



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



Dear Applicant

This is an automated e-mail message confirming that your request has been received by the Compliance Directorate. We will take the necessary action to ensure that your request is handled in a fast and efficient manner.

An official will respond to your request within the next ten (10) working days.

Please take note of the following:

For a certificate of Compliance

- Please complete the attached application form and sworn affidavit and e-mail both documents back to Compliance@uif.gov.za accompanied by a copy a valid Tax Clearance Certificate
- Provided that your employee/s declarations and contributions are up to date, you will be issued with a compliance certificate within ten (10) working days from receipt of your request;
- If the above are not up to date, you will be requested to update your compliance status within 30 calendar days, failing which your matter will be referred to our Employer Audit Services for audit.
- It may take up to 14 days after receipt of declarations to update the information on our system;
- Should your contributions not be up to date, our Finance department may take up to seven (7) days to calculate outstanding debt and issue a debt letter for you to update your contributions;
- If you are a SARS employer (i.e. employers required to pay their contributions at SARS), you will be expected to update your contributions with SARS, which has their own process to finalise and confirm payments;
- Contributions made via electronic funds transfers (EFT) may take up to seven (7) days to reflect on our bank statements depending on the bank you may be using;
- Once you are comfortable that your compliance status has been updated, you will be welcome to submit a new application.

For a UIF tender letter

- Please note that, a UIF tender letter is issued to companies who do not have active employees
- Please complete the attached application form and sworn affidavit and e-mail both documents back to Tenderletter@uif.gov.za accompanied by copies of a valid Tax Clearance Certificate and your CK document.

Please note:

- Only one certificate/ tender letter will be issued per annum.

- Compliance or none thereof will be determined by the information reflecting on our systems.

Please do not hesitate to contact the official dealing with your application should you have any clarity seeking questions.

Did you know that you can declare the information of your employees and pay UIF contributions online?

Please visit our website at www.ufiling.co.za to register and declare. For more information or visit www.uif.gov.za or www.labour.gov.za

Kind Regards

The Compliance Directorate
Compliance@uif.gov.za