

Non Levy Paying (NLP) and Skills Development Facilitator (SDF) 2011/2012 Registration Application

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BACKGROUND

Government Gazette, No. 27801, No. R. 713 18 July 2005 allows Setas to provide benefits to employers who are not eligible to pay the Skills Development Levy (SDL) in terms of the Skills Development Levies Act (1998). Fasset requires members to complete this application form in order to register with the Seta as a Non Levy Paying (NLP) member. Such registration will allow Fasset to offer NLP employers benefits such as free training (lifelong learning), Learnership Cash Grants and access to trained learners graduating from Fasset development projects. This form is valid for a maximum of 12 months. Employers must renew information in this form on or before **30 June** of each financial year. Where the 'NLP Number' is to be entered at the bottom of this document, please enter your Fasset NLP registration number. If you are a new registrant, enter your Unemployment Insurance Fund (UIF) Number and ensure you precede it by a U.

SDF UPDATE *The Skills Development Facilitator is the liaison between the firm and the Seta. All NLPs must elect an SDF And the SDF must complete the information directly below.*

Title _____ First Name _____ Surname _____

Initials _____ Identity Number _____

Telephone number (work) _____ e-mail address _____

Are you registered with Fasset as a Skills Development Facilitator (SDF)?

If NO, please complete the questions directly below

NO

If YES, please go to the next section (Organisation Contact)

YES

For statistical purposes only. Tick if applicable.

Gender	Population Group	Disability Status	South African Citizen?
Male <input type="checkbox"/>	African <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Female <input type="checkbox"/>	Coloured <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Indian <input type="checkbox"/>		
	White <input type="checkbox"/>		

Highest level of education _____

Experience relevant to SDF (*indicate duration in years*) _____

OCCUPATIONAL GROUP OF SDF (*please tick appropriate box*)

Managers	<input type="checkbox"/>
Professionals	<input type="checkbox"/>
Technicians & Trades Workers	<input type="checkbox"/>
Community and Personal Service Workers	<input type="checkbox"/>
Clerical and Administrative Workers	<input type="checkbox"/>
Sales Workers	<input type="checkbox"/>
Machinery Operators and Drivers	<input type="checkbox"/>
Elementary Workers	<input type="checkbox"/>

Current Occupation _____

Postal address _____

City and province _____ Postal code _____

Cellphone number _____ Telephone number (work) _____

Fax number _____ e-mail _____

ORGANISATION CONTACT *For communication purposes only. Only complete if different from SDF details above.*

Title _____ First Name _____ Surname _____

Initials _____ Job Title _____

Cellphone number _____ Telephone number (work) _____

Fax number _____ e-mail _____

SDF APPOINTMENT DETAILS

Are you a consultant acting for the employer?
Please tick the applicable box

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Will you perform your SDF functions in respect of:
Please tick the applicable box

Single establishment	<input type="checkbox"/>
Single branch of an organisation	<input type="checkbox"/>
Multiple branches of an organisation	<input type="checkbox"/>
Group of organisations	<input type="checkbox"/>

Please indicate the method of appointment to the SDF position.
Please tick the applicable box. Companies with more than 50 employees should follow a consultative process in the appointment of a SDF.

Appointed by employer	<input type="checkbox"/>
Self-appointed	<input type="checkbox"/>
Nominated by employees	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>

If representing more than one establishment, please attach a list of names and addresses of all establishments (including both physical and postal addresses).

ORGANISATION CONTACT DETAILS Please complete per registration number against which you are affiliated.

Organisation Name _____

Postal address _____

Postal city & province _____ Postal code _____

Physical address _____

Physical city & province _____ Postal code _____

Telephone number (work) _____ Fax number _____

SIC (STANDARD INDUSTRIAL CLASSIFICATION) CODE DETAILS Please complete per registration number.

The SIC CODE (Standard Industrial Classification Code) is the code that matches the employer's main business activity. While more than one code may be applicable, the employer must select ONE code that best describes the core activities. The SIC code may have changed from one year to another, as the main business focus of the employer changes. Please tick the code that describes your core business activities.

