

Please print, complete and fax to our offices on 0861 737 263

Client Name: _____

Registration Nr: _____ VAT Number: _____

Company/close corporation/partnership/proprietorship/trust (***cross out whichever is not applicable***)

Sector : _____

Name of union: _____

(if applicable)

Number of employees: _____

Monthly Payroll: R _____

Casual employees : _____

Contractors : _____

Permanent : _____

Staff turnover : _____

Referred disputes per annum : _____

(expressed as a percentage)

Disciplinary Enquiries per annum: _____

Physical address

Postal address

Telephone : _____

Facsimile : _____

Email : _____

Details obtained

The assessor is required to obtain copies of the following documents:

- Disciplinary codes and procedures
- Copies of most recent UIF and PAYE returns
- Standard letters of employment or employment contracts used by the company
- Employment equity plan
- Skills development plan

Please confirm that the aforesaid information is correct.

ASSESSOR - NAME

Date: