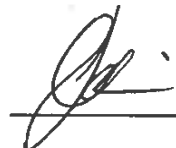

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF EMPLOYMENT AND LABOUR**NOTICE 1723 OF 2023****COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT NO 130 OF 1993)****THE NOTICE ISSUED BY THE ACTING COMPENSATION COMMISSIONER UNDER COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993**

In terms of Section 6A (b) of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993 as amended by Act 61 of 1997), I, Farzana Fakir, in my capacity as the Acting Compensation Commissioner and acting in terms of Section 4 (1) (l), hereby publish the CF-2A Form for 2022 ROE and the Explanation Note.



FARZANA FAKIR**ACTING COMPENSATION COMMISSIONER****DATE** 2025/05/24



2022

CF-2A FORM: COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 1993

RETURN OF EARNINGS

Section A – Employer’s details

Name of Employer

CF Registration No

UIF Registration No

CIPC Registration No

SARS Tax No

Business Address

City/Town

Province

Postal Address

Code

Employer Telephone No

Mobile Telephone No

Employer’s email address

Consultant’s email address

Consultant’s Telephone No





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SECTION B: Declaration of Earnings				CF Registration number:99				
Actual Earnings:01/03/2022 - 28/02/2023				Provisional Earnings:01/03/2023- 28/02/2024				
Month	Number of <i>employees</i> and amount of <i>earnings (staff costs/salaries & wages)</i> per month paid to all employees (excluding directors of a Company or members of a close corporation) up to a maximum of R 529 264 per person for the above period.		Number of <i>directors/members</i> and amount of <i>earnings (staff costs/salaries & wages)</i> per month paid to directors of a Company or members of a Close Corporation up to a maximum of R 529 264 per person for the above period.		Number of <i>employees</i> and amount of <i>earnings (staff costs/salaries & wages)</i> per month expected to be paid to all employees (excluding directors of a Company or members of a close corporation) up to a maximum of R 563 520 per person for the above period.		Number of <i>directors/members</i> and amount of <i>earnings (staff costs/salaries & wages)</i> per month expected to be paid to directors of a Company or members of a Close Corporation up to a maximum of R 563 520 per person for the above period.	
	Number of employees	Earnings - (Rands only)	Number	Earnings - (Rands only)	Number of employees	Earnings - (Rands only)	Number of employees	Earnings - (Rands only)
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Jan								
Feb								
Total								
			FINAL EARNINGS PAID	ESTIMATED EARNINGS				
Total earnings of both employees and Directors/Members:								
Total cash value of free food and/or quarters. (if applicable) in Rands.								
GRAND TOTAL OF EARNINGS								
State in words the grand total of earnings:				State in words the grand total of earnings:				

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SECTION C: Declaration of Oath	CF Registration number:99
<p><i>I confirm that the information given in this form is true, complete and accurate:</i></p> <p><i>Any information submitted may be subjected to verification. Information submitted knowingly is false may result in a legal action by the Compensation Commissioner.</i></p> <p><i>If an error is detected after submitting your return of earnings, you have 60 days from the date assessed to apply for the revision of assessment. The request must be forwarded to cfcallcentre@labour.gov.za or call 0800 321 322 for assistance.</i></p> <p><i>CF does not have zero earnings. If the employer has ceased to operate or has no employees, the CF-1C Form must be completed together with this Form up to the period that the business existed.</i></p>	
<p>Declaration by the Employer:</p>	
Name & Surname:	
Designation/Capacity:	
Signature:	
Date:	
Telephone No:	
e-mail address:	
<p>Declaration by the Consultant</p>	
<p>OR If using a service of a consultant (attach a Power of Attorney and complete)</p>	
Name & Surname:	
Consultant's Company Name	
Signature:	
Date:	
Telephone No:	
e-mail address:	
Registered Professional Body & Practise No.	

<p>For Office Use Only</p>

EXPLANATORY NOTES ON THE 2022 ROE SEASON





The Compensation Fund's ROE Season is defined as the period 1 March 2022 to 28 February 2023. The Fund, however, allows for the filing of ROEs from 1 April 2023 to 31 May 2023.

ROEs submitted after 31 May 2023 will be charged a 10% penalty for the late submission thereof.

1. DEFINITIONS

'Employer' means any person, including the State, who employs an employee, and includes-

- a) Any person controlling the business of an employer;
- b) If the services of an employee are lent or let or temporarily made available to some other person by his employer, such employer for such period as the employee works for that other person;
- c) A labour broker who against payment provides a person to a client for the rendering of a service or the performance of work, and for which service or work such person is paid by the labour broker.

'Employee' means a person who has entered into, or works under a contract of service or apprenticeship or learnership with an employer, whether the contract is expressed or implied, oral or in writing, and whether remuneration is calculated by time or work done, or is in cash or in kind and includes -

- a) Casual / temporary employee employed for the purpose of the employer's business/farming activities.
- b) Working director of a Company or member of a Close Corporation/Body Corporate, who has entered into a contract of service, or of apprenticeship or learnership, in so far that the employee acts within the scope of his/her employment in terms of such contract. (Excluding shareholders or "silent partners" who are only paid dividends or sharing profits).
- c) Domestic employees
NB. A sole owner or partners in a business/farming operation are not regarded as "employees" as contemplated by the Act and their earnings should, therefore, not be included.

A person provided by a labour broker, against payment to a client for the rendering of a service or the performance of work and for which service or work such person is paid by the labour broker, is an employee of the labour broker. The earnings of such persons should not be included in the client's Return of Earnings document.

