



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



The Unemployment Insurance Fund

uFiling system user guide

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Introduction

uFiling is a free online service which completely replaces the need to declare monthly manual UIF returns and contributions. Through uFiling Employers (Commercial and Domestic), Agents or Tax Practitioners can easily declare and pay UIF contributions online, view all previous declarations and contributions made, and receive notifications about future declarations.

Background

Employers are every month, by not later than the 7th of the month, required to furnish the UIF with details of all their employees as defined by the Unemployment Insurance Act 63, 2001, which excludes non-natural persons and independent contractors. These details are added to the UIF Employee Database in order to maintain a record of each employee's employment history, which will form the basis for the payment of benefits in terms of section 57 (2) of the Unemployment Insurance Act 63, 2001.

Purpose

The Employer's experience will be centred on ease of use and practical functionality. The front end will provide Authentication functionality in a secure environment. User authentication forms an integral part in the Auditing process on linking declarations, transactions and actual monies received

Quick Links

Press the “**ctrl**” button on your keyboard and click on either link within the table below to jump to your desired section of this user guide.

Domestic Employer	Commercial Employer	Employee
➤ Domestic Activation Process	➤ Commercial Activation Process	➤ Employee Activation Process
➤ Login as Domestic Employer	➤ Login as Commercial Employer or Agent Error! Bookmark not defined.	➤ Login as Employee
➤ Menu Options		➤ Menu Items
➤ UIF Returns	➤ Menu Options	➤ User options
➤ Payment Methods	➤ UIF Returns	➤ View / Edit Bank Accounts
➤ Reports	➤ Payment Methods	➤ Profile
➤ Profile	➤ Reports	➤ Application for Benefits
➤ Employer	➤ Profile	➤ Continuation of Payment
➤ Declarations	➤ Employer	➤ Notice of Appeal
➤ Back dated Change Request	➤ Work Items	➤ Document History
	➤ Declarations	
	➤ Bulk Employee Declaration	
	➤ Back Dated Change Request	
	➤ Employer accreditation	

[Call Centre Support](#)

[System Goals](#)

uFiling Activation Process

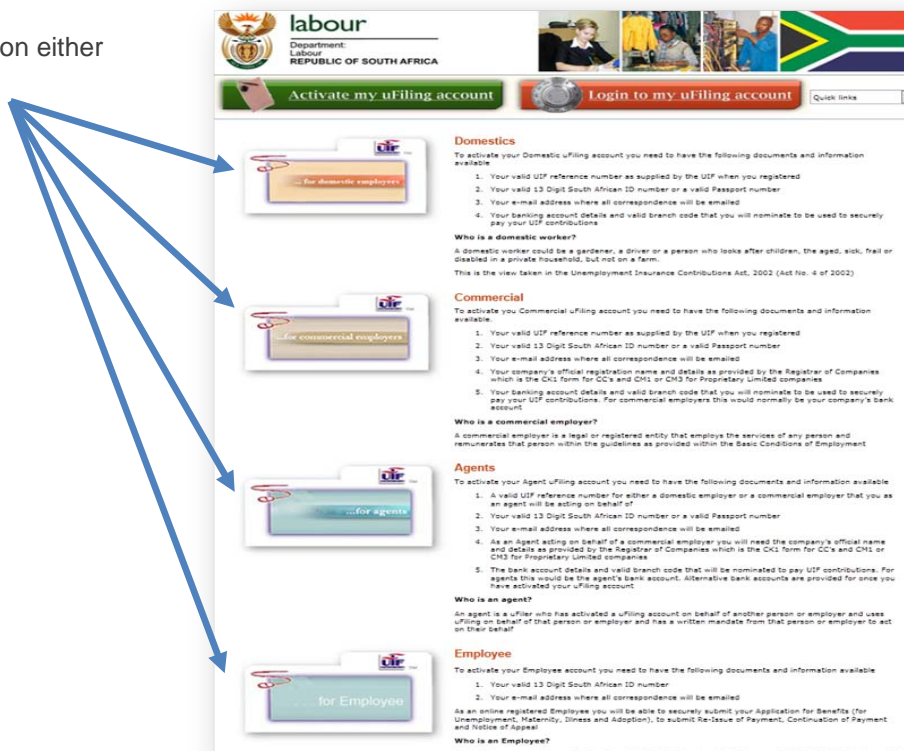
Step1

Logon to www.ufiling.co.za to access the home page. You will be able to read about the service, activate or login to your uFiling account.



Step 2

Select your activation type by clicking on either of these graphic icons



Domestic Activation Process

To activate your domestic uFiling account you need to have the following documents available:

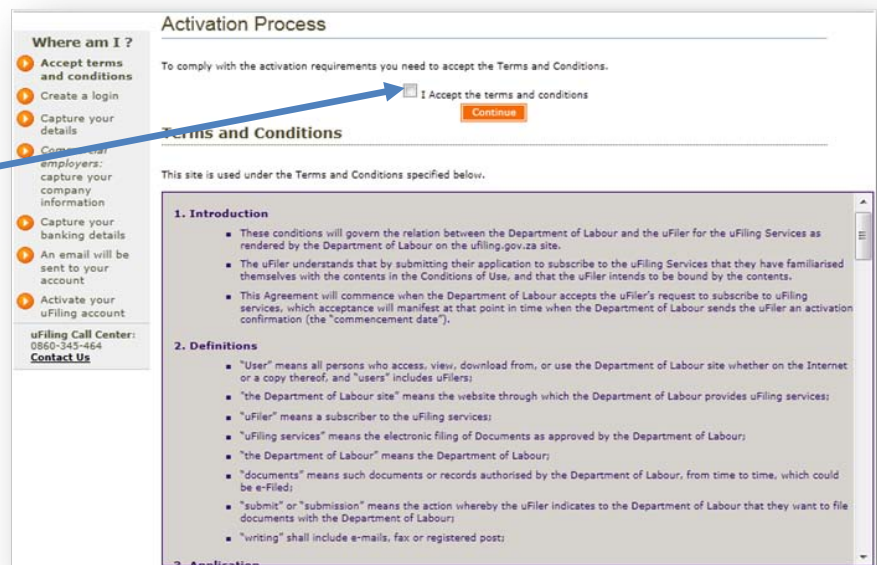
- Your valid UIF reference number as supplied by UIF when you activated
- Your valid South African ID number or Passport number
- Your e-mail address where all correspondence will be sent to
- Your bank account details and valid branch code that will be used to securely pay your UIF contributions



Step 1

Carefully read the terms and conditions of the application.

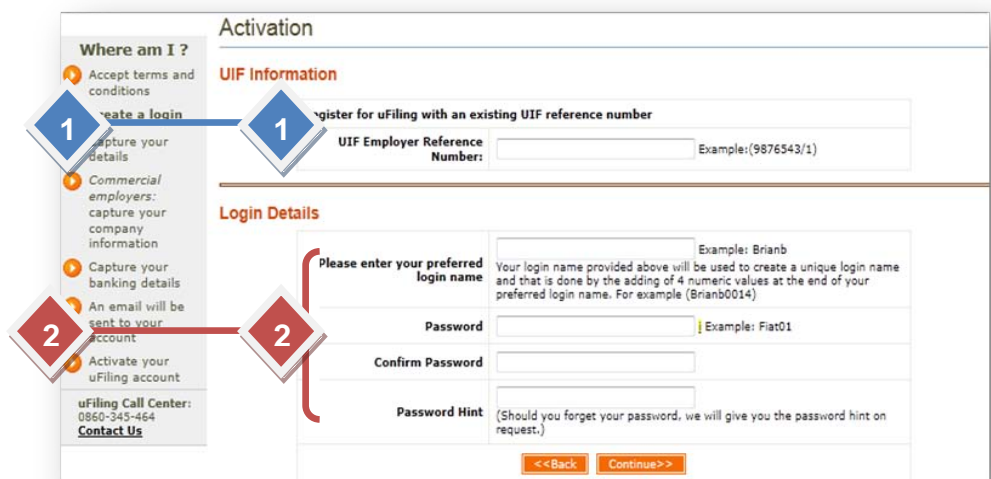
Tick the "I Accept the terms and conditions box and click "Continue".



Step 2

Enter your UIF reference number.

In the login details section, supply yourself with a login name and password. You will be able to login with your new login name and password once you have completed your activation process.



Step 3

Capture your details as the user of the system

Enter your postal and physical address. Should your physical address be the same as your postal address, click on the "Same as postal address" button.

Activation

Domestic employer : User Details

I input fields below are mandatory fields

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details**
- Commercial employers: capture your company information
- Capture your banking details
- An email will be sent to your account
- Activate your uFiling account

uFiling Call Center: 0860-345-464
[Contact Us](#)

1 **1**

Title **Initials** **First names** **Surname**

Select

Identification Type

South African ID

Correspondence E-mail Address Example: brianb@bbbbbb.co.za

Telephone Number () Example: 011 1234567

Cell Number Example: 0821234567

Fax Number () Example: 011 1234567

Number of Employees

Please tell us how you heard about UIF uFiling

Occupation

Address
Please use the "..." button to search for your Suburb and Postal Code.
Alternatively type in your Suburb and Postal Code.

Postal Address **Physical Address**

Example: P.O.Box 123456

Suburb Example: Sandton

City Example: Johannesburg

Postal Code Example: 2146

Step 4

Enter your banking details to use when paying your monthly contributions to the UIF.

Activation

Bank Information

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details
- Commercial employers: capture your company information
- Capture your banking details**
- An email will be sent to your account
- Activate your uFiling account

uFiling Call Center: 0860-345-464
[Contact Us](#)

Account Name Example: John Smith, ABC Shoes Pty (Ltd), Jason

Bank

Branch number Example: 632001

Account holder name Example: John Smith, ABC Shoes Payroll Account

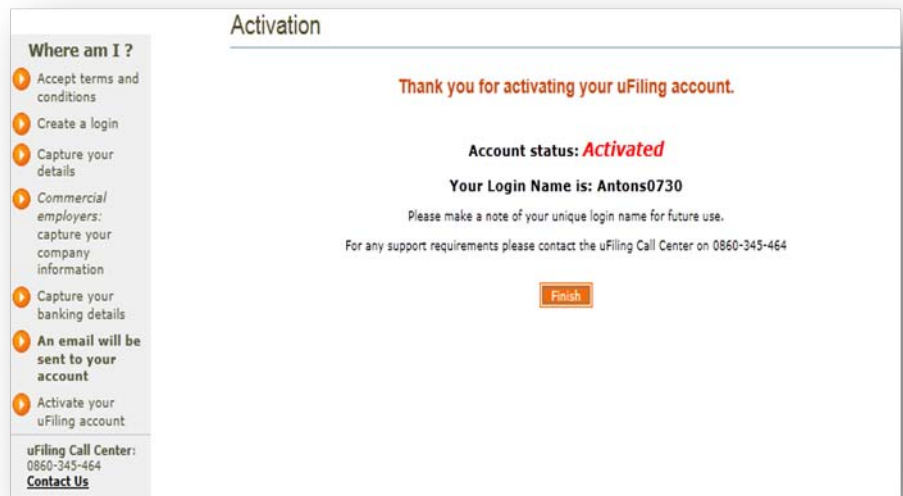
Account number Example: 600044526

Account type

Step 5

You have successfully activated your profile on uFiling. Ensure you safeguard your login details as you will need them to login to the system.

Click "Finish".



The screenshot shows the 'Activation' page of the uFiling system. On the left, a sidebar titled 'Where am I ?' contains a list of steps: 1. Accept terms and conditions, 2. Create a login, 3. Capture your details, 4. Commercial employers: capture your company information, 5. Capture your banking details, 6. An email will be sent to your account, and 7. Activate your uFiling account. The current step, 'Activate your uFiling account', is highlighted. Below the list is the 'uFiling Call Center: 0860-345-464' and a 'Contact Us' link. The main content area displays a confirmation message: 'Thank you for activating your uFiling account.' followed by 'Account status: **Activated**' and 'Your Login Name is: Antons0730'. It also includes instructions to note the login name and contact the call center for support. A 'Finish' button is located at the bottom right.

Dear Client,

Thank you for activating your personal uFiling account

Please note, you will require your uFiling Login Name and Password provided below to access your uFiling account on the following secure internet link <https://www.ufiling.co.za>

Your uFiling Login Name is: XXXXXXXXXXXX

Your uFiling Password
XXXXXXXXXXXX

Best Regards

The uFiling Team

<https://www.ufiling.co.za>

A Welcome email will be sent to your email address to confirm your activation and login details.

[Back to Quick Links](#)

Commercial Activation Process

To activate your commercial uFiling account you need to have the following details available:

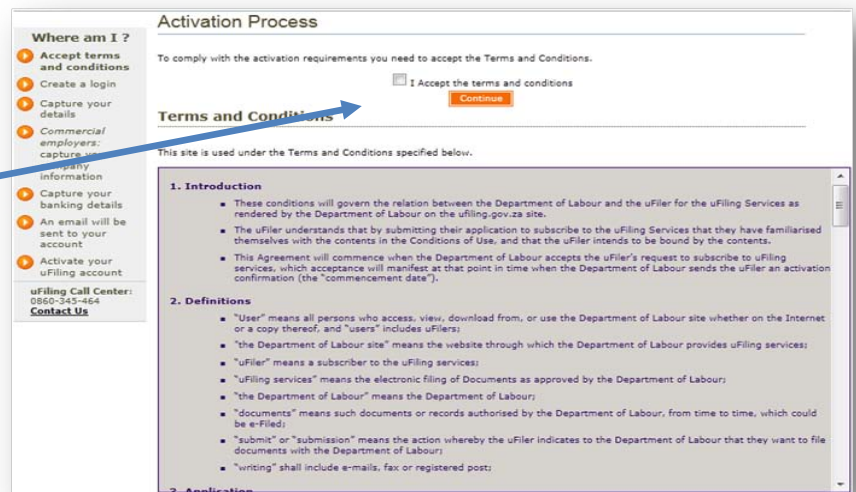
- Your valid UIF reference number as supplied by UIF when you activated
- Your valid South African ID number or Passport number
- Your e-mail address where all correspondence will be sent to
- Your company's official activation name and details as provided by the Registrar of Companies which is the CK1 form for CCs and CM1 or CM3 for Proprietary Limited companies
- Your bank account details and valid branch code that will be used to securely pay your UIF contributions. For commercial employers this would be your company's bank account
- If you are submitting your UIF payments via SARS, you will not be required to enter your company's banking details during the activation process.



Step 1

Carefully read the terms and conditions of the application.

Tick the "I Accept the terms and conditions" box and click "Continue".



Where am I ?

- 1. Accept terms and conditions
- 2. Create a login
- 3. Capture your details
- 4. Commercial employers: capture company information
- 5. Capture your banking details
- 6. An email will be sent to your account
- 7. Activate your uFiling account

uFiling Call Center: 0860-343-464
[Contact Us](#)

Activation Process

To comply with the activation requirements you need to accept the Terms and Conditions.

☐ I Accept the terms and conditions

[Continue](#)

Terms and Conditions

This site is used under the Terms and Conditions specified below.

1. Introduction

- These conditions will govern the relation between the Department of Labour and the uFiler for the uFiling Services as rendered by the Department of Labour on the ufiling.gov.za site.
- The uFiler understands that by submitting their application to subscribe to the uFiling Services that they have familiarised themselves with the contents in the Conditions of Use, and that the uFiler intends to be bound by the contents.
- This Agreement will commence when the Department of Labour accepts the uFiler's request to subscribe to uFiling services, which acceptance will manifest at that point in time when the Department of Labour sends the uFiler an activation confirmation (the "commencement date").

2. Definitions

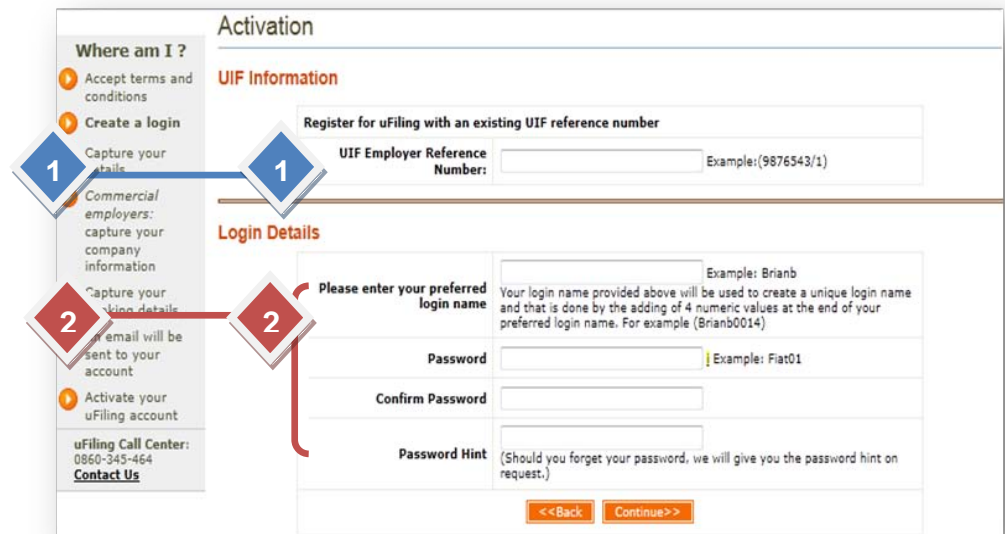
- "User" means all persons who access, view, download from, or use the Department of Labour site whether on the Internet or a copy thereof, and "users" includes uFilers;
- "the Department of Labour site" means the website through which the Department of Labour provides uFiling services;
- "uFiler" means a subscriber to the uFiling services;
- "uFiling services" means the electronic filing of Documents as approved by the Department of Labour;
- "the Department of Labour" means the Department of Labour;
- "documents" means such documents or records authorised by the Department of Labour, from time to time, which could be e-Filed;
- "submit" or "submission" means the action whereby the uFiler indicates to the Department of Labour that they want to file documents with the Department of Labour;
- "writing" shall include e-mails, fax or registered post;

3. Application

Step 2

Enter your UIF reference number.

In the login details section, supply yourself with a login name and password. You will be able to login with your new login name and password once you have completed your activation process.

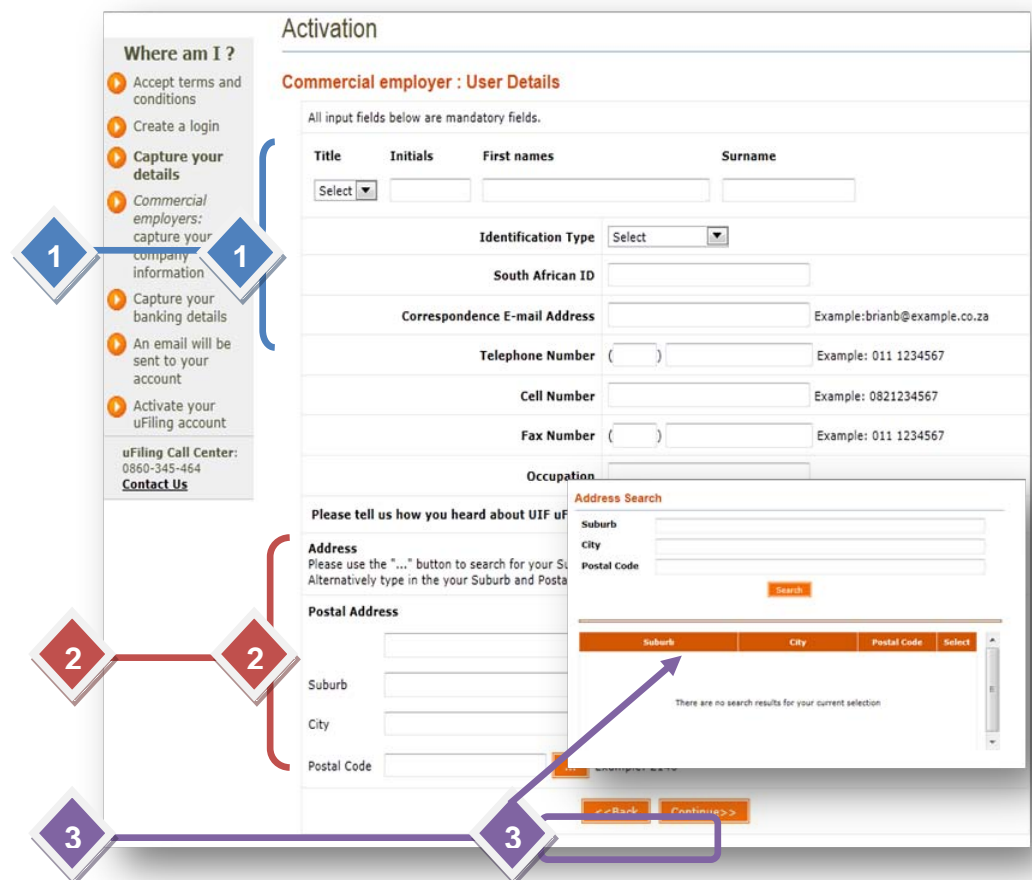


Step 3

Capture your details as the commercial employer

Enter your postal address.

In the Postal Code field, click on the orange button and enter either: Suburb, City or Postal Code. The system will display a list of possibilities for you to select.

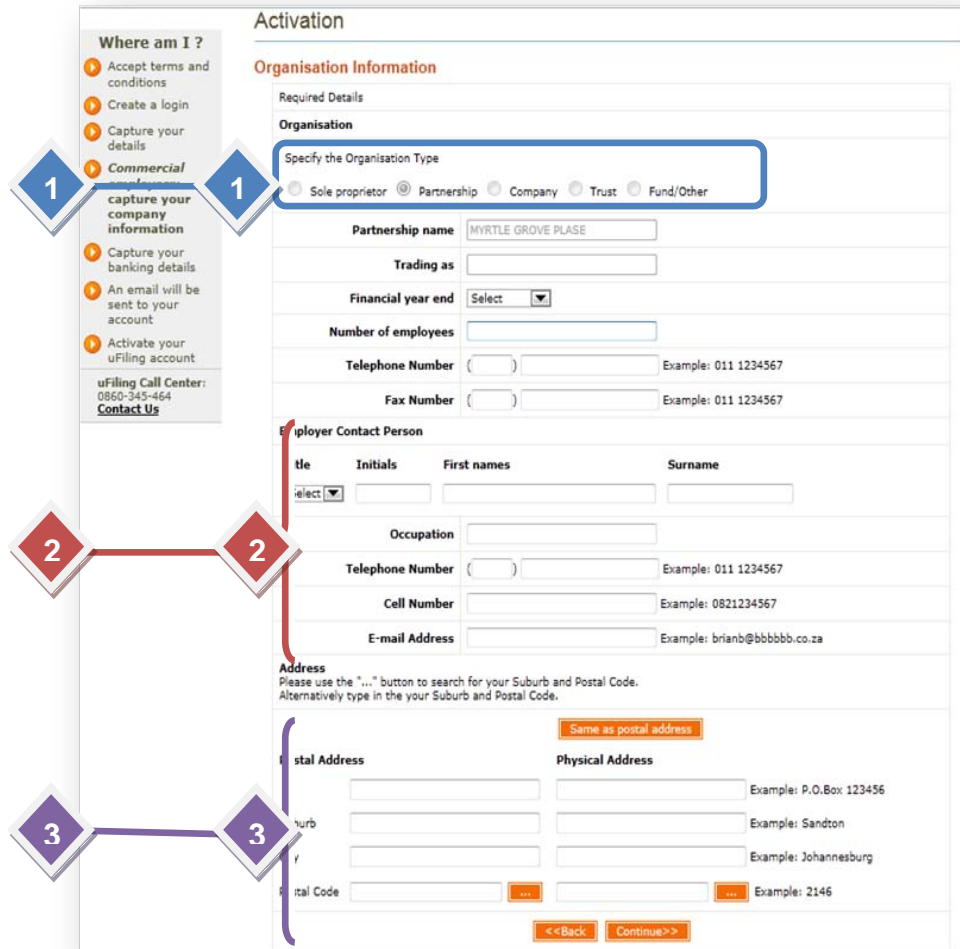


Step 4

Select the organisation type by clicking on either of the radio buttons.

Enter your details as the contact person.

Enter your postal address. Should your physical address be the same as your postal address, click on the "Same as postal address" button.

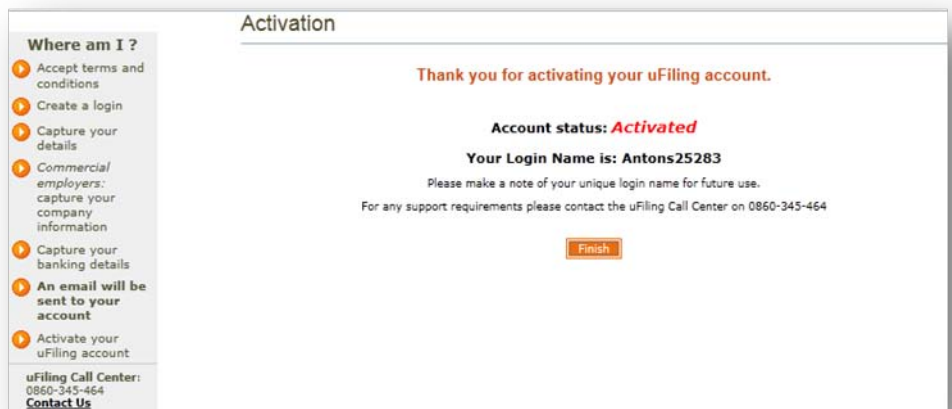


Step 5

Your activation is successful.

Ensure that your safeguard your login details as you are required to use it when logging into your profile.

Click on "finish" to proceed.



Dear Client,

Thank you for activating your personal uFiling account

Please note, you will require your uFiling Login Name and Password provided below to access your uFiling account on the following secure internet link <https://www.ufiling.co.za>

Your uFiling Login Name is: XXXXXXXXXXXX

Your uFiling Password

XXXXXXXXXXXX

Best Regards

The uFiling Team

<https://www.ufiling.co.za>

A Welcome email will be sent to your email address to confirm your activation and login details.

[Back to Quick Links](#)

Agent Activation Process

To activate your agent uFiling account you need to have the following details available:

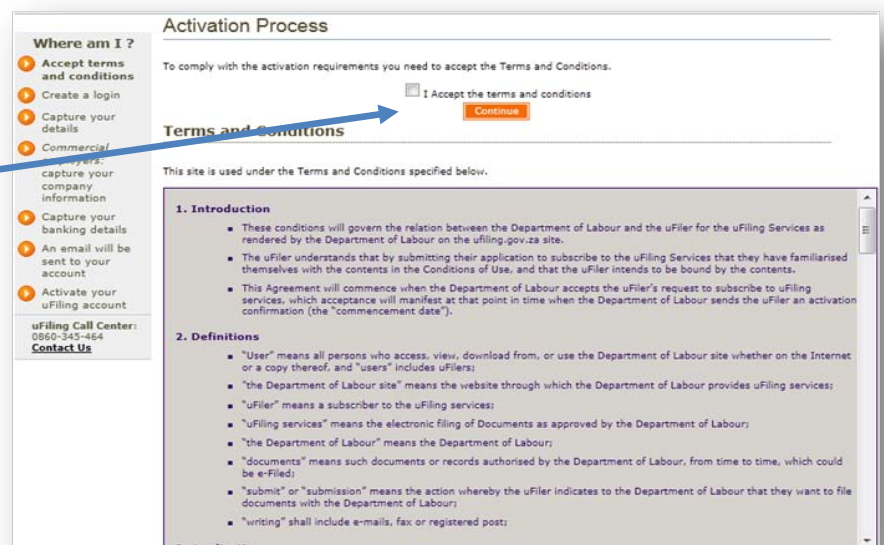
- A valid UIF reference number for either a domestic employer or a commercial employer that you as an agent will be acting on behalf of
- Your valid South African ID number or Passport number
- Your e-mail address where all correspondence will be sent to
- For a commercial employer you will need the company's official name and details as provided by the Registrar of Companies which is the CK1 form for CCs and CM1 or CM3 for Proprietary Limited companies
- The bank account details and valid branch code that will be used to debit the UIF contributions. For agents this would be the agent's bank account. Alternative bank accounts are provided in the Add new Banking details process that is available after login



Step 1

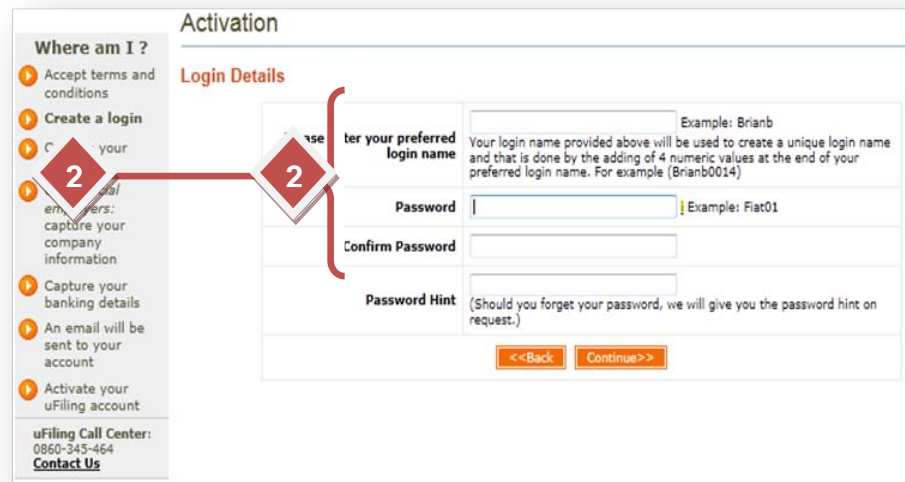
Carefully read the terms and conditions of the application.

Tick the "I Accept the terms and conditions" box and click "Continue."



Step 2

In the login details section, supply yourself with a login name and password. You will be able to login with your new login name and password once you have completed your activation process.



Activation

Where am I ?

- Accept terms and conditions
- Create a login
- 2** Enter your preferred login name and password
- Capture your company information
- Capture your banking details
- An email will be sent to your account
- Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

Login Details

Enter your preferred login name: Example: Brianb
Your login name provided above will be used to create a unique login name and that is done by the adding of 4 numeric values at the end of your preferred login name. For example (Brianb0014)

Password: Example: Fiat01

Confirm Password:

Password Hint: (Should you forget your password, we will give you the password hint on request.)

<<Back Continue>>

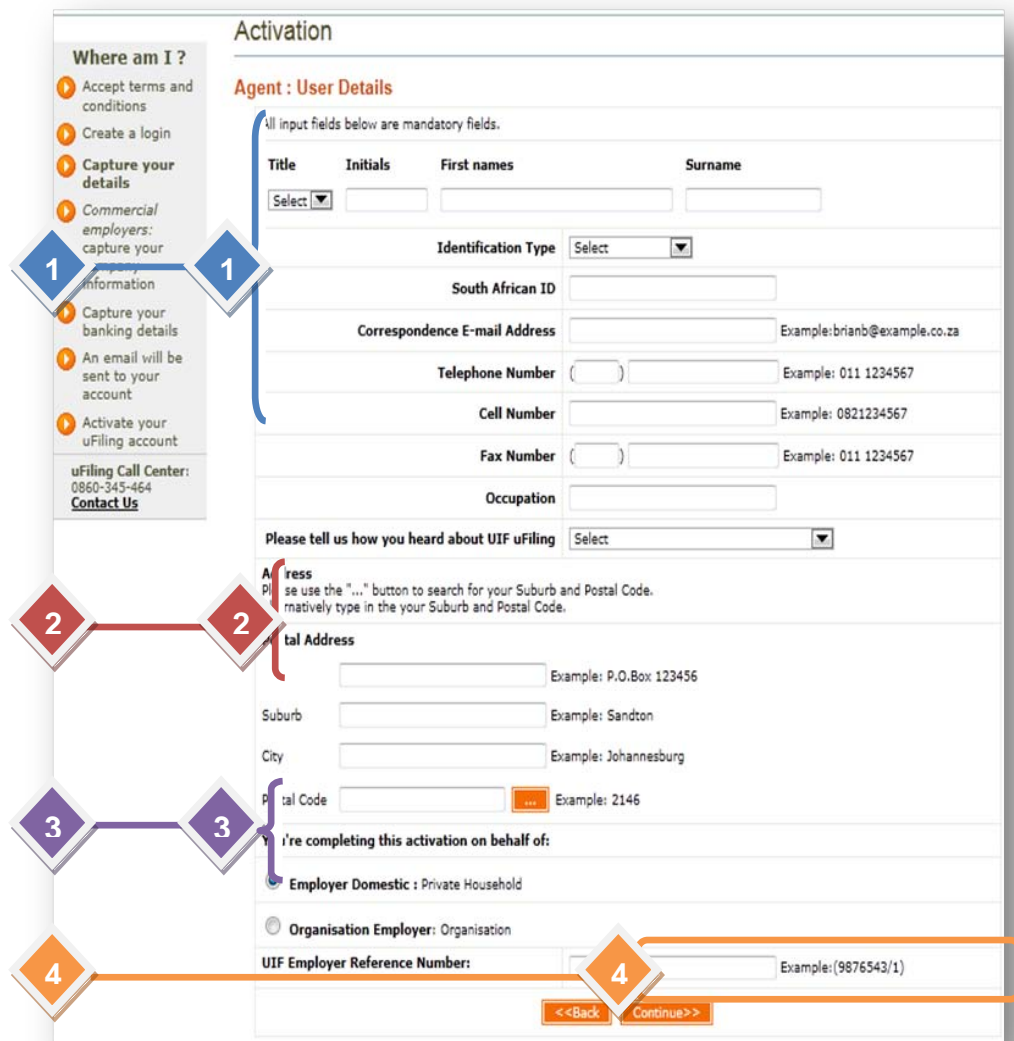
Step 3

Enter your details as the user of the system.

Enter your postal address

Select your activation type as either Employer Domestic or Organisation Employer by clicking on either of the radio buttons.

Enter the employer's UIF reference number.



Activation

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details
- 1** Enter your details as the user of the system
- Commercial employers: capture your company information
- Capture your banking details
- An email will be sent to your account
- Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

Agent : User Details

All input fields below are mandatory fields.

Title: Initials: First names: Surname:

Identification Type: Select

South African ID:

Correspondence E-mail Address: Example: brianb@example.co.za

Telephone Number: () Example: 011 1234567

Cell Number: Example: 0821234567

Fax Number: () Example: 011 1234567

Occupation:

Please tell us how you heard about UIF uFiling: Select

Postal Address

Address: Example: P.O.Box 123456

Suburb: Example: Sandton

City: Example: Johannesburg

Postal Code: Example: 2146

I'm completing this activation on behalf of:

☒ Employer Domestic : Private Household

☐ Organisation Employer: Organisation

UIF Employer Reference Number: Example: (9876543/1)

<<Back Continue>>

Step 4

In order to pay for the UIF contributions via uFiling you need to provide your banking details. Payment of UIF contributions are done via debit pull.

- Provide an account name for this set of banking details. This is to help you differentiate if you provide more than 1 set of banking details
- Select the bank name from a drop-down list.
- Enter in the rest of the banking detail information such as the branch name and number, account holder name and number and account type
- Click on Continue to proceed
- Click on Back to go to previous page

Where am I ?

- 1 Accept terms and conditions
- 2 Create a login
- 3 Capture your details
- 4 **Capture your banking details**
- 5 An email will be sent to your account
- 6 Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

Activation

Bank Information

Account Name	<input type="text"/>	Example: John Smith, ABC Shoes Pty (Ltd), Jason Trust Account, etc...
Bank	<input type="text" value="Select"/>	
Branch name	<input type="text"/>	Example: Edenvale
Branch number	<input type="text"/>	Example: 632005
Account holder name	<input type="text"/>	Example: Financial Markets
Account number	<input type="text"/>	Example: 000445266
Account type	<input type="text" value="Select"/>	

Step 5

Your activation is successful.

Ensure that you safeguard your login details as you are required to use it when logging into your profile.

Click on "finish" to proceed.

Thank you for activating your uFiling account.

Account status: *Activated*

Your Login Name is: Antons1443

Please make a note of your unique login name for future use.

For any support requirements please contact the uFiling Call Center on 0860-345-464

Employee Activation Process

To activate your Employee account you need to have the following documents and information available

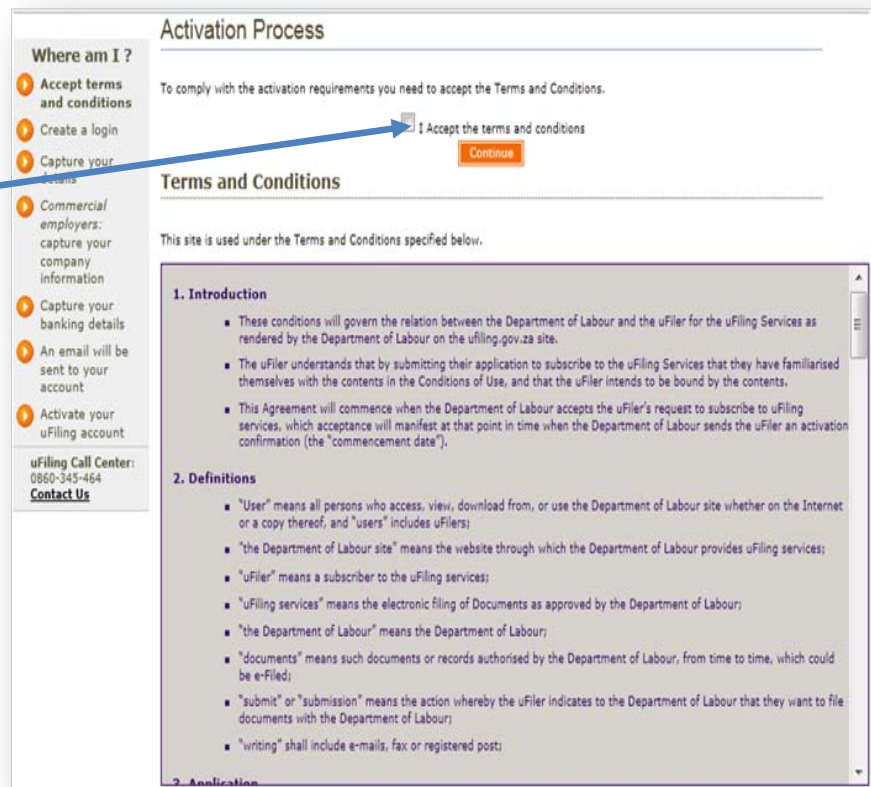
- Your valid 13 Digit South African ID number
- Your e-mail address where all correspondence will be emailed
- As an online registered Employee you will be able to securely submit your Application for Benefits (for Unemployment, Maternity, Illness and Adoption), to submit Re-Issue of Payment, Continuation of Payment and Notice of Appeal



Step 1

Carefully read the terms and conditions of the application.

Tick the "I Accept the terms and conditions" box and click "Continue"



Where am I ?

1. Accept terms and conditions
2. Create a login
3. Capture your details
4. Commercial employers: capture your company information
5. Capture your banking details
6. An email will be sent to your account
7. Activate your uFiling account

uFiling Call Center: 0860-345-464
[Contact Us](#)

Activation Process

To comply with the activation requirements you need to accept the Terms and Conditions.

☒ I Accept the terms and conditions

[Continue](#)

Terms and Conditions

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1. Introduction

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- The uFiler understands that by submitting their application to subscribe to the uFiling Services that they have familiarised themselves with the contents in the Conditions of Use, and that the uFiler intends to be bound by the contents.
- This Agreement will commence when the Department of Labour accepts the uFiler's request to subscribe to uFiling services, which acceptance will manifest at that point in time when the Department of Labour sends the uFiler an activation confirmation (the "commencement date").

2. Definitions

- "User" means all persons who access, view, download from, or use the Department of Labour site whether on the Internet or a copy thereof, and "users" includes uFilers;
- "the Department of Labour site" means the website through which the Department of Labour provides uFiling services;
- "uFiler" means a subscriber to the uFiling services;
- "uFiling services" means the electronic filing of Documents as approved by the Department of Labour;
- "the Department of Labour" means the Department of Labour;
- "documents" means such documents or records authorised by the Department of Labour, from time to time, which could be e-Filed;
- "submit" or "submission" means the action whereby the uFiler indicates to the Department of Labour that they want to file documents with the Department of Labour;
- "writing" shall include e-mails, fax or registered post;

3. Application

Step 2

Enter your details as the user of the system.

