



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 REQUEST CHANGES TO YOUR ORGANISATIONAL DETAILS

Employers may at any time request changes to their organisational details such as the name of their CEO/Accounting Officer, EE Manager, contact numbers, email addresses etc.

To request changes the following procedure must be adhered:

- ❖ The CEO/Accounting Officer must write a formal letter informing the Director-General of Employment and Labour about the changes.
- ❖ Use a company letterhead.
- ❖ Quote the EE Ref No/ PAYE No.
- ❖ The full name and designation of the CEO/Accounting Officer must appear below the signature.
- ❖ The letter must be dated and signed by the CEO/Accounting Officer.
- ❖ NB: Only the CEO/Accounting Officer must sign the request (no delegations are permissible e.g. Director of Finance or HR cannot sign the request on behalf of the CEO/Accounting Officer).
- ❖ Service providers are not allowed to request changes and sign on behalf of employers.

In the case of **organisational name change**, the above required information should be accompanied by the Companies Intellectual Properties Commission (CIPC), former CIPRO documents.

The original letter must be posted to:

The Director-General
Department of Labour
Employment Equity Registry
Private Bag x117
Pretoria
0001

In addition to the above, a scanned request may be emailed to:

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

Please also copy **one** of the following:

Tsholo.ndlovu@labour.gov.za

Ricardo.oosthuizen@labour.gov.za

Daisy.ramambila@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 all the correspondence addressed to the Director-General.