

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

**Guidelines 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) should be received by no later 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 above documents must be emailed to:

Ricardo.oosthuizen@labour.gov.za ; chantell.barkley@labour.gov.za;

Sabelo.zikhali@labour.gov.za

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

Tshililo.Siobo@labour.gov.za and Robert.dzhombere@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.**