

APPLICATION FOR THE REGISTRATION OF AN EMPLOYMENT SERVICE FOR GAIN

SKILLS DEVELOPMENT ACT, 1998
[REGULATION 1(1)]

APPLICATION FOR THE REGISTRATION OF AN EMPLOYMENT SERVICE FOR GAIN

(IN TRIPLICATE)
The Provincial Director
Department of Labour
<INSERT ADDRESS>

Dear Sir/Madam

In terms of section 24(1) of the Skills Development Act, 1998, I hereby apply for the registration of a private employment office and submit the following particulars in this regard:

| | | | |
|--|--|---|--|
| 1. Full names of the applicant | | | |
| Surname | | First names | |
| 2. Residential address of the applicant | | 3. Postal address of the applicant | |
| | | | |
| | | | |
| | | | |
| 4. Contact Details of the applicant | | | |
| Home number | | Work number | |
| Fax | | E-mail address | |
| 5. Full names of Directors | | | |
| Surname | | First Names | |
| i. | | | |
| ii. | | | |
| iii. | | | |
| iv. | | | |
| v. | | | |

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6. Physical address of premises where the business of the private employment office will be kept or conducted:

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7. Name by which private employment office will be known

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|-------------|--|
| Head office | |
| Branch | |

8. Type of employment service (e.g. Temporary or permanent)

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9. Business sector in which it will be operating (e.g. IT sector)

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10. Bank Account Number

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11. Payroll system used

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12. Number of people employed by the office according to race and gender:

| Number | Race | Gender |
|--------|------|--------|
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| | | |

13. Date on which applicant desires to commence business

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14. Attachments (please attach copies of the following)

- DTI Registration
- SARS Registration
- DoL/UIF Registration

Yours sincerely

Applicant's signature

Date

| For Official Use Only | | | |
|-----------------------|--|---------------|--|
| Official | | Province | |
| Date of Application | | Date approved | |
| PEM signature | | | |

NOTES:

- In terms of the section 33(d) of the Skills development Act, 1998, it is an offence for any person to keep or conduct an employment office unless s/he is in possession of a Certificate of Registration issued under Section 24 (3)(a) of the Act.
- The possession of a license in terms of the Licenses Act, 1962 does not render unnecessary a certificate in terms of the Skills Development Act, 1998.