

Application to Link Skills Development Levy Numbers

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BACKGROUND

In certain circumstances employers require the Seta to consider grant applications and levy payments on behalf of more than one Skills Development Levy (SDL) number. This may occur where the employer:

1. Merges with another employer, taking on an additional SDL number (and the levy paid over on behalf of that SDL number), and wishes to claim this levy by submitting a grant application in respect of both SDL numbers,
2. Wishes to do an inter-Seta transfer on an SDL number (from another Seta to Fasset), Levies from this transfer may come into the Seta after 30 June.
3. Has paid a portion of the full years' levy on an old SDL number and another portion on a new SDL number, which has since been changed with SARS, and
4. Chooses to submit one grant application on behalf of a number of SDL numbers which actually operate as a single entity.

In these circumstances, Fasset will consider requests from employers to 'link' SDL numbers. The linking process involves the Seta electronically assigning SDL numbers to a designated SDL number. The designated SDL number is referred to as the Parent SDL (the 'main' SDL number, or the SDL number that the employer wishes to retain as the main number in the future). SDL numbers that are linked to the Parent SDL are referred to as Child SDL numbers. These are SDL numbers that are not 'main' (Parent), for example, a Child SDL number may be the smaller of two SDL numbers that merge, or a smaller branch office that falls under the umbrella of a larger company, or a SDL number that has been discontinued or changed but still has levy income with the Seta.

RULES FOR LINKING

There are a number of rules affecting the SDL linking process.

1. Each request for linking will be individually considered.
2. Fasset will perform the linking of SDL numbers.
3. After linking SDL numbers any levies that have been paid over by the Child SDL will accrue to the Parent.
4. Linking may not occur for financial years prior to the financial year in which the request for linking has been received. Fasset's financial year is from 1 April to 31 March.
5. A request for linking must be received within the financial year that the link is to be effected and before 30 June of the financial year or within 6 months of a company being created. A company may not be linked if a grant has been paid out to any of the Parent or Child SDL numbers.
6. If the link request is received after the Seta financial year end that the company wants the link to be effected from, the request for linking will be denied. Linking requests must come in by the end of the Seta financial year i.e. 31 March.
7. Fasset will not link a Child SDL to a Parent SDL if the Child SDL has not satisfied the requirements of the grant submissions already applied for by the Parent SDL within the financial year in question. For example, Company A merges with Company B on 15 July. Company A has been participating with Fasset and submitted their grant application timeously by 30 June. Company B is also registered with Fasset but has neglected to submit their grant application by the deadline date of 30 June. A link will not be performed between Company A and Company B until such time as Company B has followed procedures to become up-to-date with their grant submissions.
8. Employees in Child SDLs to be linked to Parent SDLs must have been included (in the case where the company is linked after the deadline date for the grant submission) in the grant applications already submitted by the respective SDL numbers, either to Fasset, or to another Seta. For example, Company A discovers that their grant submission included employees who relate to a SDL number never reported to the Seta. In their grant submission to the Seta on e.g. L123456789 they reported that they employ 200 staff, not knowing that the staff are split between L123456789 (180 staff) and L999999999 (20 staff). Because the staff for L999999999 have been inadvertently included in L123456789, Fasset will approve the link. If this was not the case, the request for linking would have been denied.
9. Child companies will be delinked from the Parent SDL if the company does not confirm the link arrangement on their annual mandatory grant application form. Linked relationships must be renewed on the application form on an annual basis.
10. The linking of SDL numbers is internal to Fasset and does not reflect on to the Department of Labour (DoL) or other Seta systems.

INSTRUCTIONS

Employers who wish to link Skills Development Levy numbers should complete this request form in full and submit it to the Skills Planning Officer at Fasset by e-mail (fasset@fasset.org.za) or fax (011) 459-4350. Please complete a separate form for each Skills Development Levy number to be linked as a Child SDL. Requests received will be acknowledged in writing to the Parent company.

	Child SDL to be Linked 1	Child SDL to be Linked 2	Child SDL to be Linked 3	Child SDL to be Linked 4
Name of Organisation				
SDL Number of Parent SDL				
SDL Number(s) of Existing Child SDLs (if applicable)				
Name and SDL number of Child SDL to be Linked to Parent				
Indicate financial year for which Child SDL is to be linked to the Parent, e.g. 1 April 2009				
Why do you want the Child SDL to be linked to this Parent SDL?				
Number of employees of Parent SDL at 1 April of current financial year				
Number of employees of Child SDL at 1 April of current financial year				
Have the employees of the Child SDL been included in the grants already / to be submitted to Fasset, or another Seta, within the current financial year?				
Skills Development Facilitator (SDF) Title, First Name and Surname				
SDF E-mail Address				
SDF Telephone Number				
SDF Fax Number				
Authorised Signatory Title, First Name and Surname (e.g. CEO, Managing Partner) of Parent SDL				
Signature of SDF and Date of Signature				
Signature of Authorised Signatory and Date of Signature				
Your date of submission of this request to Fasset				