



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

Ms Dineo Huma
Melrose Arch

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DATE: 07/02/2020

Dear Ms Huma,

NOTICE OF VISIT BY INSPECTION AND ENFORCMENT SERVICES INSPECTORS

This is to notify you that an Inspector of this Department intends visiting your establishment on

10/02/2002 to 14/02/202

From 9:00am

Employers are required to produce the following records, which will be inspected:

1. Employer to keep a copy of the Act or Sectoral Determination where applicable
2. Attendance Register (last 2 months).
3. A signed employer contract / letter of appointment of an employee (Less than 27 hrs, 40 hrs and 45 hrs).
4. Information about remuneration (pay slips / envelopes), overtime leave pay (last 2 months).
5. Unemployment Insurance reference number, as well as proof of last payments.
6. Compensation of Occupational Injuries and Diseases Act (COIDA) registration number as well as proof of last payments
7. A company letter head or a copy of the CIPRO certificate
8. A list containing the names and ID numbers of all employees.

Employers are expected to provide the Labour Inspectors with copies of the above documentation.

NB. If employers are making use of the services of an account / bookkeeper, it is their responsibility to obtain all relevant documentation prior to the inspection from them.

Yours faithfully

SIBUSISO MKHIZE
TEAM LEADER
INSPECTION AND ENFORCEMENT SERVICES
JOHANNESBURG LABOUR CENTRE
PROVINCE: GAUTENG

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