

DEPARTMENT OF EMPLOYMENT AND LABOUR



BASIC PARTICULARS OF THE EMPLOYER

1.	EMPLOYER	
2.	REGISTERED NAME	
3.	COMPANY REGISTRATION #	
4.	SARS REGISTRATION #	
5.	UIF REGISTRATION #	
6.	COIDA REGISTRATION #	
7.	INDUSTRY SECTOR	
8.	BARGAINING COUNCIL	
9.	COLLECTIVE AGREEMENT	
10.	TADE UNION	
11.	CONTACT PERSON TELEPHONE #	
12.	EMPLOYER'S REPRESENTATIVE TELEPHONE #	
13.	DIRECTOR OF OPERATIONS TELEPHONE #	
14.	COMPETENT PERSON (GMR 2 -GCC)	
15.	SAFETY MANAGER	
16.	PHYSICAL ADDRESS OF PREMISES	
17.	TELEPHONE NUMBER	
18.	FAX NUMBER	
19.	EMAIL ADDRESS	
20.	TOTAL NUMBER OF EMPLOYEES	
21.	LIST OF CONTRACTORS AND WHAT THEY DO	
22.	TOTAL NUMBER OF EMPLOYEES FOR EACH CONTRACTOR	
23.	WHO ARE THE SUPPLIERS OF RAW MATERIAL?	
24.	WHO ARE THE CUSTOMERS?	
25.	NUMBER OF SHIFTS ON THE PREMISES?	
26.	IS THE PROCESS A 24 HOUR PROCESS?	