

**EE REPORTING FOR 2012****GUIDELINES FOR THE COMPLETION OF SECTION A OF THE EE REPORTING FORMS (EEA2 AND EEA4)**

<b>General Information</b>	<ul style="list-style-type: none"><li>■ Be reminded to check the instructions contained in the EEA2 and EEA4 forms respectively.</li><li>■ All information fields in section A are mandatory.</li><li>■ All information must be fully and accurately completed. Failure to do so may result in the employer being deemed not to have reported.</li><li>■ This will result in the employer not being listed in the EE Public Register published by the Minister of Labour in terms of section 41 of the Employment Equity Act.</li><li>■ Manually completed forms should be carefully checked to ensure completeness and accuracy.</li><li>■ Online users who have previously submitted EE reports will have the benefit of having existing Section A information displayed.</li><li>■ Online users should check if the information displayed is correct, and if required, update with new information e.g. telephone, email.</li></ul>
<b>Trade name</b>	<ul style="list-style-type: none"><li>■ Complete the correct trade name.</li><li>■ Be cautious when using abbreviations.</li><li>■ Check with your Company Secretary or Legal Division regarding the correct spelling of the trade name.</li><li>■ Be consistent in the use of the trade name and when completing future EE Reports.</li><li>■ Trade name changes require the employer to notify the Department of Labour in writing, in order to avoid incurring a duplicate entry on the EE System. This also applies to online users.</li><li>■ Requests for company name changes should be in writing on the company's letter head. The letter should be signed by the CEO.</li></ul>
<b>DTI Registration name</b>	<ul style="list-style-type: none"><li>■ Complete the correct DTI registration name.</li><li>■ Check with your Company Secretary or Legal Division, alternatively, contact the Department of Trade and Industry telephonically at 0861 843 384 or by e mail</li></ul>

	contactus@thedti.gov.za
<b>DTI Registration number</b>	<ul style="list-style-type: none"> <li>■ Complete the correct DTI registration number.</li> <li>■ Check with your Company Secretary or Legal Division, alternatively, contact the Department of Trade and Industry telephonically at 0861 843 384 or by e mail contactus@thedti.gov.za</li> </ul>
<b>PAYE/SARS number</b>	<ul style="list-style-type: none"> <li>■ Complete the correct PAYE/SARS number.</li> <li>■ Check with your Finance Division or payroll office, alternatively, contact the South African Revenue Service telephonically at 0800 00 7277 or by e mail paye.cc@sars.gov.za</li> </ul>
<b>UIF reference number</b>	<ul style="list-style-type: none"> <li>■ Complete the correct UIF reference number.</li> <li>■ Check with your Finance Division or payroll office, alternatively contact the Unemployment Insurance Fund telephonically at 086 713 3000 or by e mail enquiries@uif.gov.za</li> </ul>
<b>EE reference number</b>	<ul style="list-style-type: none"> <li>■ Complete the correct EE reference number.</li> <li>■ Note that employers reporting for the first time will not have an EE reference number, and this will be generated by the EE System upon registration.</li> <li>■ All EE System generated correspondence will display the EE reference number on the top right hand side.</li> <li>■ Employers who have previously reported may check previous correspondence received from the EE Registry of the Department of Labour to obtain their EE reference number.</li> <li>■ Employers may also contact their nearest Provincial Office of the Department for assistance or the EE helpline 0860 101018.</li> <li>■ Employers may also consult the EE Public Register for the 2011 reporting period published in Government Gazette No. 35204 dated 05 April 2012.</li> <li>■ Online users require the EE reference number to insert as username on the logon page.</li> </ul>
	<ul style="list-style-type: none"> <li>■ Complete the correct Seta classification.</li> <li>■ SETA information may be viewed by online users via a</li> </ul>

