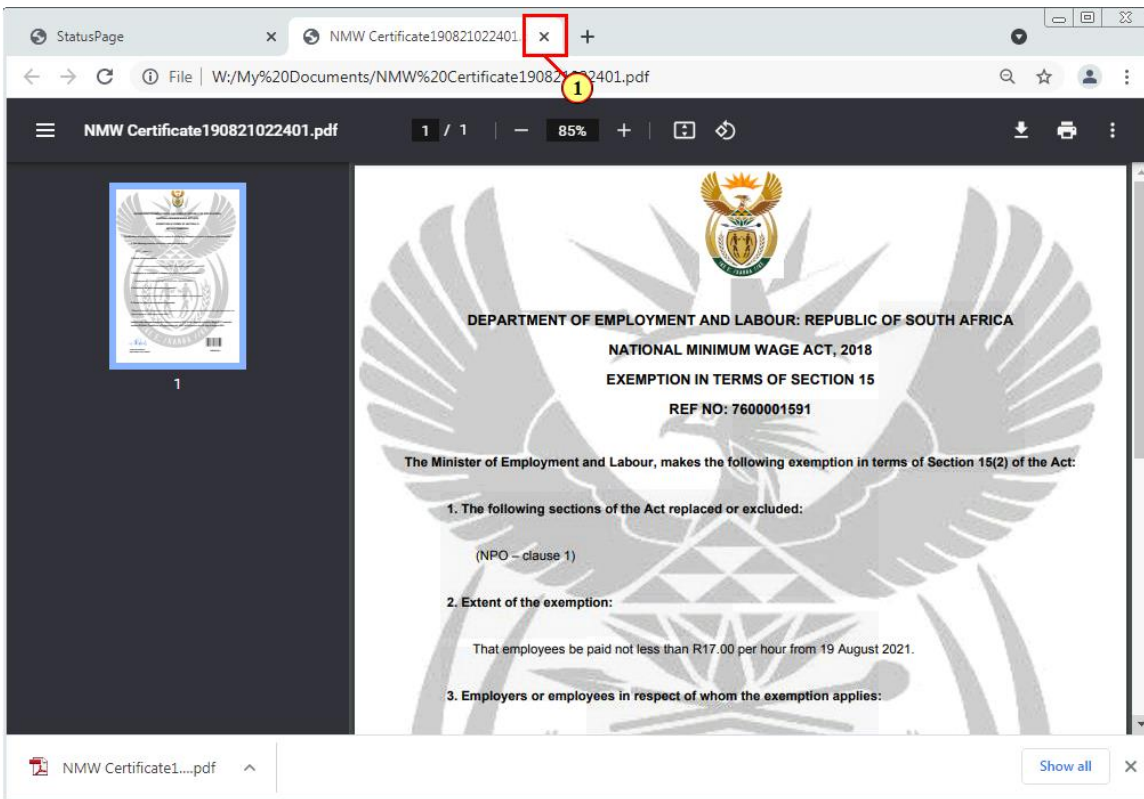
(1) Click on the **Print Certificate**  button.


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




(1) Click on the certificate to display it.

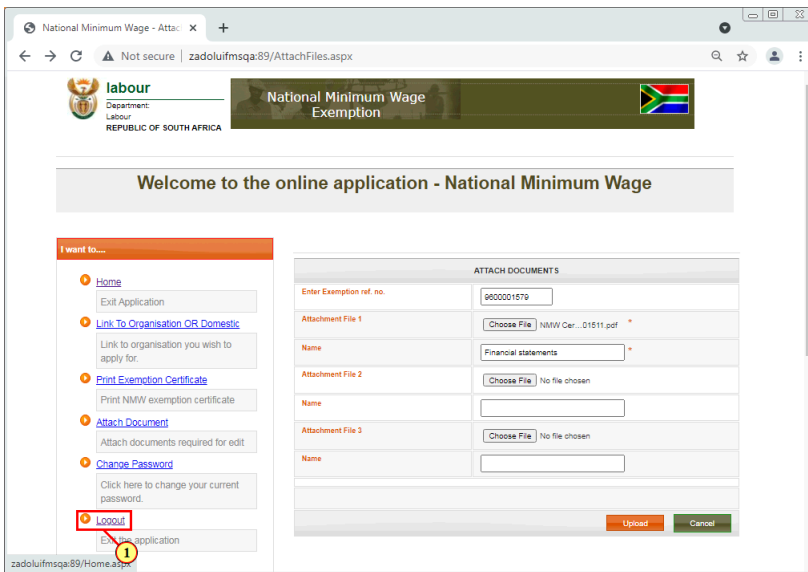
1.1.85. NMW Certificate190821022401.pdf - Google Chrome - \\Remote



	<p>The exemption certificate details information pertaining to the exemption. You may print the certificate should you wish to.</p>
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(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

