



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

Postal Address: Private Bag X117, PRETORIA, 0001 • Street Address: Laboria Building, Francis Baard Street, PRETORIA
Tel: 0860101018 Fax: (012) 309 4737 or (012) 309 4188

Guideline on how to apply for EE deregistration

Employers may notify the Director-General of Employment and Labour to be considered for deregistration from the Employment Equity Public Register using an EEA 14 DG Notification form, if they are unable to report based on the reasons provided for in the EEA14 form.

The EEA 14 (DG Notification form) must be received by no later than the last working day of August.

Employers should be guided by the following guidelines:

- ❖ Complete the EEA14 (DG Notification form).
- ❖ If the employer has become non-designated, the employer must attach a separate motivation and the latest audited financial statement of the company together with the application.
- ❖ Only the Accounting Officer/ CEO must sign the EEA14. Service providers/ Consultants may not sign on behalf of the Accounting Officer/ CEO, as this is in direct contravention of the law.
- ❖ There are no Accounting Officers for Private Sector Employers (Only CEO, MD'S etc).
- ❖ The signature on the motivation letter must be dated.

The original documents must be posted to:

The Director-General
Department of Employment and Labour
Employment Equity Registry
Private Bag X117
Pretoria, 0001

In addition to the above, a scanned request may be e-mailed to:

Tshililo.Siobo@labour.gov.za or Robert.Dzhombere@labour.gov.za

Please also copy one of the following:

Ricardo.oosthuizen@labour.gov.za

Daisy.ramambila@labour.gov.za

Tsholofelo.ndlovu@labour.gov.za

Lebogang.nawana@labour.gov.za

IMPORTANT:

Private Sector Employers

If an employer falls under the private sector, the CEO/MD must sign the report, EEA14 and all the correspondences addressed to the Director-General. An Accounting Officer is not applicable under this section.

Public Sector Employers

If an employer falls under Public Sector (Government Departments, Municipalities etc), an Accounting Officer i.e The Director-General, Municipal Manager, HoD's must sign the EEA14 and all the correspondences addressed to the Director-General.