
GENERAL NOTICES • ALGEMENE KENNISGEWINGS

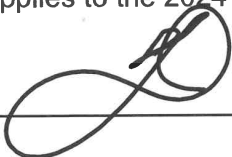
DEPARTMENT OF EMPLOYMENT AND LABOUR**NOTICE 3060 OF 2025****COMPENSATION FOR OCCUPATIONAL INJURIES AND
DISEASES ACT, 1993 (ACT NO 130 OF 1993)****NOTICE FOR CONFIRMATION OF EMPLOYERS REGISTRATION DETAILS
FORMS**

I, Farzana Fakir, Acting Compensation Commissioner, hereby issue this notice in terms of section 6A of COID Act. All employers must complete and submit the Confirmation of Employer Registration Details Form when filing their 2024 Return of Earnings (ROE), to assist the Compensation Fund in cleansing and updating employer records.

This applies to all employers, including but not limited to companies, NPOs, trusts, body corporates, partnerships, joint ventures, public entities, sole proprietors, and domestic worker employers. Employers using consultants or third parties must also provide both the employer's and consultant's contact details, plus a signed consultant mandate.

Non-submission, incomplete forms, or false information may result in processing delays, incorrect assessments, penalties, or legal action.

This notice applies to the 2024 ROE cycle and remains effective until withdrawn.



FARZANA FAKIR
ACTING COMPENSATION COMMISSIONER
DATE

2025/03/12

Confirmation of Employer Registration Details Form

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (Act 130 of 1993)

(To be completed in BLOCK CAPITALS using black ink only – No erasures, whiteouts, or photocopies allowed)

Please use black ink only make no erasures, whiteouts, photocopies

Section A: Employer Information (All Employer Types)

(please complete in Block Capitals)

1. Employer Type (Select one and complete the relevant fields)

- | | |
|--|---|
| <input type="checkbox"/> Company (Pty Ltd, Ltd) | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Individual (Sole Proprietor) | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Body Corporate |
| <input type="checkbox"/> Non-Profit Organisation (NPO) | <input type="checkbox"/> Public Entity (Municipality, School, etc.) |
| <input type="checkbox"/> Domestic Worker Employer | |
| Other (Specify): | |

2. Employer Identification Details (All Employer Types)

Employer Name (Legal Entity or Personal Name):

Trading Name (if applicable):

CF Registration Number:

CIPC/NPO/Trust/Sectional Title/JV Agreement Number (if applicable):

UIF Registration Number:

SARS Tax Number (where applicable):

Professional Body (if applicable):

Membership Number:

3. Contact Information (All Employer Types)

Business Telephone Number:

Mobile Number:

Employer Email Address:

4. Physical Address (All Employer Types)

Street Address:

City/Town:

Province:

Postal Code:

5. Postal Address (if different from physical address)

• Postal Address:

• City/Town:

Province:

Postal Code:

6. Representative Details (Person Completing the Form)

Name & Surname:

Designation/Capacity:

Contact Number:

Email Address:



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



7. Third-Party/Consultant Details (if applicable)

Consultant/Third-Party Name:

Company Name:

Contact Number:

Email Address:

Relationship to Employer:

Signed Mandate Attached:

Yes

No (If no, employer must submit before processing)

Section B: Nature of Business

(please complete in Block Capitals)

Sub-Class Code:

Detailed Nature of Business:

Date First Employee Employed:

Y

Y

Y

Y

M

M

D

D

Total Number of Employees
(current year):

Section C: Supporting Documents Checklist (All Employer Types)

(please complete in Block Capitals)

Document Required	Applies To	Submitted (Yes/No)	
CIPC/NPO/Trust Deed/Partnership Agreement/Joint Venture Agreement/Body Corporate Certificate	Companies, NPOs, Trusts, Partnerships, Joint Ventures, Body Corporates	Yes	No
ID Copies of Directors/Partners/Trustees/Members	Companies, NPOs, Trusts, Partnerships, Joint Ventures, Body Corporates	Yes	No
ID Copy of Employer (for Domestic Worker Employers)	Domestic Worker Employers	Yes	No
ID Copy of Employee (for Domestic Worker Employers)	Domestic Worker Employers	Yes	No
Proof of Business Address	All Employer Types	Yes	No
Photos of Business Operations (Minimum of 4)	All Employer Types except Domestic Workers	Yes	No
Professional Body Membership Certificate (if applicable)	Regulated Professions	Yes	No
Valid Tax PIN	Companies and Trusts (where applicable)	Yes	No
Consultant Mandate	If Consultant Used	Yes	No

Section D – Declaration

(please complete in Block Capitals)

I, the undersigned, hereby declare that:

- All information provided in this form is true, accurate, and complete.
- I understand that any misrepresentation, omission, or falsification of information may result in legal action by the Compensation Commissioner.
- I consent to the Compensation Fund processing my personal information in line with COIDA and POPIA requirements.

Employer Representative/Delegated Official/Employer

Signature:

Name and Surname:

Date:

Y

Y

Y

Y

M

M

D

D

Capacity:

Consultant/Third Party

Signature:

Name and Surname:

Date:

Y

Y

Y

Y

M

M

D

D

Capacity:



ROE ONLINE SYSTEM TEMPORARY SHUT-DOWN ALERT

The Compensation Fund refers to the notice dated 11 and 31 March 2025 communicating the shutdown of the Employer Registration and Employer Assessment modules for the period from 19 March 2025 to 30 April 2025.

The Fund has experienced a delay in its preparatory actions for the 2024 ROE Season and communicates that the system will remain closed until **30 April 2025** (mid-night 00h00) and will effectively be available for the submission of Returns on **1 May 2025 at 08h00**.

The following services will be affected during the ROE Online system shut-down period,

- Employer registrations will not be processed; this includes registrations through the CIPC BizPortal platform as well as through the CF's back-office processes.
- Employers will not be able to declare any Return of Earnings, online or manually.
- CF will not be able to clear employers who are flagged for audit and process applications for a revision of assessment.
- No instalment applications will be considered during this period.

The following services will NOT be affected during the ROE Online systems shut-down period.

- The CompEasy system, for the processing of claims will NOT be affected.
- Employer will be able to generate a letter of Good Standing during this time.
- Employers can still make payments using their correct CF Registration number.

In line with the delay in opening the system; the expiry date of 30 April 2025 of the current Letters of Good Standing is extended to 31 May 2025.

The Fund apologises for the delay and assures employers of best efforts to finalise all preparatory actions at the earliest.

MS FARZANA FAKIR

ACTING COMPENSATION COMMISSIONER

DATE 10 APRIL 2025