Enter your physical address

Click on "Next" to proceed

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details**
- Verify who you say you are
- Confirm your Employer
- Add banking details
- Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

User Details

Provide your details

Identification Type	Select
South African ID	
Correspondence E-mail Address	Example: brianb@example.co.za
Telephone Number	() Example: 011 1234567
Cell Number	Example: 0821234567
Fax Number	() Example: 011 1234567
Occupation	

Address
Please use the "... " button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.

Physical Address

	Example: 123456 Sloane Street
Suburb	Example: Sandton
City	Example: Johannesburg
Postal Code	Example: 2146

[Next](#)

NOTE: The next step may take a few minutes as we are verifying your identification number.

Step3

A Random list of names will be displayed.

Select your name from the list by clicking on the "Select" button

Note: You can only do this once.

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details
- Verify who you say you are**
- Confirm your Employer
- Add banking details
- Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

Confirm Detail

Due to security reasons, Please ensure that you select the correct name that corresponds to the Id number captured as failure to do so will lock the Id number, and you will not be able to register on uFiling.

Please confirm who you are from the list below.

Amos Rasitlodi Motlafi	Select
Thobeko Joyce Masumpa	Select
Rose Mmaganta Molothanyi	Select
Matshidiso Suzan Sekhu	Select
Sizani Pretty Mkhize	Select

Step 4

A random list of employers will be displayed.

Select your employer from the list by clicking on the “Select” button.

Note: You can only do this once.

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details
- Verify who you say you are
- Confirm your Employer**
- Add banking details
- Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

Confirm Employer

Due to security reasons, Please ensure that you select the correct employer that corresponds to the Id number captured as failure to do so will lock the Id number, and you will not be able to register on uFiling

Select the company that this uif number is for, below.

Employer Name	Employer alternative Name	Select
Od Valley Traders C C	Od Cash & Carry C C	Select
Bigley Investments C C	Joburg Junction	Select
Kobaschni Naidoo		Select
Sky Airconditioning C C	Sky Airconditioning C C	Select
Outsource Control Services Pty Ltd	Outsource Control Services Pty Ltd	Select

Step 5

Enter your banking details and click “Continue”.

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details
- Verify who you say you are
- Confirm your Employer
- Add banking details**
- Activate your uFiling account

uFiling Call Center:
0860-345-464
[Contact Us](#)

Bank Detail

Please note: You can only capture your banking details once

Bank Information

Account Name	<input type="text" value="Trust Account, etc..."/>	Example: John Smith, ABC Shoes Pty (Ltd), Jason
Bank	<input type="text" value="Select"/>	
Branch number	<input type="text" value=""/>	Example: 632001
Account holder name	<input type="text" value=""/>	Example: John Smith, ABC Shoes Payroll Account
Account number	<input type="text" value=""/>	Example: 600044526
Account type	<input type="text" value="Select"/>	

[Skip Step](#) [Continue>>](#)

Step 6

You have successfully activated your profile for use on uFiling.

Where am I ?

- Accept terms and conditions
- Create a login
- Capture your details
- Verify who you say you are
- Confirm your Employer
- Add banking details
- Activate your uFiling account**

uFiling Call Center:
0860-345-464
[Contact Us](#)

Activation

Thank you for activating your uFiling account.

Account status: *Activated*

Your Login Name is: Antons4061

Please make a note of your unique login name for future use.
For any support requirements please contact the uFiling Call Center on 0860-345-464

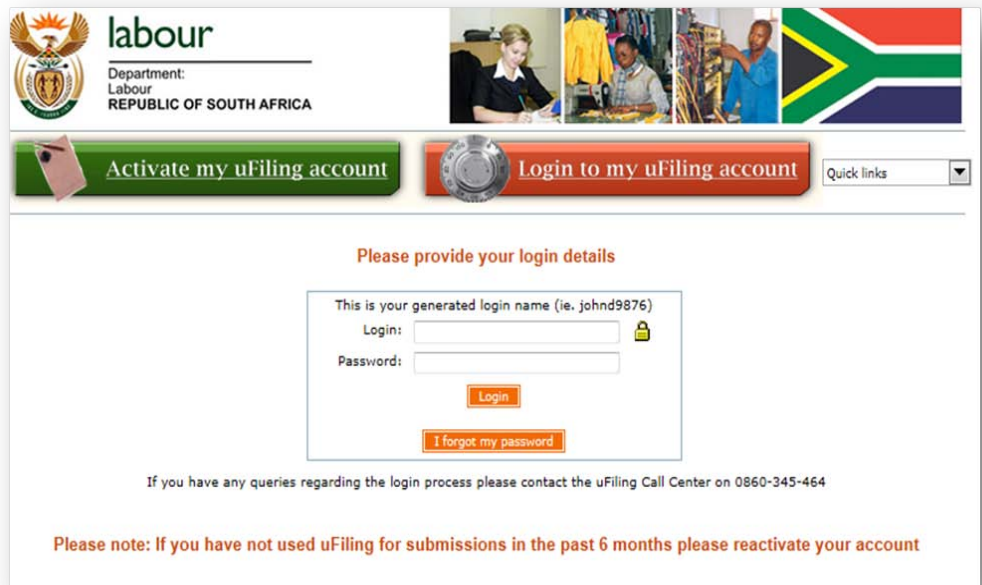
[Finish](#)

Login as Domestic Employer

Step 1

Enter your login name and password .

Click on “Login”

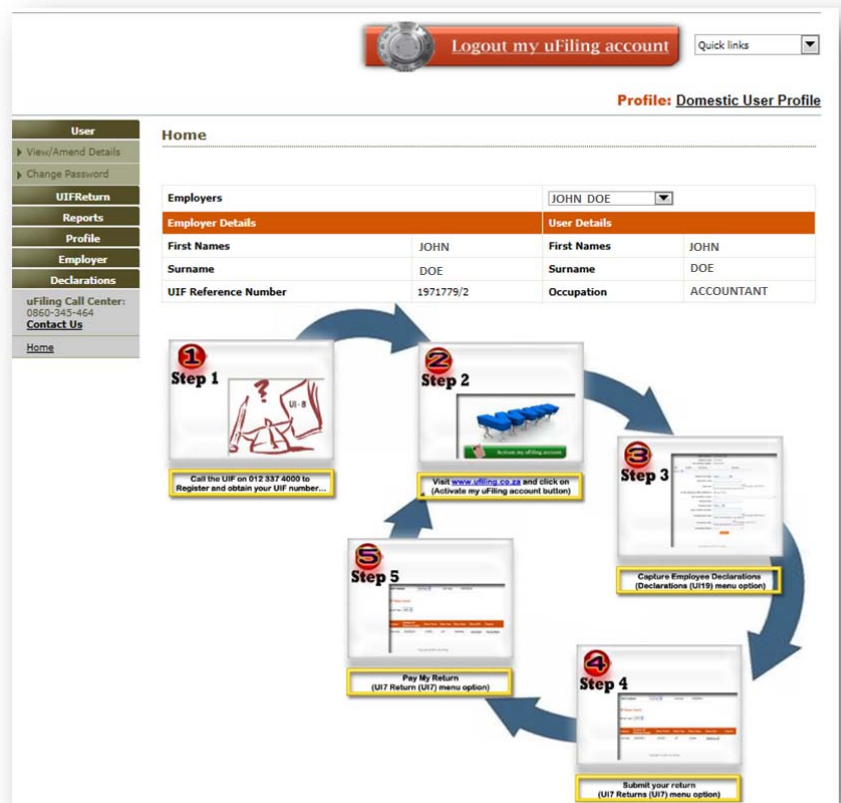


The screenshot shows the UIF uFiling login interface. At the top, there is a header with the UIF logo, the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA', and a South African flag. Below the header, there are two main buttons: 'Activate my uFiling account' and 'Login to my uFiling account'. A 'Quick links' dropdown menu is also present. The main content area is titled 'Please provide your login details' and contains a form with the following fields: 'Login:' (with a generated login name 'ie. johnd9876' and a lock icon) and 'Password:'. Below these fields are 'Login' and 'I forgot my password' buttons. A note at the bottom states: 'If you have any queries regarding the login process please contact the uFiling Call Center on 0860-345-464'. A final note at the bottom reads: 'Please note: If you have not used uFiling for submissions in the past 6 months please reactivate your account'.

Step 2

Once you have successfully logged in to the uFiling system, you will be able to:

- Amend your uFiling activated details (both User and Employer)
- Change your Password
- View/change Banking details
- Access Declarations

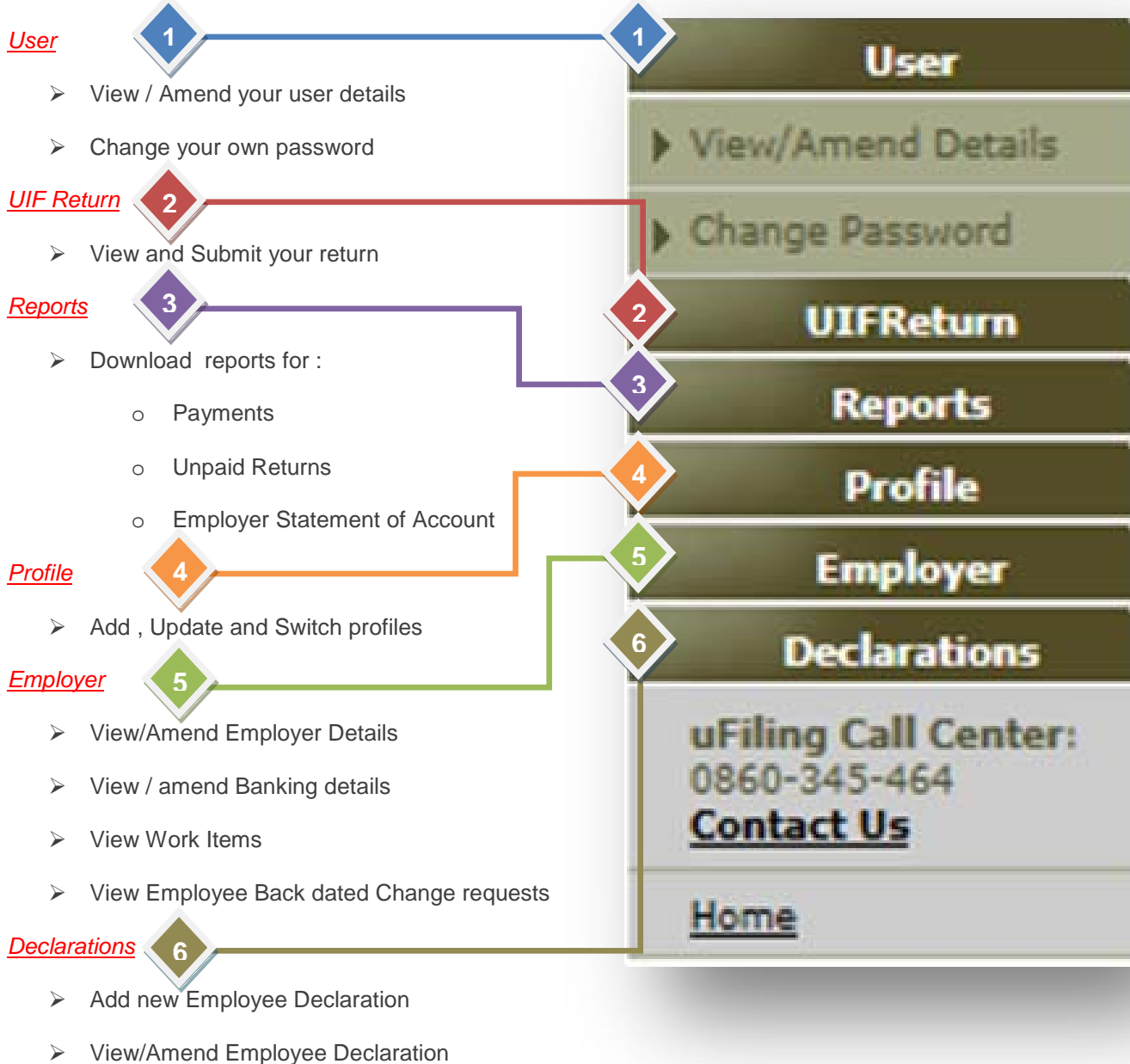


The screenshot shows the 'Home' page of the UIF uFiling system for a 'Domestic User Profile'. The page has a top navigation bar with a 'Logout my uFiling account' button and a 'Quick links' dropdown. A left sidebar contains a 'User' menu with options: 'View/Amend Details', 'Change Password', 'UIF Return', 'Reports', 'Profile', 'Employer', 'Declarations', 'uFiling Call Center: 0860-345-464', and 'Contact Us'. The main content area is titled 'Home' and features a table with 'Employers' and 'User Details'. The 'Employers' table has columns for 'First Names', 'Surname', and 'UIF Reference Number'. The 'User Details' table has columns for 'First Names', 'Surname', and 'Occupation'. Below the tables, there is a circular flow diagram with five steps: 1. 'Call the UIF on 012 337 4000 to Register and obtain your UIF number...', 2. 'Visit www.uFiling.co.za and click on (Activate my uFiling account button)', 3. 'Capture Employee Declarations (Declarations (UIT9) menu option)', 4. 'Submit your return (UIT Return (UIT7) menu option)', and 5. 'Pay My Return (UIT Return (UIT7) menu option)'.

