

Declaration 01 March 2015 - 29 February 2016

I, the undersigned confirm that the number of employees and their earnings (staff costs/salaries & wages) for the 12 months ending 29/02/2016 are as follows:

Month	Actual Earnings:01/03/2015 - 29/02/2016				Provisional Earnings:01/03/2016- 28/02/2017			
	Number	Earnings - (Rands only)	Number	Earnings - (Rands only)	Number	Earnings - (Rands only)	Number	Earnings - (Rands only)
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Jan								
Feb								
Total								

		FINAL EARNINGS PAID	ESTIMATED EARNINGS
Total earnings of both employees and Directors/Members:			
Total cash value of free food and/ or quarters. (if applicable) in Rands.			
GRAND TOTAL OF EARNINGS			
State in words the grand total of earnings:		State in words the grand total of earnings:	
Give reason where earnings differ by 30% from the previous year:			
Declaration by employer:		Declaration by Agent/Payroll Administrator:	
Name:		Name:	
Designation:		Designation:	
SIGNATURE:		SIGNATURE:	
Date:		Date:	
Telephone No:		Telephone No:	
e-mail Address:		e-mail Address:	
Company Banking Information:		Office use only - Codified.	
Bank Name:			
Account No:			
Branch Code:			
Branch Name:			
Type of Acc:			

NB: IT IS THE RESPONSIBILITY OF THE EMPLOYER TO ENSURE THAT THE INFORMATION DECLARED IS ACCURATE AND CORRECT, THEREFORE NO REVISIONS WILL BE ENTERTAINED

IT IS COMPULSORY FOR BOTH EMPLOYER AND AGENT / PAYROLL ADMINISTRATOR TO SIGN THE DECLARATIONS ABOVE.

IT IS A SERIOUS OFFENCE TO MAKE A FALSE DECLARATION OR FAIL TO RENDER A RETURN WITHIN THE PRESCRIBED PERIOD.

THE ONUS IS ON THE EMPLOYER TO NOTIFY THE COMMISSIONER WITHIN 7 DAYS OF ANY CHANGES IN THE PARTICULARS SO FURNISHED (E.G NATURE OF BUSINESS OR CLOSURE OF BUSINESS;ETC)

In the event that more than one return is furnished for the same assessment period this office will accept the first return as final

Criminal proceedings will be instituted for misrepresentation of facts