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**DIRECTOR-GENERAL NOTIFICATION FORM**

**PLEASE READ THIS FIRST**

**PURPOSE OF THIS FORM**

This form is issued in terms of Section 21(4A) of the Employment Equity Amendment Act, 2013 (Act No. 47 of 2013) for designated employers to notify the Director-General if they are unable to submit EE Report(s).

**The notice must reach the Director-General before the last working day of August in the same year of reporting.**

**WHO COMPLETES THIS FORM?**

Designated employers who are unable to submit their report(s).

The form must be signed by the CEO/Accounting Officer.

**INSTRUCTIONS**

Complete this form and mail it to the address below.

**SEND TO:**

The Director-General

C/O Employment Equity Registry

Department of Labour

Private Bag X117

Pretoria

0001

**www.labour.gov.za**

**Helpline: 0860101018**

**NO FAX OR EMAILS WILL BE ACCEPTED.**

**Section A: Applicant details:**

|  |  |
| --- | --- |
| Name of Company: |  |
| PAYE No |  |
| EE Ref. Number |  |
| Full names of CEO/Accounting Officer |  |
| Physical Address: |  |
| Town / City: |  |
| Postal Code |  |
| Telephone No. of the CEO/Accounting Officer |  |
| E-mail Address CEO |  |
| Full names of EE Manager |  |
| Telephone No EE Manager |  |
| E-mail Address EE Manager |  |
| Date submitted to DoL |  |
| Reporting Year |  |

**Section B: Reasons for this application (Select one below)**

Reason for

* + - * + Section 197 (Transfer of business)
				+ Mergers/Acquisitions
				+ Labour Court Order
				+ Liquidation/Judicial Winding
				+ Insolvency
				+ Other

Please provide motivation in the box below for each of the reason(s) selected.

|  |
| --- |
| **Chief Executive Officer/Accounting Officer** I -----------------------------------------------------------------------------(full Name) CEO/Accounting Officer of ------------------------------------------------------------------------------------------------------------------------------------Signed on this -----------------day of ------------------------------------------------- (month)year -------------------At place: -------------------------------------------------------------------------------------------------------------------------------------------------------Chief Executive Officer /Accounting Officer  |

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