



# employment & labour

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Department:  
Employment and Labour  
**REPUBLIC OF SOUTH AFRICA**

To Whom It May Concern : -

Centre Manager

Date: -26/01/2023

Enquires: - Mr. Happy Ntsoko

Kindly note that the Department of Employment and Labour will be conducting **PHYSICAL** inspections without prior notice to all your tenants effective from the 01 February 2023.

You are therefore requested to circulate this letter to all your tenants to inform them of the above.

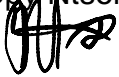
All the tenants are therefore advised to make the following information readily available for inspection and make copies for the Inspectors:-

1. Copy of the BCEA Act (Summary Charts)
2. Copies of the Attendance Register for the period of 3 months for 2 employees.
3. 2 Copies of signed contracts of employment
4. 2 Copies of information about remuneration (Pay slips) for 2 different employees.
5. Unemployment Insurance registration number and a copy of proof of last payment
6. Compensation for Occupational Injuries and Diseases Act (COIDA) Registration number and the copy of last payment or a Letter of Good Standing
7. A copy of a CIPRO Certificate
8. A copy of the Letter Head
9. A list containing names and ID Numbers of all the employees in the branch.
10. If deducting for Pension / Provident Fund proof of last payment to the fund

**NB: ALL THE REQUIRED INSPECTION DOCUMENTS MUST BE HANDED OVER TO AN INSPECTOR DURING THE PHYSICAL INSPECTION ON THE DAY OF INSPECTION. ALTERNATIVE ARRANGEMENT MAY BE MADE WITH THE INSPECTOR CONDUCTING THE INSPECTION THEREOF.**

Your anticipated co-operation is highly appreciated

Yours faithfully  
Happy Ntsoko



Assistant Director  
Inspection and Enforcement Services  
( Johannesburg Labour Centre)  
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