



Enquiries: The Compensation Fund

Email:

CompEasySupport@labour.gov.za

TO: ALL STAKEHOLDERS

DOCUMENTS THAT MUST SUPPORT USER REGISTRATION ON THE COMPEASY SYSTEM.

This communication replaces all communications issued by the Compensation Fund with regard to documents that must be submitted in support of the application for user registration on the CompEasy system.

Document to be submitted to Support User Access Request

The following documents should be submitted to support any user request from the date of sign off of this communication:

a) Employers registered with CIPC, NPOs and Trusts and other unincorporated entities

- **Registered Company**
 - CIPC documents
 - A duly completed nomination form
 - Certified copy of Director's ID (at least one) not older than 3 months
 - Certified copy of ID of the user not older than 3 months



- **NPO/NGO/Trust**
 - The relevant registration certificate
 - A duly completed nomination form
 - Certified copy of Director's ID (at least one) not older than 3 months
 - Certified copy of ID of the user not older than 3 months

- **Sole proprietor**
 - Certified copy of ID of the owner of the business
 - The certified copy of ID of the user if different from the owner
 - A duly completed nomination form if the user is not the owner of the business

- **Partnership**
 - A partnership agreement
 - A certified copy of one partner
 - A duly completed nomination form if the user is not a partner
 - Certified copy of ID of the partner that is completing the nomination form if different from the one above. The certified copy of the ID should not be older than 3 months
 - The certified copy of ID of the user if different from the partners. The certified copy of the ID should not be older than 3 months

- **Body Corporates**
 - The founding documents for a body corporate
 - A certified copy of ID of one Director/Trustee
 - A duly completed CF nomination form if the user is not a trustee
 - A certified copy of ID of the Director/Trustee nominating the user. The certified copy of the ID should not be older than 3 months
 - The certified copy of ID of the user not older than 3 months



b) National Government Departments, Provincial Government Departments and Municipalities

- No CIPC or founding documents are required to support the existence of a Government Department or Municipality
- A duly completed nomination form
- Certified copy of ID of the person who nominates the user not older than three months
- Certified copy of ID of the nominated user not older than three months

c) Medical service provider, hospital, nurse, specialist, etc. (MSP)

- MSP Registration Document i.e. BHF, HPCSA (where applicable) and other relevant professional council registration documents (The ID of the practitioner should be on the MSP registration doc)
- A duly completed nomination form. No nomination form is required if the MSP is also the user requesting access in case of small MSPs
- Certified copy of the ID of the MSP. The certified copy of the ID must not be older than three months on the date of submission.
- Certified copy of the ID of the user. The certified document must not be older than three months on the date of submission.

d) Third party representing an employer

- All the information required for user registration of the employer in paragraph a) or b) above.
- A signed Power of Attorney on the company letterhead
- Certified copy of the ID of the person representing the Third Party on the power of attorney. The certified copy of the ID must not be older than three months on the date.
- A duly completed nomination form completed by the Third Party
- A certified copy of the person nominating the user for the Third Party if different from the one in the power of attorney.
- Certified copy of the ID of the user. The certified document must not be older than three months.
- Note that the employer is not required to complete the nomination form



e) **Third party representing a Medical Service Provider (MSP)**

- All the information required for user registration of the employer in paragraph c
- A signed Power of Attorney on the company/MSP letterhead
- Certified copy of the ID of the person representing the Third Party on the power of attorney. The certified copy of the ID must not be older than three months on the date.
- A duly completed nomination form completed by the Third Party
- A certified copy of the person nominating the user for the Third Party if different from the one in the power of attorney.
- Certified copy of the ID of the user. The certified document must not be older than three months.
- **Note that the MSP is not required to complete a nomination form**

The user registrations requests that have been rejected by the Compensation Fund should be resubmitted by the relevant users on the Compensation Made Easy tab on the Department of Labour website. The resubmissions must comply with the requirements detailed in this communication.

The user registrations that have already been submitted to the Compensation Fund through the eCOID-Compensation Made Easy tab on the Department of Labour website but not yet processed before the date of sign off of this communication will be finalized according to the requirements detailed in this communication.

Mr. V Mafata

Compensation Fund Commissioner

Date: 25 September 2020