- | | | |
|--------------------------|-------|--|
| <input type="checkbox"/> | 81904 | Investment Entities and Trusts |
| <input type="checkbox"/> | 83110 | Administration of Financial Markets |
| <input type="checkbox"/> | 83120 | Security Dealing Activities |
| <input type="checkbox"/> | 83121 | Stock Broking Activities |
| <input type="checkbox"/> | 83180 | Development Corporations and Organisations |
| <input type="checkbox"/> | 83190 | Activities Auxiliary to Financial Intermediation |
| <input type="checkbox"/> | 88101 | Tax Services |
| <input type="checkbox"/> | 88102 | Asset Portfolio Management |
| <input type="checkbox"/> | 88103 | Company Secretary Services |
| <input type="checkbox"/> | 88120 | Accounting, Bookkeeping and Auditing Activities |
| <input type="checkbox"/> | 88121 | Activities of Accountants and Auditors Registered in terms of the Public Accountants |
| <input type="checkbox"/> | 88122 | Activities of Cost and Management Accountants |
| <input type="checkbox"/> | 88123 | Bookkeeping Activities, including Relevant Data Processing and Tabulating Activities |
| <input type="checkbox"/> | 88140 | Business and Management Consultancy Activities |
| <input type="checkbox"/> | 88142 | Project Financial Management |
| <input type="checkbox"/> | 91108 | South African Revenue Service (SARS) |
| <input type="checkbox"/> | 9110E | Dept of State Expenditure and Finance |
| <input type="checkbox"/> | Other | _____ |

Describe your core business activity/activities _____

PROVINCIAL AND CURRENT EMPLOYMENT PROFILE

Please report the distribution of the staff (corresponding to the registration number) provincially and according to occupational group. This is defined as the total workforce in respect of whom SDL would have been paid to SARS on behalf of your organisation, had you not been non-SDL paying. Please include all permanent staff including, partners, directors and learners (irrespective of whether or not they are exempt for the SDL). Do not include other employees for whom you would not have to consider paying SDL e.g. temporary workers, had you not been exempt from paying the SDL. Trainee accounting and auditing clerks fall into the Professionals category. Ensure that the Total number of staff reported in this form (in the Province table and the Occupation Categories table) match. For purposes of completing the **DISABLED** column, persons with disabilities are in the first instance categorized along population group and gender lines, and then again as disabled. They are counted when reporting against gender and are specified again in the disabled column.

Province	No.	Occupation Categories	African			Coloured			Indian			White			Total		
			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Eastern Cape		Managers															
Free State		Professionals															
Gauteng		Technicians and Trades Workers															
KwaZulu-Natal		Community and Personal Service Workers															
Mpumalanga		Clerical and Administrative Workers															
Northern Cape		Sales Workers															
Limpopo		Machinery Operators and Drivers															
North West		Elementary Workers															
Western Cape		Total															
Total																	

Current Employment Profile @ 1 April 20 _____ (insert applicable year)

In the table above:

M = Male

F = Female

D = Person with Disability

ORGANISATION INFORMATION

Total annual payroll for the end of the previous financial year _____

Please indicate your organisation's financial year (e.g. March-Feb) _____

Turnover for the last financial year of your organisation _____

Pay-As-You-Earn (PAYE) Number _____

Unemployment Insurance Fund (UIF) Number _____

ENTITY INFORMATION

TYPE OF ENTITY	INCOME TAX OR REGISTRATION NUMBER
Non-Governmental Organisation (NGO)	<i>Tick box if applicable and provide registration number.</i>
Community-based Organisation (CBO)	<i>Tick box if applicable and provide registration number.</i>
Section 21 Company	<i>Tick box if applicable and provide registration number.</i>
Pty Ltd	<i>Tick box if applicable and provide registration number.</i>
Close Corporation CC	<i>Tick box if applicable and provide registration number.</i>
Sole Proprietor	<i>Tick box if applicable and provide registration number.</i>
Partnership	<i>Tick box if applicable and provide registration number.</i>
Other	<i>Tick box if applicable and provide registration number. Provide description of type of entity.</i>

AUTHORISATION

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. Fasset reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that Fasset and/or any of its affiliates will be processing the personal information included in this application. The processing of such information by Fasset will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform with the performance monitoring process instituted by the Department of Higher Education and Training (DHET) which Fasset is required to complete on a quarterly basis. By submitting this application the parties agree that the purpose of collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall constitute confidential information and shall be treated as such by all the parties involved respectively.

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Details **Authorised Signatory** email: _____ telephone: _____ fax: _____

Position in organisation _____

Name of **SDF** _____

Signed (SDF) _____ Date _____

Signed (Authorised Signatory e.g. CEO, FD, Managing Partner) _____ Date _____

On behalf of Training Committee if Applicable (Employer Representative)

Name of **Authorised Signatory** _____

Signed _____ Date _____

On behalf of Training Committee if Applicable (Employee Representative)

Name of **Authorised Signatory** _____

Signed _____ Date _____