



# labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

COIDA, 1993 (ACT 130 OF 1993) Section 82(1)

The Hon., Prof., Dr., Rev., Messrs., Mr., Ms.,

## RETURN OF EARNINGS

W.As. 8

2011

To be completed and submitted by all employers to:  
Assessments Division

955, Pretoria, 0001

Compensation House

Cnr Hamilton Street & Soutpansberg Road, Arcadia

Call centre 0860105350

Only original document will be accepted.

Information relating to earnings (staff costs)

should be kept for at least 4 years.

REFERENCE NUMBER/CA

BP NO.

Year of assessment

01 March 2011 to 29 February 2012

Date of issue

30 March 2012

This return must be submitted on or before

31 May 2012

Refer to the enclosed guidelines before completing the return.

Complete the white blocks only where particulars have changed.

Use block letters where applicable, and mark with an X

### PART 1: EMPLOYER PARTICULARS

1.1 Co/CC Registration name (Cipro)

Sole Proprietor: Name of owner.

1.2 Tradingname (if applicable)

1.3 Co or CC number.

1.4 Employer's ID number.

1.5 Unemployment Insurance no.

1.6 Postal address.

Postal code:

1.7 Physical address.

Region

Code

Number

1.8 Telephone number.

Code

Number

1.9 Fax number.

1.10 Cell phone number.

1.11 E- Mail address.

1.12 Particulars of operation.

- Describe the nature of business/ farming activities/ goods sold or manufactured or services rendered.
- Describe the materials used in the manufacturing of goods.
- Describe the nature and extent of construction/erection undertaken.
- In case of farming, indicate the nature thereof.
- Do you use tractors and/or power-driven saws.

Livestock

Tillage

Mixed farming: %Livestock

%Tillage

Yes

No

1.13 Status of business.

a) Ongoing (under same ownership and control as previous year.)

b) Ceased.

c) Sold with:

Assets only.

Assets & liabilities.

Name & Address of

New owner / CC or Co.

d) Liquidated/Sequestered

By Court Order Quote Estate no.

e) Owner deceased.

Yes:

No:

Date:

Date:

Yes:

No:

Yes:

No:

Date:

NO

Date:

**PART 2:**

Reference number: \_\_\_\_\_

Declaration 01 March 2011 - 29 February 2012

I, the undersigned confirm that the number of employees and their earnings (staff costs/salaries & wages) for the 12 months ending 29/02/2012 are as follows:

| Actual Earnings:01/03/2011 - 29/02/2012 |   |                         |   |                         | Provisional Earnings:01/03/2012- 28/02/2013   |                         |   |                         |
|---|---|-------------------------|---|-------------------------|---|-------------------------|---|-------------------------|
| Month                                   | Number of employees and amount of earnings (staff costs/salaries & wages) per month paid to all employees (excluding directors of a Company or members of a close corporation) up to a maximum of R277 860 per person for the above period. |                         | Number of directors/members and amount of earnings (staff costs/salaries & wages) per month paid to directors of a Company or members of a Close Corporation up to a maximum of R277 860 per person for the above period. |                         | Number of employees and amount of earnings (staff costs/salaries & wages) per month expected to be paid to all employees (excluding directors of a Company or members of a close corporation) up to a maximum of R 292 032 per person for the above period. |                         | Number of directors/members and amount of earnings (staff costs/salaries & wages) per month expected to be paid to directors of a Company or members of a Close Corporation up to a maximum of R 292 032 per person for the above period. |                         |
|   | 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                                   |   |                         |   |                         |   |                         |   |                         |

|   |  |                            |  |  |
|---|--|----------------------------|--|--|
|   |  | <b>FINAL EARNINGS PAID</b> | <b>ESTIMATED EARNINGS</b>                          |  |
| Total earnings of both employees and Directors/Members:                   |  |                            |  |  |
| Total cash value of free food and/ or quarters. (if applicable) in Rands. |  |                            |  |  |
| <b>GRAND TOTAL OF EARNINGS</b>  |  |                            |  |  |
| State in words the grand total of earnings:                               |  |                            | State in words the grand total of earnings:        |  |
|   |  |                            |  |  |
| Variance on actual earnings above 30% will be investigated:               |  |                            |  |  |
| <b>Declaration by employer:</b>   |  |                            | <b>Declaration by Agent/Payroll Administrator:</b> |  |
| Name:   |  |                            | Name:  |  |
| Designation:  |  |                            | Designation:                                       |  |
| <b>SIGNATURE:</b>   |  |                            | <b>SIGNATURE:</b>                                  |  |
| Date:   |  |                            | Date:  |  |
| Telephone No:   |  |                            | Telephone No:                                      |  |
| e-mail Address:   |  |                            | e-mail Address:                                    |  |
| <b>Company Banking Information:</b>                                       |  |                            | 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.

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.