



## 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

### Impact of providing incorrect Employer details

The Department of Employment and Labour requests employers to verify the contact details provided in Section A of the EE Reporting forms (EEA2 and EEA4) before signing and authorising the online or manual submission of the EE Report to the Department of Employment and Labour. Please ensure the name and email addresses of the CEO/Accounting Officer and EE Manager are correct.

It is imperative for employers to provide the correct email address of the CEO/Accounting Officer and the EE manager to ensure that they receive correspondence from the Department of Employment and Labour.

Employers are discouraged to accept acknowledgement letters of successful submission of EE reports that are not directly emailed to them by the Department of Employment and Labour's EE Online Reporting Service ([employment.equity@labour.gov.za](mailto:employment.equity@labour.gov.za)).

Correspondence from the Department of Employment and Labour received indirectly by the employer through means other than the EE Online Reporting Service must be verified with the Department of Labour for authenticity.

**Employers who allow third parties to fraudulently enter email addresses that are not their own, or who fail to verify the email addresses of the CEO/ Accounting Officer and the EE manager may experience the following:**

- ❖ The employer may not receive a reminder letter with login and activation details from the Department of Employment and Labour.
- ❖ The employer may not receive an acknowledgement letter and copies of the EEA2 & EEA4 reports submitted to the Department of Employment and Labour.
- ❖ The employer may not receive system notification letters which remind them to finalize their incomplete or error reports before 15 January.
- ❖ The employer may not receive information, notices or invitations to stakeholder events from the Department of Employment and Labour.
- ❖ The employer's data security may be compromised, if the employer's login details are forwarded to third parties that are no longer contracted by the company.

It is the CEO/ Accounting Officer's obligation to annually submit an EE Report as required by section 21 of the Act, as amended regardless of whether or not consultants/ service providers are engaged to assist the employer.

For more information kindly contact:

Lebogang Nawana	<a href="mailto:Lebogang.Nawana@labour.gov.za">Lebogang.Nawana@labour.gov.za</a> 012 309 4330
Tsholofelo Ndlovu	<a href="mailto:Tsholofelo.ndlovu@labour.gov.za">Tsholofelo.ndlovu@labour.gov.za</a> 012 309 4898
Daisy Ramambila	<a href="mailto:Daisy.Ramambila@labour.gov.za">Daisy.Ramambila@labour.gov.za</a> 012 309 4712
Robert Dzhombere	<a href="mailto:Robert.Dzhombere@labour.gov.za">Robert.Dzhombere@labour.gov.za</a> 012 309 4423
Tshililo Siobo	<a href="mailto:Tshililo.Siobo@labour.gov.za">Tshililo.Siobo@labour.gov.za</a> 012 309 4102
Lucia Rayner	<a href="mailto:Lucia.Rayner@labour.gov.za">Lucia.Rayner@labour.gov.za</a> 012 309 4037
Ricardo Oosthuizen	<a href="mailto:Ricardo.Oosthuizen@labour.gov.za">Ricardo.Oosthuizen@labour.gov.za</a> 012 309 4043

**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 report, EEA14 and all the correspondences addressed to the Director-General.