[Back to Quick Links](#)

Menu Options

Once you have successfully logged into the uFiling system, you will be able to do the following:

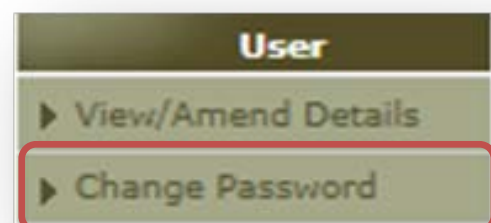


[Back to Quick Links](#)

User – View/Amend Details

Step 1

To change or update your user details, click in the View/Amend Details tab on the menu



Step 2

This section allows you to update your:

- Email address
- Contact Details
- Postal / Physical Address

Note: your Name, Surname and ID number cannot be updated. You will need to consult your branch to update these details.

User

View/Amend Details

Change Password

UIFReturn

Reports

Profile

Employer

Declarations

uFiling Call Center:
0860-345-464

Contact Us

Home

User Details

View/Amend your details

All input fields below are mandatory fields

Title

Initials

First names

Surname

Mr

J

JOHN

DOE

Identification Type

South African ID

South African ID

8110245234084

Correspondence E-mail Address

Example: brianb@bbbbbb.co.za

Telephone Number

(012) 3456789

Example: 011 1234567

Cell Number

0823456789

Example: 0821234567

Fax Number

(086) 7891011

Example: 011 1234567

Number of Employees

1

Please tell us how you heard about UIF uFiling

From my Accountant

Occupation

waiter

Address

Please use the "... " button to search for your Suburb and Postal Code.
Alternatively type in the your Suburb and Postal Code.

Postal Address

28 Boslaan

Suburb

ALLEN GROVE

City

KEMPTON PARK

Postal Code

1619

Physical Address

28 Boslaan

Example: P.O.Box 123456

ALLEN GROVE

Example: Sandton

KEMPTON PARK

Example: Johannesburg

1619

Example: 2146

Update

User – Change Password

Step 1

To change your password, Click on the “Change Password “ Tab.

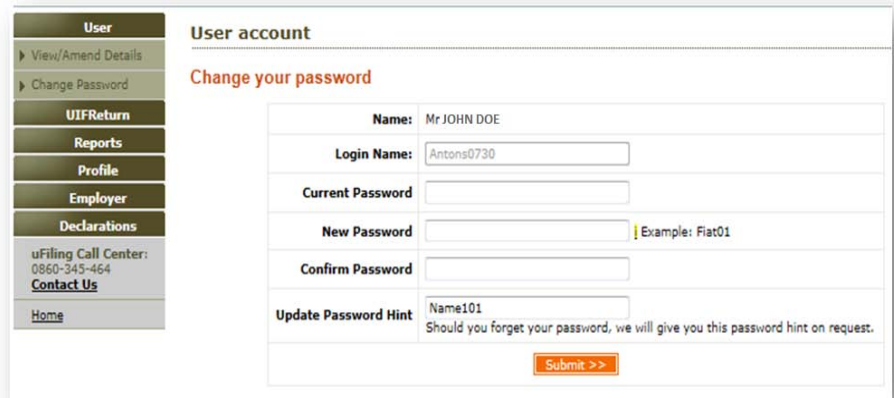


Step 2

You can now change your password by:

- Entering your current password
- Enter your new password
- Retype your password
- Update your password hint

Click “submit” for the changes to take effect.



User account

Change your password

Name: Mr JOHN DOE

Login Name: Antons0730

Current Password:

New Password: Example: Fiat01

Confirm Password:

Update Password Hint: Name101
Should you forget your password, we will give you this password hint on request.

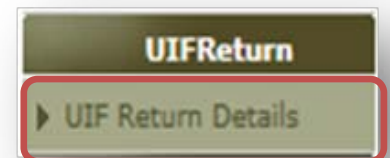
You will need to enter your new password on your next login.

[Back to Quick Links](#)

UIF Returns

Step 1

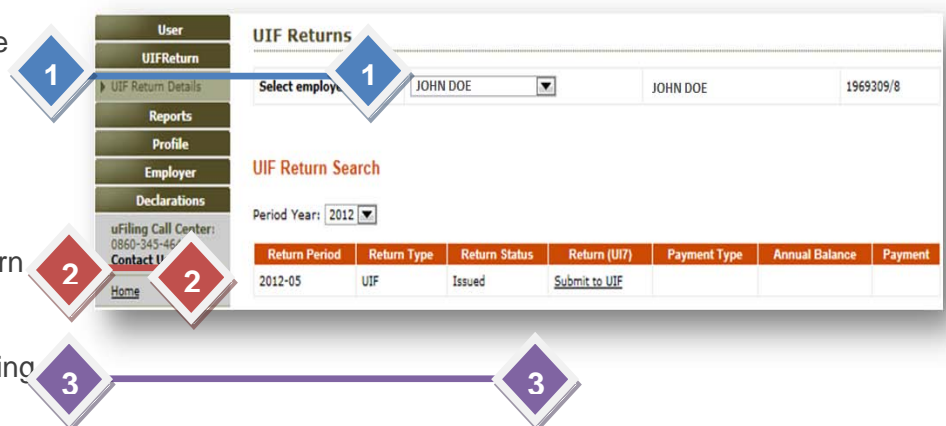
To access and submit your UIF return, click on the “UIF Return Details” tab



Step 2

In this section, you can:

- Select employer (if you have entered more than one employer on your uFiling profile)
- Search for older returns by changing / selecting the return period
- Open the UIF return by clicking on the “Submit to UIF” link.



UIF Returns

Select employer: JOHN DOE 1969309/8

UIF Return Search

Period Year:

Return Period	Return Type	Return Status	Return (UI7)	Payment Type	Annual Balance	Payment
2012-05	UIF	Issued	Submit to UIF			

Step 3

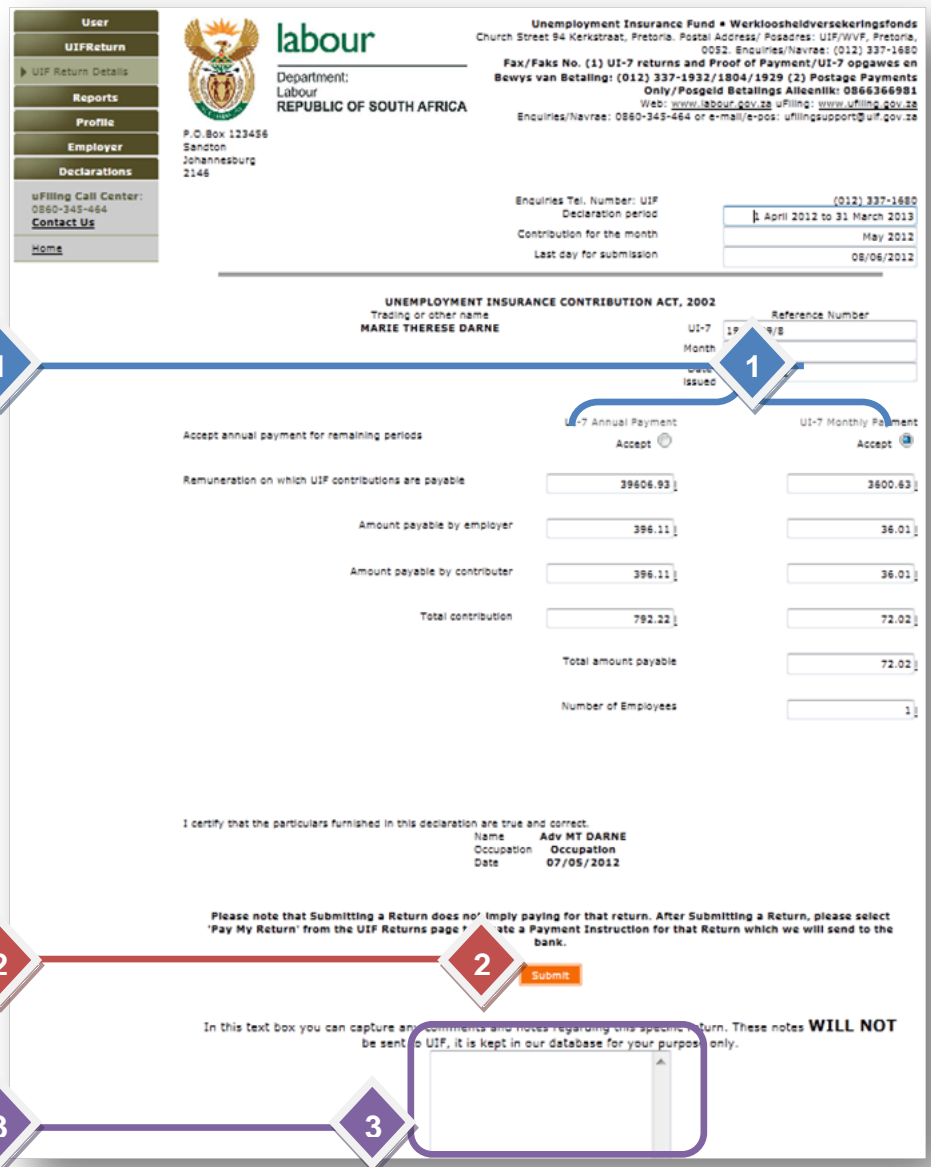
Your return is calculated according to your employee declaration.

You have the option to change your payment option to either monthly or annually by clicking either of the radio buttons.

Note: If you select your payment option as annually, you must still submit your declarations monthly.

Submit your return to the UIF.

You can add notes on your return of other users to view.



UNEMPLOYMENT INSURANCE CONTRIBUTION ACT, 2002
Trading or other name: **MARIE THERESE DARNE**

UI-7 Annual Payment: ☒ Accept
UI-7 Monthly Payment: ☐ Accept

Remuneration on which UIF contributions are payable: 39606.93 | 3600.63

Amount payable by employer: 396.11 | 36.01

Amount payable by contributor: 396.11 | 36.01

Total contribution: 792.22 | 72.02

Total amount payable: 792.22 | 72.02

Number of Employees: 1

I certify that the particulars furnished in this declaration are true and correct.
Name: **Adv MT DARNE**
Occupation: **Occupation**
Date: **07/05/2012**

Please note that Submitting a Return does not imply paying for that return. After Submitting a Return, please select 'Pay My Return' from the UIF Returns page to create a Payment Instruction for that Return which we will send to the bank.

Submit

In this text box you can capture any comments and notes regarding this specific return. These notes **WILL NOT** be sent to UIF, it is kept in our database for your purposes only.

Step 4

You can choose to pay your return now, or submit additional returns and pay later.

To pay your return now, click on the "Continue with payment" button.



Return Submitted

Your return has been submitted to UIF for processing.
PLEASE NOTE: Your return HAS NOT YET BEEN PAID.
In order to pay for your return now, click on the "Continue with payment" button. To return to the list of returns, click on the "Back to returns" button.

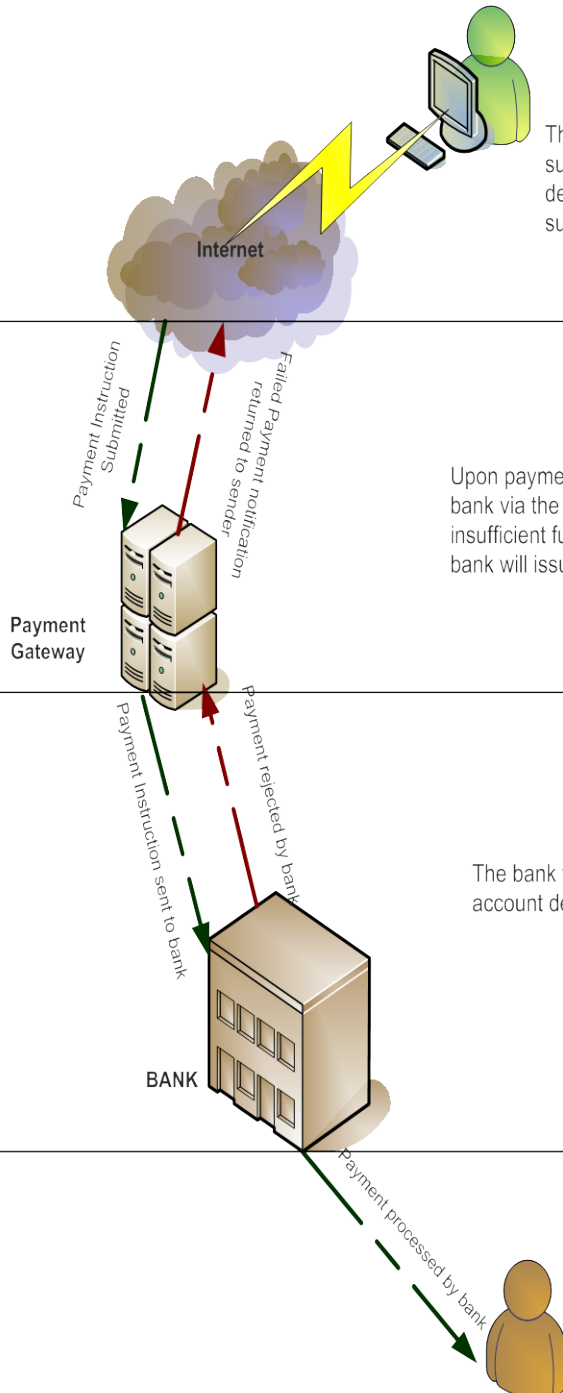
Continue with payment
Print Return
Back to returns

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Payment Method – uFiling (Debit-Pull)

uFiler

The user will submit a payment via the uFiling system, after the return is submitted. The payment method that was selected when the banking details were loaded is Debit Pull, therefore once the payment instruction is submitted, no further action needs to take place.



Payment Gateway

Upon payment submission, the payment instruction is created and passed to the bank via the payment gateway. If the bank reject your payment instruction due to insufficient funds; account closed; account type invalid or for what ever reason, the bank will issue a payment failed notification.

