** PAGE 1 OF 2 EEA5**

**DEPARTMENT OF LABOUR**

**WRITTEN UNDERTAKING**

**PLEASE READ THIS FIRST**

**PURPOSE OF THIS FORM**

To obtain a written undertaking from the employer in terms of Section 36 to comply with the requirements of the Employment Equity Act, 55 of 1998, as amended.

**WHO COMPLETES THIS FORM?**

An employer, assisted by a labour inspector.

**WHO RECEIVES THIS FORM?**

This form goes to the inspector.

**PLEASE NOTE:**

A labour inspector may request and obtain a written undertaking from a designated employer to comply with the provisions of Section 36 (1) within a specified period.

Failure to comply with this undertaking may result in the Director-General applying to the Labour Court, to make this undertaking, or any part thereof, an order of the Labour Court in terms of Section 36(2).

 **Employer Details**

Trade name……………………………………………………………………..

DTI registration name ………………………………………………………..

PAYE/SARS No……………………………………………………………….

EE Ref. No.………………………………………………………………………

Industry/Sector…………………………………………………………………

Tel No……………………………………………………………………………

Fax No…………………………………………………………………………..

Postal address………………………………………………………………….

Physical address……………………………………………………………….

Name & Surname of the CEO/Accounting Officer

……………………………………………….................................................

Email address…………………………………………………………………..

**Please tick the applicable box below as an undertaking to comply with the following provisions of the Act and its regulations.**

* + 1. Consult with employees (section 16 read with section 17) 🞎

Please specify

* + 1. Conduct an analysis (section 19) 🞎

Please specify

* + 1. Publish report (section 22) 🞎

**2 of 2 EEA5**

**5 of 12 EEA2**

* + 1. Assign responsibility to one or more senior managers (section 24) 🞎
		2. Inform employees (section 25) 🞎
		3. Keep records (section 26) 🞎

1. You are required to comply with this written undertaking within………..….days of receipt hereof. **Failure to comply with this undertaking may result in the Director-General applying to the Labour Court, to make this undertaking, or any part thereof, an order of the Labour Court in terms Section 36(2).**

OBTAINED ON ………………Day of (Month)……………………………..Year ………………

At (Place)……………………………………………………………………………………………..

SIGNED: EMPLOYER/ ON BEHALF OF EMPLOYER

………………………………………………………………………………..

SIGNED: LABOUR INSPECTOR …………………………………………………………………..

CONTACT DETAILS OF INSPECTOR: ……………………………………………………………

PHYSICAL ADDRESS……………………………………………………….................................

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