



UI-19

UNEMPLOYMENT INSURANCE Act 63 of 2001 as amended

Employer's Declaration of Employees for the month

Information to be submitted in terms of Section 56 (1&3) read with Regulation 13 (1&2)

[Empty box for month/year]

An employer must be the seventh day of each month inform the Commissioner with all the information during the previous month regarding the employer's contact details or employees' remuneration details including new appointments and termination of service.

1.EMPLOYER'S DETAILS

1.1 UIF Employer Reference No. Branch No. 1.2 PAYE Reference No. 1.3 Trading name of business 1.4 Physical address: 1.5 Address where employees listed in item 2 work 1.6 Postal address: 1.7 Co. Reg. No. (CIPRO No) 1.8 E-mail: 1.9 Fax no: 1.10 Phone number: 1.11 Authorised person\*\*

2.EMPLOYEE DETAILS

Table with columns: A Surname, B Initials, C Identity Document Number, D\* Total (Gross) Remuneration paid to Employee Per Month, E Total hours worked during the month, F Commencement date of Employment, G Termination Date, H Reasons Termination codes, I Indicate whether contributor or non-contributor, J\*\*\* If non-Contributor state reason.

I, (Name of employer), ID No., declare that the above information is true and correct. I understand that it is an offence to make a false statement.

EMPLOYER'S SIGNATURE:

DATE:



	Description	Code	J (Reason for non-contribution***)	Employer's stamp (if available)
**	If the employer is not a resident in the RSA, or is a body corporate not registered in the RSA, an authorised person must carry out the duties of the employer in terms of this Act.	1	Temporary employees	
D*	Remuneration means actual basic salary plus payment in kind (Declare actual gross salary)	2	Employees who earn commission only	
		3	No income paid for the payroll period	
	If paid weekly, convert wages to monthly salary (weekly wages X 52/12)			
E*	Total hours worked, i.e. actual hours worked during the month.			
	Employers may also submit these details electronically from payrolls or on the UIF's website at <a href="http://www.labour.org.za">www.labour.org.za</a>			
*	Only applicable for commercial employers, Domestic employers - provide surname and initials.			
***	Constructive dismissal can only be determined by the CCMA: Bargaining Council or Labour Court			

Reasons for termination codes

2 Deceased	6 Resigned	10 Illness/Medical boarded	14 Business closed	18 Commissioning Parental
3 Retired	7 Constructive dismissal***	11 Retrenched/Staff reduction	15 Death of Domestic Employer	19 Parental Leave
4 Dismissed	8 Insolvency/Liquidation	12 Transfer to another Branch	16 Voluntary severance package	
5 Contract expired	9 Maternity/Adoption	13 Absconded	17 Reduced Work Time	