BANK

The bank will either process or reject the payment request by validating the account details, account type and funds availability.

Beneficiary

In this instance, the beneficiary is the UIF.

Step 1

To submit your payment directly via the uFiling system, click the “Pay using uFiling” button.

User

UIFReturn

UIF Return Details

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Employer

Declarations

uFiling Call Center:
0860-345-464

Contact Us

Home

Select payment method

UIF Reference Number: 1969309/8

Employer	Payment Due Date	Return Period	Return Status	Payment Status	Amount Due	Note	View
JOHN DOE	2012/06/08	201205	Submitted	New	72.02		View Return

Payments can be made from a banking account of your choice. The following payment methods are available:

- Pay using uFiling** this is a once off debit instruction – Choose the bank account you wish to pay from and instruct the payment. Your account will be debited with the requested amount and you will receive notification once the payment has been confirmed successful by your bank.
Please note this does not create a monthly debit order.
- Electronic Payment via Internet** this payment transaction is initiated/loaded on the uFiling site. Once you have completed the payment instruction, the payment will be available for authorisation from your Internet banking account. Please ensure that you log in to your Internet banking account to authorize the payment and complete the payment process. Only once the user has logged into the banking product and authorised the payment request is this transaction regarded as an effective payment.
This payment option is presently only available to FNB, Standard Bank and Nedbank clients, other banks will be added shortly.
If you do not have FNB, Standard Bank or Nedbank internet banking please choose the “Pay using uFiling option” which is a once-off debit instruction
If you select the Standard Bank Business Online option you will need to have a business account with Standard Bank, this option is currently not available for individuals who have a personal banking account with Standard Bank
If you select the Nedbank Business Banking option you need to have a business account with Nedbank. For personal account holders: please use the Nedbank Internet Banking option.
If you select the Nedbank Internet Banking option you need to have a personal banking account with Nedbank. For business account holders: please use the Nedbank Business Banking option.

Pay using uFiling

Electronic Payment via Internet

Manual Payment - Capture details of payment made outside of this system

Step 2

This payment method is referred to as “Debit Pull”, this means that the bank account you have entered during your activation process will be directly debited, and paid to the UIF.

To action the payment, Click on the “Do Payment” button at the bottom right hand side of the screen.

User

UIFReturn

UIF Return Details

Reports

Profile

Employer

Declarations

uFiling Call Center:
0860-345-464

Contact Us

Home

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.

Account Name

Domestic Account

Account Number

424549581

Payment Request Date

2012/05/07

Please use the format: yyyy/mm/dd

Payment Amount

72.02

Comments

<<Back

Do payment >>

Please make sure that you complete the payment process and receive a payment reference number as proof of payment.

Copyright © 2012 UIF uFiling

Step3

Your payment summary is displayed, you can now complete the payment process by clicking on the “Do payment” button.

The system will display your payment reference number at the end of your transaction.

User

UIFReturn

UIF Return Details

Reports

Profile

Employer

Declarations

uFiling Call Center:
0860-343-464

Contact Us

Home

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Pay using uFiling**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From: **JOHN DOE**

• Bank: **FNB**

• Branch number: **250655**

• Account holder: **Marie**

• Account number: **424549581**

To: **UIF**

• UIF reference number: **196930981205**

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing.

You will be informed of the result of this transaction.

<< Back

Do payment

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Electronic Payment via Internet (Credit Push)

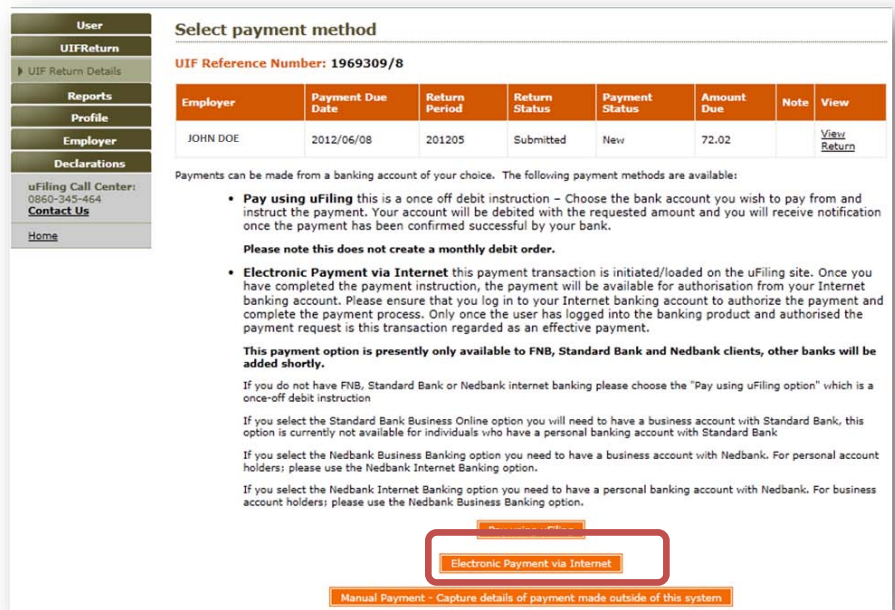
Payment transactions that are initiated on the uFiling site are presented to the banking product as bill presentation or a payment request. Only once the user has logged into their banking product and authorised the payment request, this transaction is regarded as an effective payment. Credit push transactions are assumed as irrevocable.

Benefits of using Credit push payments

- Multiple payment instructions can be authorised as a lump sum to save on bank charges
- Proof of payment obtainable on both uFiling and your banking system's transaction history 24/7
- Post dated payments can be created and instructed on certain electronic banking products.
- Payment instructions initiated on uFiling will automatically update beneficiary reference numbers/code to avoid misallocation of payments.

Step 1

To pay your return using your internet banking profile, click on the “Electronic Payment via Internet” button.



User

UIFReturn

UIF Return Details

Reports

Profile

Employer

Declarations

uFiling Call Center:
0860-345-464
[Contact Us](#)

[Home](#)

Select payment method

UIF Reference Number: 1969309/8

Employer	Payment Due Date	Return Period	Return Status	Payment Status	Amount Due	Note	View
JOHN DOE	2012/06/08	201205	Submitted	New	72.02		View Return

Payments can be made from a banking account of your choice. The following payment methods are available:

- Pay using uFiling** this is a once off debit instruction – Choose the bank account you wish to pay from and instruct the payment. Your account will be debited with the requested amount and you will receive notification once the payment has been confirmed successful by your bank.
- Electronic Payment via Internet** this payment transaction is initiated/loaded on the uFiling site. Once you have completed the payment instruction, the payment will be available for authorisation from your Internet banking account. Please ensure that you log in to your Internet banking account to authorize the payment and complete the payment process. Only once the user has logged into the banking product and authorised the payment request is this transaction regarded as an effective payment.

This payment option is presently only available to FNB, Standard Bank and Nedbank clients, other banks will be added shortly.

If you do not have FNB, Standard Bank or Nedbank internet banking please choose the "Pay using uFiling option" which is a once-off debit instruction

If you select the Standard Bank Business Online option you will need to have a business account with Standard Bank, this option is currently not available for individuals who have a personal banking account with Standard Bank

If you select the Nedbank Business Banking option you need to have a business account with Nedbank. For personal account holders: please use the Nedbank Internet Banking option.

If you select the Nedbank Internet Banking option you need to have a personal banking account with Nedbank. For business account holders: please use the Nedbank Business Banking option.

[Electronic Payment via Internet](#)

[Manual Payment - Capture details of payment made outside of this system](#)

Step 2

Note: You will only be able to use this service if you are registered for internet banking with :

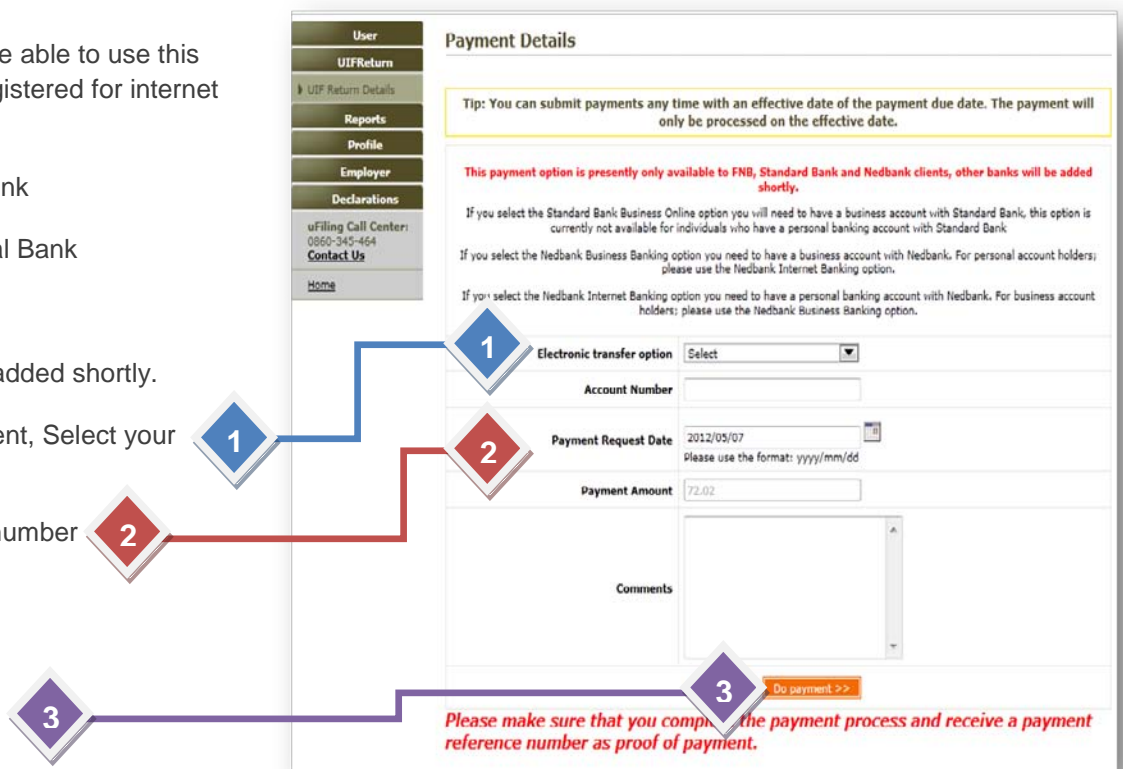
- Standard Bank
- First National Bank
- Ned Bank

Other banks will be added shortly.

To submit the payment, Select your transfer option.

Enter your account number

Click “Do Payment”



User

UIFReturn

UIF Return Details

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uFiling Call Center:
0860-345-464
[Contact Us](#)

[Home](#)

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.

This payment option is presently only available to FNB, Standard Bank and Nedbank clients, other banks will be added shortly.

If you select the Standard Bank Business Online option you will need to have a business account with Standard Bank, this option is currently not available for individuals who have a personal banking account with Standard Bank

If you select the Nedbank Business Banking option you need to have a business account with Nedbank. For personal account holders: please use the Nedbank Internet Banking option.

If you select the Nedbank Internet Banking option you need to have a personal banking account with Nedbank. For business account holders: please use the Nedbank Business Banking option.

1 Electronic transfer option:

2 Account Number:

Payment Request Date: 2012/05/07
Please use the format: yyyy/mm/dd

Payment Amount: 72.02

Comments:

3 Do payment >>>

Please make sure that you complete the payment process and receive a payment reference number as proof of payment.

Step 3

In this example, FNB's Internet banking is used as the payment method.

To proceed with the payment Process, Click on the "Do Payment" button.

You will receive a payment reference number to confirm that your payment has been initialized. You will be required to login to your Internet Banking profile to complete the payment.

User

UIFReturn

UIF Return Details

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uFiling Call Center: 0860-345-464

Contact Us

Home

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Electronic Payment via Internet**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From: JOHN DOE

- Bank: **FNB Internet Banking**
- Account number: **424549581**

To: UIF

- UIF reference number: **196930981205**

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing. You will be informed of the result of this transaction.

[<<Back](#)
[Do payment](#)

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Capture Payments made outside of this system

Step 1

You can use this method to confirm that your payment was made using alternative methods, but would like to update your user profile by capturing your payment details for record purposes only.

Please be advised that this is not a sufficient means of proof of payment. Thus, you will still need to safeguard your original proof of payment.

You can now successfully capture your payment date, means of payment and payment reference number.

Click on "Save"

User

UIFReturn

UIF Return Details

Reports

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Employer

Declarations

uFiling Call Center: 0860-345-464

Contact Us

Home

Capture Manual Payment Details

How did you pay?

Payment date
Please use the format: yyyy/mm/dd

Bank reference number
Cheque number

Cheque Date

Your reference number

Bank account

Other bank details

Amount paid

Comments

[Save](#)

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Reports

Step 1

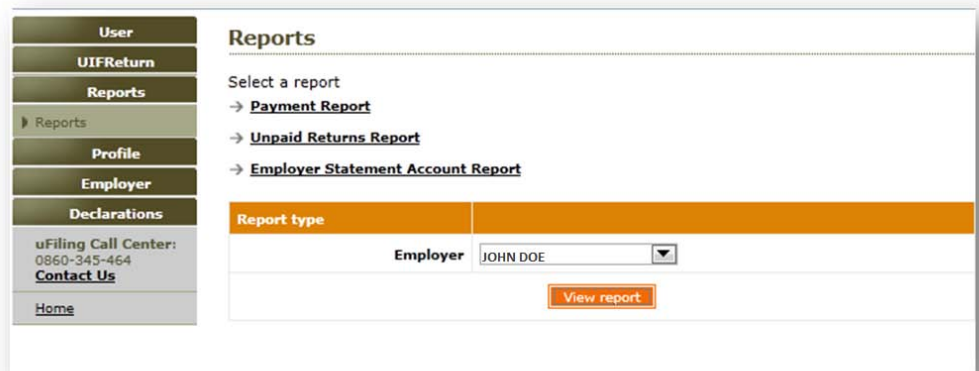
To access the reports section, click on the Reports tab.



