**COMPANY PROFILE**

|  |  |
| --- | --- |
| **Name of business** |  |
| **Address of Business** |  |
|  |
| **Trade Name of Enterprise** |  |
| **Name of CEO / Owner** |  |
| **Industry / Sector** |  |
| **Company Registration (CK) No** |  |
| **UIF Registration number** |  |
| **COIDA Register number** |  |
| **Employment Equity Ref number** |  |
| **Nature of business activity** |  |
| **Contact person/s** |  |
| **Contact Details** |  |
| **Email Address** |  |
| **Name of Employee / Union Representative** |  |
| **Total Number of Employees** |  |
| **Male** |  |
| **Female** |  |
| **Foreigners** |  |
| **People with Disability** |  |

|  |  |
| --- | --- |
| **SIGNATURE AND DATE** | **COMPANY STAMP** |

**List of Documents to be collected during the Inspection**

Proof of registration and last payment to the UIF or SARS

Proof of registration and last payment to the Compensation Fund Commissioner or RMA

Proof of payment to the Benefit Fund e.g Provident or Pension Fund

Proof of registration with the Bargaining Council, if applicable

Two employment contract signed by both employer and employee

Two pay slips of different employees

Copy of the attendance register or clocking system (two employees)

Copy of shift roster if applicable (two employees)

Copy of company CIPRO / DTI registration documents

Cancelled company letterhead

List of all employees with ID numbers, job grading’s and their earnings or Pay Roll.