Earnings

In line with section 83(4) & 82 of COIDA, earnings of an employee shall be the remuneration that he/she receives from his/her employer or that accrues to him/her and includes but not limited to –

Included in the gross earnings before any deductions are the following:

- a) Overtime of a regular nature, (not intermittent or irregular overtime).
- b) Bonuses of any kind, including incentive bonuses and annual bonuses.
- c) Commission, even though the amount may vary from month to month.
- d) The cash value of food and quarters supplied to employees as part of a remuneration package. Cash value of fringe benefits such as a company car, free accommodation or accommodation at a reduced rate, etc.
- e) Travel and other allowances paid regularly, as part of the package.
- f) Any other remuneration in cash or in kind to an employee by virtue of his/her contract of service.
- g) Earnings/Drawings paid to working Directors of a Company or Members of a Close Corporation.

Excluded are the following:





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- a) Payments of a reimburse nature.
- b) Payments for specific non-recurring tasks which do not form part of an employee's normal duties.
- c) Intangible fringe benefits such as the taxable portion of medical aid/pension contributions by the employer, etc.
- d) Payments to cover special expenses such as subsistence and travelling costs, lunch and costs for business meetings.
- e) Travel and other allowances paid occasionally.
- f) Profit sharing of Directors and Members.

Burden of proof with regards to all exclusions above is herewith placed on the employer.

Maximum Earnings

A Maximum Earnings is applied annually at the end of the assessment period (28 February 2023) to the individual employee's annual total earnings, not per month. Full annual maximum earnings of R529 264.00 will apply irrespective of the number of months the employee was employed in the 2022 ROE Season.

Examples:

- a) If an employee has earned total annual earnings of R600 000.00 from the employer during the period as stated above, the amount should be capped at R529 264.00 and be declared as such.
- b) If an employee has earned total annual earnings of any amount below R529 264.00, the total annual earnings that must be declared is the total annual earnings amount as earned by the employee, regardless of whether the said employee worked for a full year or a part of the year.

Minimum Assessment

Where employers are declaring below the approved minimum assessment amount of R1443 (and R498 for Domestic Employers); the CF will ensure that the amount assessed is in compliance with the approved minimum assessment by increasing the declaration to the approved minimum assessment.

1. EMPLOYERS WHO CEASED TO OPERATE DURING THE 2022 ROE SEASON

When a company is sold, ceased operations, liquidated, sequestered, merged, has no employees, or has a deceased employer/owner.

If the employer has ceased to operate during the 2022 ROE Season, the CF-1C Deregistration Form and the CF-2A must be completed up to the period the employer was operating. CF does not accept zero earnings, and it is the responsibility of the employer to ensure the CF is notified should the business cease to operate.

The Forms can be accessed at the following address: www.labour.gov.za, (click Resource Centre, click Forms, click Compensation for Occupational Injuries and Diseases).

Should the employer wish to re-register with the CF; such registration cannot be done online. A manual Registration Form must be completed and forwarded to cfcallcentre@labour.gov.za

2. A LETTER OF GOOD STANDING

A Letter of Good Standings (LOGS) will be generated once the employer complies with the following:

- a) Declaring the 2022 Return of Earnings.
- b) Full payment is made to CF with no outstanding balance.
- c) An application for instalment is made by the employer and approved by the CF. The employer will be able to generate a monthly LOGS after making a payment.
- d) A payment made from the employer's ABSA account to CF's ABSA account will reflect on the same day. It means the employer will be able to generate a Letter of Good Standing after uploading the bank statement to the CF's operational system.





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Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



- e) A payment made from the employer's account other than the ABSA account will reflect after 1 or 2 days unless it is instructed as an immediate payment. The employer will then be able to generate a Letter of Good Standing after uploading the bank statement to the CF's operational system.
- f) Employers must always use the banking details appearing on the Notice of Assessment/Invoice generated by the CF or call the CF Call Centre for confirmation.
- g) Payments made to the bank account appearing in the Notice of Assessment/Invoice must reflect the CF Registration Number (99.....) as a Reference for ease of the allocation of the payment. The employer's CF registration Number is a 12 digits' number allocated to the employer when registering the business.
- h) A Letter of Good Standing can only be generated online at <https://cfonline.labour.gov.za/OnlineSubmissions>. Please make sure the email address is correct to allow for the receipt of the one-time-pin (OTP).
- i) Validation of a Letter of Good Standing can be checked online at www.labour.gov.za, (click Online Services, click ROE Online, click Verify Letter of Good Standing); enter the Certificate Number from the Letter of Good Standing.
- j) Your declaration must always be supported by a Detailed Payroll Report (1 March 2022 to 28 February 2023), EMP 501 (2023) and the Annual Financial Statement. CF may ask for the documents to verify the completeness and accuracy of your declaration.

3. RETURN OF EARNINGS ONLINE SUBMISSION

Return of Earnings (ROEs) must be submitted through the ROE Online System.

- a) Go to www.labour.gov.za and click the Online Services (click " ROE Online (cfonline.labour.gov.za)").
- b) Click on "Employer Registration and ROE Submission" (if already registered).
- c) Register for online submissions (for 1st time users).
- d) Fill in the required fields and login.
- e) Please ensure the declaration is correct and accurate before clicking the final submission.
- f) If an error is detected, you can apply for a revision of the assessment within 60 days of the invoice date.
- g) Please do not capture a decimal as this would result in an overestimation of the Notice of Assessment/Invoice.
- h) If the employer is flagged for audit, please furnish the required supporting documents by forwarding them to the CF Call Centre at cfcallcentre@labour.gov.za. Please ask for the Call Reference Number for tracking purposes.
- i) Should the employer not have all the required supporting documents; the employer can apply for an estimation of earnings to be applied.
- j) An e-mail should be sent to cfcallcentre@labour.gov.za or a call placed at 0800 105 350 should the employer encounter any problems.