<b>Seta classification</b>	<p>drop down list and the relevant SETA selected.</p> <ul style="list-style-type: none"> <li>■ Employers completing reports manually may consult the SETA and industry/sector list on the website <a href="http://www.labour.gov.za">www.labour.gov.za</a>, go to “contact us”.</li> </ul>
<b>Industry/Sector</b>	<ul style="list-style-type: none"> <li>■ Complete the correct industry/sector classification.</li> <li>■ Industry/sector information may be viewed by online users via a drop down list and the relevant sector selected.</li> <li>■ Employers completing reports manually may consult schedule 4 at the back of the Employment Equity Act, 1998.</li> </ul>
<b>Telephone number</b>	<ul style="list-style-type: none"> <li>■ Complete the telephone number of the employer.</li> <li>■ Online users may update the telephone number of the employer if this has changed.</li> </ul>
<b>Fax number</b>	<ul style="list-style-type: none"> <li>■ Complete the fax number of the employer.</li> <li>■ Online users may update the fax number of the employer if this has changed.</li> </ul>
<b>Email address</b>	<ul style="list-style-type: none"> <li>■ Complete the e mail address of the employee who has prepared the EE reporting form for submission.</li> </ul>
<b>Postal address</b>	<ul style="list-style-type: none"> <li>■ Complete the postal address of the employer.</li> <li>■ Online users may update the postal address if this has changed.</li> </ul>
<b>Physical address</b>	<ul style="list-style-type: none"> <li>■ Complete the postal address of the employer.</li> <li>■ Online users may update the postal address if this has changed.</li> </ul>
<b>Details of CEO at the time of submitting this report</b>	<ul style="list-style-type: none"> <li>■ Complete the details of the CEO.</li> <li>■ Online users may update the information if this has changed.</li> <li>■ EE System generated correspondence is forwarded to the CEO and the EE assigned manager and the e mail address</li> </ul>

	should be updated as soon as changes occur by contacting the Department.
<b>Details of EE Senior Manager at the time of submitting this report</b>	<ul style="list-style-type: none"> <li>■ Complete the details of the EE Senior Manager.</li> <li>■ Online users may update the information if this has changed.</li> <li>■ EE System generated correspondence is forwarded to the CEO and the EE assigned manager and the e mail address should be updated as soon as changes occur.</li> </ul>
<b>Business type</b>	<ul style="list-style-type: none"> <li>■ Select the appropriate business type.</li> </ul>
<b>Number of employees</b>	<ul style="list-style-type: none"> <li>■ The number of employees selected will determine whether or not the employer is a small or large employer in terms of the Employment Equity Act.</li> <li>■ Online users will programmatically be presented with the applicable reporting form that corresponds to either a small employer or a large employer.</li> </ul>
<b>Organ of state or not</b>	<ul style="list-style-type: none"> <li>■ Consult the definition of designated employer, section 1, subsection (d) in the Employment Equity Act.</li> <li>■ Online users will have the relevant selection populated depending on the information selected under business type.</li> </ul>
<b>Part of Group or holding company</b>	<ul style="list-style-type: none"> <li>■ If the employer is part of a group of companies or if the EE report contains information on behalf of all the companies in the group, then it should be stated that it is a Group Report by selecting the “yes” tick box.</li> <li>■ If the employer is part of a group or holding company, the name should also be stated.</li> </ul>
<b>Date of submitting this report</b>	<ul style="list-style-type: none"> <li>■ The date of submission should not be earlier than the date when the CEO signed the report.</li> <li>■ For online users the submission date will be automatically generated when the form is successfully submitted.</li> </ul>
	<ul style="list-style-type: none"> <li>■ Employers with 150 or more employees should have a report that covers a period of 12 months. The “from” date stated in the EEA2 should follow where the previous</li> </ul>

<b>Duration the report covers (EEA2 only)</b>	<p>report ended.</p> <ul style="list-style-type: none"> <li>■ Employers with fewer than 150 employees should have a report that covers a period of 24 months.</li> <li>■ Employers who report for the first time may have a report that covers a period less than twelve months, in the case of large employers, or less than twenty four months in the case of small employers.</li> </ul>
<b>Duration of current EE plan (EEA2 only)</b>	<ul style="list-style-type: none"> <li>■ The EE plan should not be less than one year or more than 5 years.</li> <li>■ The “from” date in the EEA2 should reflect the start date of the EE plan and should remain constant for the duration of the EE Plan.</li> <li>■ The reporting date in the EEA2 should reflect the end date of the EE Plan and should remain constant for the duration of the plan.</li> <li>■ The above dates may change if the employer has introduced a new EE Plan, either because the duration has lapsed or because business imperatives require a full review of its EE plan.</li> </ul>