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

The above documents must be emailed to:

[Chantell.barkley@labour.gov.za](mailto:Chantell.barkley@labour.gov.za)

[Daisy.ramambila@labour.gov.za](mailto:Daisy.ramambila@labour.gov.za)

[Ricardo.oosthuizen@labour.gov.za](mailto:Ricardo.oosthuizen@labour.gov.za)

Sabelo.zikhali@labour.gov.za

[Lebogang.nawana@labour.gov.za](mailto:Lebogang.nawana@labour.gov.za)

Please also copy the following:

[**Robert.Dzhombere@labour.gov.za**](mailto: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 all the correspondence addressed to the Director-General.**