Step 2

In this section you can view and download the following reports:

- Payment Report
- Unpaid returns report
- Employer Statement of Account Report.



To select a specific report, click on either of the report links and click

“View report”

Reports – Payment Report

The report details are displayed and contain:

- Transaction date and time
- Recipient Reference Number
- Source Reference Number
- Transaction Amount
- Transaction Status

You can **download** your payment report in either via **excel** or **Word** format and save it at a location on your PC.

Payment Report				
				Print report
Select format to export to (<i>Optional</i>)				<input type="radio"/> Excel <input type="radio"/> Word Download report
Transaction Date	Recipient Reference Number	Source Reference Number	Transaction Amount	Transaction Status
9/9/2009 7:53:14 AM	M0909UIF00005038	M0909UIF00005038	416.68	AFFECTED
9/9/2009 8:13:20 AM	4356	4356	416.68	AFFECTED
9/9/2009 8:21:00 AM	M0909UIF00005038	M0909UIF00005038	40.00	AFFECTED
9/9/2009 8:22:33 AM	0000	0000	40.00	AFFECTED
9/9/2009 9:56:16 AM	Anton	Anton	200.00	AFFECTED
9/9/2009 5:55:27 PM	M0108UIF00005038	M0108UIF00005038	449.56	SENTBANK
9/9/2009 5:56:44 PM	M0809UIF00005038	M0809UIF00005038	349.56	AFFECTED
9/11/2009 7:23:45 AM	M0909UIF00005038	M0909UIF00005038	200.00	
9/11/2009 7:37:56 AM	M0909UIF00005038	M0909UIF00005038	200.00	
10/14/2009 10:40:20 AM	M1009UIF00005038	M1009UIF00005038	919.12	SENTBANK
10/14/2009 10:43:57 AM	M0909UIF00005038	M0909UIF00005038	200.00	SENTBANK
12/2/2009 4:57:33 PM	M1009UIF00005038	M1009UIF00005038	2957.24	

Reports – Unpaid Returns Report

Your unpaid returns report, based on the employer you have selected, will be displayed and will include the following information:

- Return Period
- Employer Name
- UIF Reference number
- Return status code
- Declaration Issue Date
- Declaration Due Date
- Declaration Amount

You can **download** your unpaid returns report in either via **excel** or Word Format, and save it to a location on your PC.

Reports

Select a report

→ [Payment Report](#)

→ [Unpaid Returns Report](#)

→ [Employer Statement Account Report](#)

Report type	
Employer	uifcomfund

[View report](#)

Unpaid Returns Report

[Print report](#)

Select format to export to (Optional) ☐ Excel ☐ Word [Download report](#)

Period	EmployerName	UIFReferenceNumber	Return Status Code	Declaration Issue Date	Declaration Due Date	Declaration Amount
2009/11	uifcomfund	0000601/1	Submitted	11/1/2009 12:00:01 AM	3/24/2010 11:40:26 AM	1596.54
2010/3	uifcomfund	0000601/1	Submitted	3/1/2010 12:00:01 AM	3/24/2010 11:44:10 AM	1596.54

Reports – Employer Statement Account Report

Step 1

To view your Employer statement of Account report, select employer and date range. Click on View report

Report type	Employer Statement Account Report
Employer	Bezphotos
Date range	<input checked="" type="radio"/> Year to date <input type="radio"/> Total per financial year

[View report](#)

Step 2

Your Statement of Account report for the employer will be displayed on the screen and will include the following information:

- Return Period
- Declared UIF Liability
- Payment via uFiling
- Payment via external
- Total Payment

Employer Statement Account Report

[Print report](#)

Select format to export to (Optional) ☐ Excel ☐ Word [Download report](#)

Period	Declared UIF Liability	Payment via Ufiling	Payment via External	Total Payment
2009/8	797.42	797.42	0.00	797.42
2009/9	797.42	797.42	0.00	797.42
2009/10	797.42	797.42	0.00	797.42

You can **download** your Employer Statement of Account Report in either via **excel** or **Word** format and save it to a location on your PC.

[Back to Quick Links](#)

Profile

This functionality allows you to create additional profiles to perform various tasks.

To access the profile section, select the profile tab and click either


- New Profile
- Update Profile
- Switch Profile



New Profile

You can create an additional profile by entering the following:

- New Profile Name
- Select if the new profile will be your default profile
- Select a new Profile Type
- Enter your address
- Enter your contact details



Profile: Domestic User Profile

User

UIFReturn

Reports

Profile

Employer

Declarations

UFiling Call Center: 0860-345-464

Contact Us

NewProfile

Create a new Profile

Profile Name

Default Profile

Select Profile Type

Select

Employee

Commercial Employer/ Agent

Domestic Employer

Address Details

Address

Please use the "..." button to search for your Suburb and Postal Code. Alternatively type in your Suburb and Postal Code.

Postal Address

Example: P.O.Box 123456

Suburb

Example: Sandton

City

Example: Johannesburg

Postal Code

Example: 2146

Contact Details

Contact details to new profile

Response E-mail Address

Example: brianb@example.co.za

Telephone Number

Example: 011 1234567

Cell Number

Example: 0821234567

Fax Number

Example: 011 1234567

Create

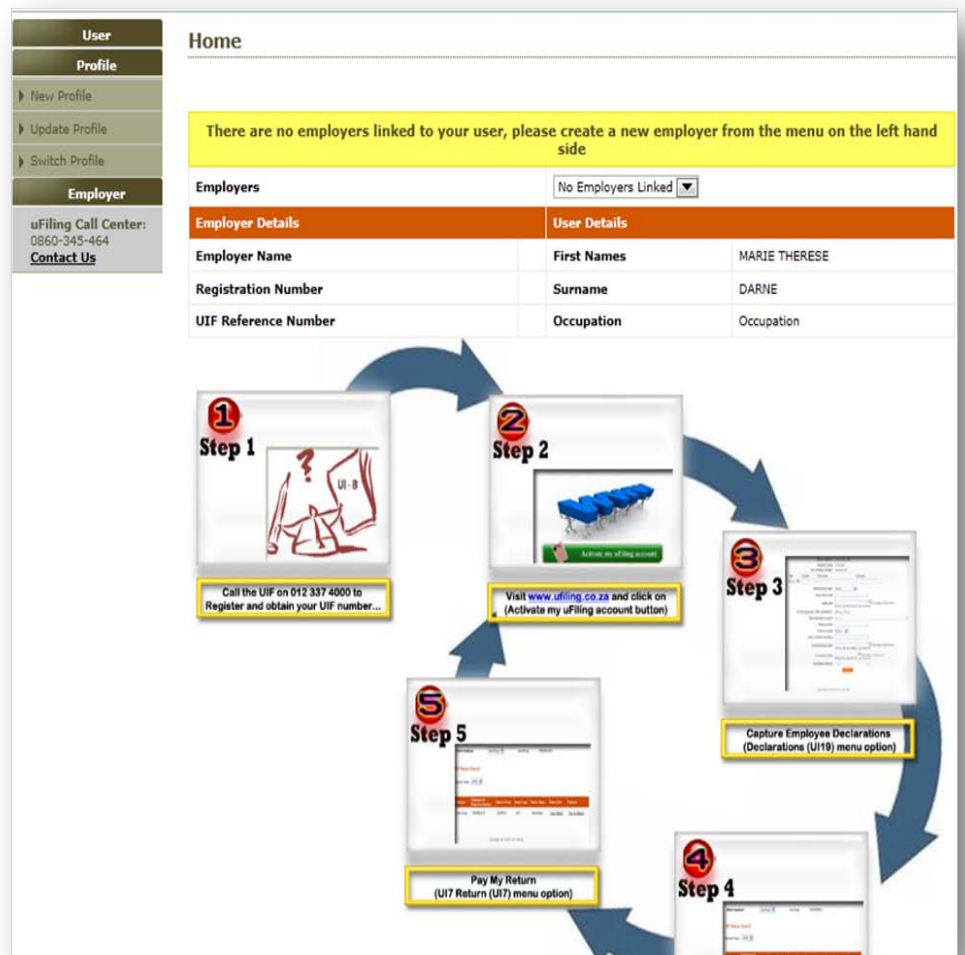
Click on Create when done.

The system will confirm that your new profile has been created. You can click on “switch now” to switch to your new profile.



You are now required to add a new employer to your profile.

The employer section will be explained in detail later in this user guide.



Update Profile

Step 1

To update your profile, select the “Update Profile” Tab



Step 2

You are able to update your profile name and select if this profile is your default profile.

User	Update Profile						
Profile ▶ New Profile ▶ Update Profile ▶ Switch Profile	Update Profile - Anton <table border="1"> <tr> <td>Profile Name</td> <td>Anton</td> </tr> <tr> <td>Default Profile</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Profile Type</td> <td>Commercial Employer/ Agent</td> </tr> </table> <div>Update</div>	Profile Name	Anton	Default Profile	<input type="checkbox"/>	Profile Type	Commercial Employer/ Agent
Profile Name	Anton						
Default Profile	<input type="checkbox"/>						
Profile Type	Commercial Employer/ Agent						

Switch Profile

You can now switch between your two profiles.

In this example: You can switch from your Domestic profile to your Commercial Profile.

User	Profile		
Profile ▶ New Profile ▶ Update Profile ▶ Switch Profile	Select Profile <table border="1"> <tr> <td>Profile Name</td> <td> <div>Select Profile ▼</div> <div>Select Profile</div> <div>Domestic User Profile</div> <div>Anton - Commercial</div> </td> </tr> </table>	Profile Name	<div>Select Profile ▼</div> <div>Select Profile</div> <div>Domestic User Profile</div> <div>Anton - Commercial</div>
Profile Name	<div>Select Profile ▼</div> <div>Select Profile</div> <div>Domestic User Profile</div> <div>Anton - Commercial</div>		

[Back to Quick Links](#)

Employer

In this section, you can perform the following tasks:

- View / Amend Details of the employer
- View/Add Banking details
- View Work items assigned to you
- View Employee Backdated Change Requests

Employer
▶ View/Amend Details
▶ Bank Account Details
▶ Work Items
▶ Employee Backdated Change Requests

View / Amend Details

This section allows you to update your contact details and postal / physical address

Click "Update" to save your updates.

User

UIFReturn

Reports

Profile

Employer

View/Amend Details

Bank Account Details

Work Items

Employee Backdated Change Requests

Declarations

uFiling Call Center: 0860-345-464

Contact Us

Home

Employer details

View/Amend your details

All input fields below are mandatory fields

Title	Initials	First names	Surname
Adv	MT	MARIE	DARNE

Identification Type: South African ID

South African ID: 8106230021084

Correspondence E-mail Address: Aaron.Makole@InterFile.co.za Example: brianb@bbbbbb.co.za

Telephone Number: (011) 1234567 Example: 011 1234567

Cell Number: 0821234567 Example: 0821234567

Fax Number: (011) 1234567 Example: 011 1234567

Number of Employees: 1

Please tell us how you heard about UIF uFiling: Media - Newspaper

Occupation: Occupation

Address: Please use the "... " button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.

Same as postal address

Postal Address	Physical Address
P.O.Box 123456	P.O.Box 123456 Example: P.O.Box 123456
Suburb: Sandton	Sandton Example: Sandton
City: Johannesburg	Johannesburg Example: Johannesburg
Postal Code: 2146	2146 Example: 2146

Update

Bank Account Details

Your banking details are displayed. This allows you to change or update your banking details.

Should you wish to add another account, click on the "Add" button at the bottom of the screen.

Profile

Employer

Amend Details

Account Details

Items

Employee Backdated Change Requests

Declarations

uFiling Call Center: 0860-345-464

Contact Us

Select employer: MARIE THERESE DARNE

Employer name: MARIE THERESE DARNE

UIF reference number: 0000601/1

Select bank account: New

Account Name: Example: John Smith, ABC Shoes Pty (Ltd), Jason Trust Account, etc..

Bank: Select

Branch number: Example: 632001

Account holder name: Example: John Smith, ABC Shoes Payroll

Account number: Example: 600044526

Account type: Select

Add

Work Items

Step 1

To access the Work items menu, select Employer and click on the "Work Items" tab.

Your outstanding declarations will appear in your work list.

Click "View" to open the Declaration

OR

Click Delete Declaration if you feel the declaration was erroneously issued.



The screenshot shows the 'Employer Work List' interface. On the left is a navigation menu with options: User, UIFReturn, Reports, Profile, Employer (selected), View/Amend Details, Bank Account Details, Work Items, Employee Backdated Change Requests, and Declarations. The main area displays a table with the following data:

Description	View	Case Number	Delete this faulty declaration
Declaration	View	6363190202	Delete declaration

At the bottom of the menu, there is contact information for the uFiling Call Center (0860-345-464) and a 'Contact Us' link.

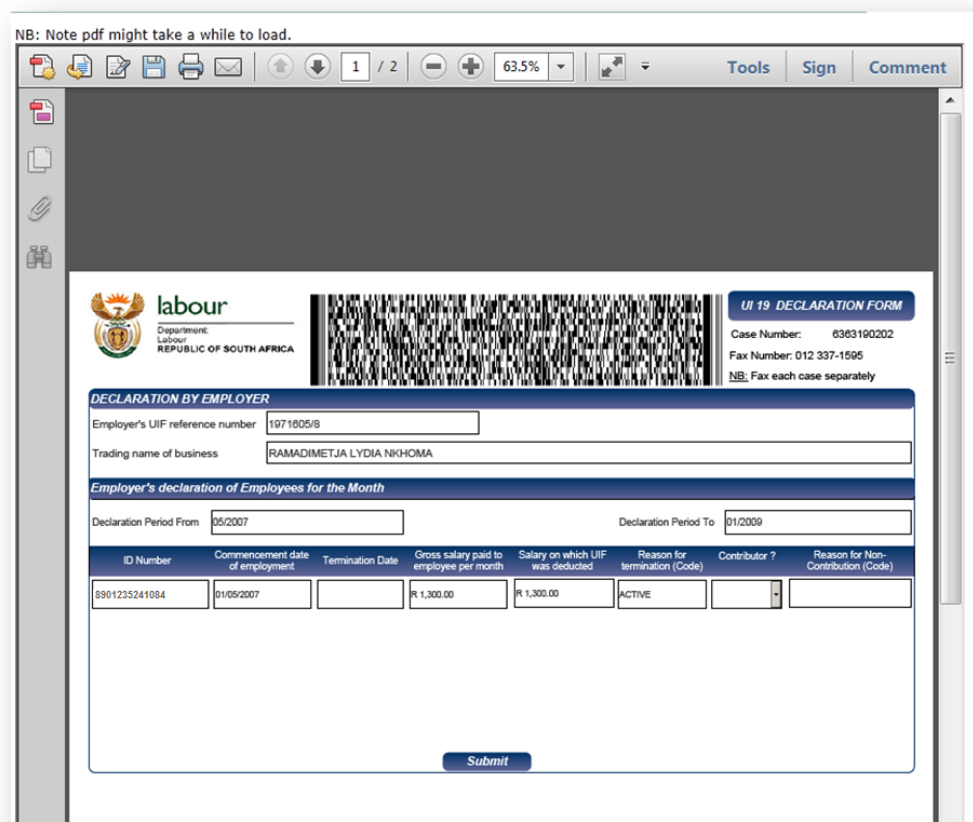
Step 2

The Declaration will open in PDF(Portable Document Format).

If you are unable to open the document, you must install Adobe Reader from the Adobe website:
www.adobe.com

Complete the declaration and click "Submit".

The document will print and you must sign and fax the declaration to 012 337 1595



The screenshot shows the 'UI 19 DECLARATION FORM' in a PDF viewer. The form is titled 'labour' and 'Department of Labour REPUBLIC OF SOUTH AFRICA'. It includes a barcode and the following fields:

- Case Number: 6363190202
- Fax Number: 012 337-1595
- NB: Fax each case separately

The form is divided into sections:

- DECLARATION BY EMPLOYER**: Fields for Employer's UIF reference number (1971605/8) and Trading name of business (RAMADIMETJA LYDIA NKHOMA).
- Employer's declaration of Employees for the Month**: Fields for Declaration Period From (05/2007) and Declaration Period To (01/2009).
- Table of Employees**: A table with columns for ID Number, Commencement date of employment, Termination Date, Gross salary paid to employee per month, Salary on which UIF was deducted, Reason for termination (Code), Contributor ?, and Reason for Non-Contribution (Code). The first row shows ID Number 8901235241084, Commencement date 01/05/2007, Gross salary R 1,300.00, and Reason for termination ACTIVE.

A 'Submit' button is located at the bottom of the form.

Declarations

Clarity on the definition of remuneration

1. Following the Business Process Workshop held during 13 to 15 July 2005 a resolution was taken to compile guidelines with regard to what income is / is not regarded as remuneration in terms of the SARS Guidelines for Employers (EMP10 volume 46).
2. **The following exclusions have been set out by an employee is not regarded as remuneration:**
 - 2.1. **Commission** – Commission received by an employee is not regarded as remuneration.
 - 2.2. **Pension** – Any pension payment to which both the employer and employee were contributing to is not regarded as remuneration.
 - 2.3. **Superannuation or retirement allowance by way of annuity** – If both the employer and employee were contributing to such funds, the income received is excluded from remuneration.
 - 2.4. **Compensation for restraint of trade** – Any amount received in respect of compensation for restraint of trade is not regarded as remuneration.
 - 2.5. **Amounts paid to independent contractors** – All amounts paid or payable to independent contractors are not regarded as remuneration.
 - 2.6. **Lump sum benefits from any Pension, Provident or Retirement Annuity Funds** – Any lump sum payments received in respect of these Funds are not regarded as remuneration.
 - 2.7. **Any pension / allowances received in terms of the following Acts are not regarded as remuneration :**
 - 2.7.1. Aged Persons Act – Old Age Pension
 - 2.7.2. Blind Persons Act – Disability Grant
 - 2.7.3. Disability Grant Act
 - 2.8. Amounts paid to an employee to re-imburse the employee for actual business expenses incurred are not defined as remuneration.
 - 2.9. Any allowance / advance in terms of an order of divorce or decree of judicial separation or agreement of separation are not regarded as remuneration.
 - 2.10. Any amount in excess of the prescribed maximum ceiling (Presently R12478.00 pm) would not be regarded as remuneration for purposes of paying UI contributions.

3. As a further guideline the following sources of income would be defined as remuneration:

- 3.1. **Salary** – The normal taxable income / remuneration received by an employee.
 - 3.2. **Fees** – Taxable remuneration received by lawyers / consultants etc.
 - 3.3. **Bonus** – Taxable remuneration based on performance achieved.
 - 3.4. **Wages** – Taxable remuneration normally paid to labourers.
 - 3.5. **Director's remuneration** – Taxable remuneration received by Company Directors.
 - 3.6. **Leave encashment** – The amount received in respect of leave credits which are encashed.
 - 3.7. **Emolument** – Taxable remuneration normally received by an office bearer e.g. mayor, etc.
 - 3.8. **Stipend** – The taxable remuneration paid to learners such as article clerks etc.
 - 3.9. **Overtime** – The taxable remuneration paid in respect of overtime worked.
 - 3.10. **Superannuation allowance** – The taxable amount received in respect of such allowances paid.
 - 3.11. **Voluntary awards** – The taxable amounts received in respect of such awards.
 - 3.12. **Amounts received or accrued in commutation of amounts due** – A contract is terminated before the expiry date. The payment in lieu of the outstanding period is regarded as remuneration.
 - 3.13. **50% of all allowances paid / advance given to an employee / holder of a public office in respect of the expense for travelling for business purposes** – regarded as remuneration.
 - 3.14. **A gratuity** received by or accrued to a person from his / her employer because such a person obtained a degree or has been successful in an examination is regarded as remuneration.
 - 3.15. **Fringe benefits** received in terms of the 7th Schedule to the Income Tax Act.
4. Should you require any further information the SARS guidelines (EMP10) could be consulted. It would also be appreciated if the contents of this circular would be conveyed to all relevant staff members.

Step 1

This section allows you to either:

- Declare a new employee
- View/amend an existing employee.

To Declare a new employee, click on the “New Employee Declaration” tab.



Step 2

To declare a new employee:

Enter the employee's ID number to retrieve the employee's details.

Enter the employee's monthly salary

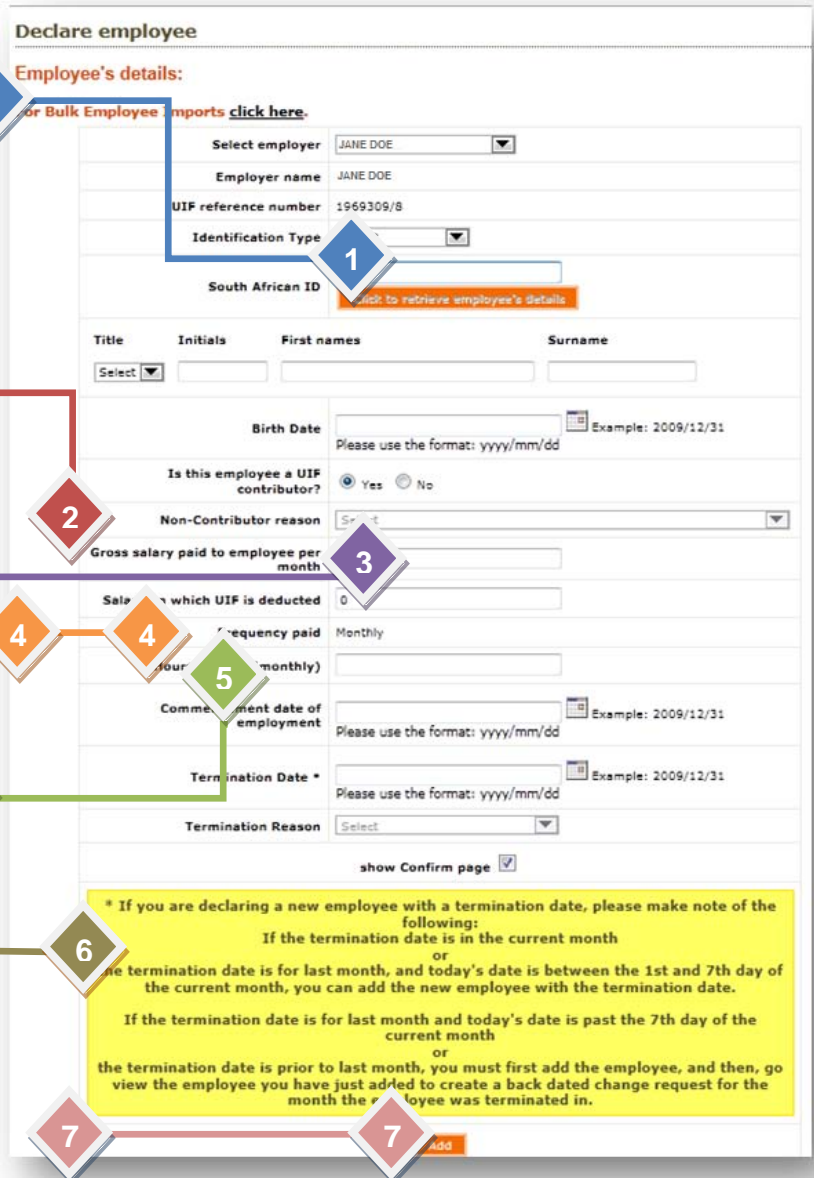
Enter the UIF contribution amount

Enter the employee's hours worked per month

Enter the date the employee started with employment

Read the notice at the end of the page.

Click on “Add” to save the new employee's details



Declare employee

Employee's details:

or Bulk Employee Imports click here.

Select employer: JANE DOE

Employer name: JANE DOE

UIF reference number: 1969309/8

Identification Type: [Dropdown]

South African ID: [Field]

[Add to retrieve employee's details](#)

Title: [Dropdown] Initials: [Field] First names: [Field] Surname: [Field]

Birth Date: [Field] Example: 2009/12/31

Please use the format: yyyy/mm/dd

Is this employee a UIF contributor? ☒ Yes ☐ No

Non-Contributor reason: [Dropdown]

Gross salary paid to employee per month: [Field]

Salary on which UIF is deducted: [Field]

Frequency paid: [Dropdown]

Commencement date of employment: [Field] Example: 2009/12/31

Please use the format: yyyy/mm/dd

Termination Date: [Field] Example: 2009/12/31

Please use the format: yyyy/mm/dd

Termination Reason: [Dropdown]

☒ show Confirm page

*** If you are declaring a new employee with a termination date, please make note of the following:**

If the termination date is in the current month or the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can add the new employee with the termination date.

If the termination date is for last month and today's date is past the 7th day of the current month or the termination date is prior to last month, you must first add the employee, and then, go view the employee you have just added to create a back dated change request for the month the employee was terminated in.

Add

View / Amend Employee Declaration

Step 1

To amend an employee's details, click on the View/Amend Employee Declaration tab.



Step 2

The next step is to enter some search criteria to display and access a specific employee.

User
UIFReturn
Reports
Profile
Employer
Declarations
New Employee Declaration
View/Amend Employee Declaration
Require Assistance ?
uFiling User Manual
uFiling Call Center: 0860-345-464 or 012-3371680 option 3
Contact Us
Home

View/Amend employee declaration

Select Employer: ROSEMARY ANNE BURGER

Employer name: ROSEMARY ANNE BURGER

UIF reference number: 14777406/6

Employee search

NOTE: Partial details are accepted as search criteria

Surname:

Identification Number:

Employee status: ☒ Active employee's ☐ Terminated employee's

Order by: ☒ Surname ☐ Commencement Date ☐ Id Number

Please Search for employees

Step 3

Your employee will be displayed.

Click "View/Amend" to access the employee's details.

User
UIFReturn
Reports
Profile
Employer
Declarations
New Employee Declaration
View/Amend Employee Declaration
Require Assistance ?
uFiling User Manual
uFiling Call Center: 0860-345-464 or 012-3371680 option 3
Contact Us
Home

View/Amend employee declaration

Select Employer: WILLEM JACOBUS RAS

Employer name: WILLEM JACOBUS RAS

UIF reference number: 1879548/5

Employee search

NOTE: Partial details are accepted as search criteria

Surname: 4810054574084

Identification Number:

Employee status: ☒ Active employee's ☐ Terminated employee's

Order by: ☒ Surname ☐ Commencement Date ☐ Id Number

Employee Name	Identification Number	UIF Salary	Commencement date	Termination date	Period	Status	UIF amount	View / Amend
Hilewitz, David Ralph	4810054574084	5 000,00 R	2012/01/01		2012-7	PAYMENTPENDING	100,00 R	<input type="button" value="View / Amend"/>

Step 4

You can now either update the employee's details, or you can submit a "Back Dated Change Request"

View/Amend employee declaration

Employee's details:

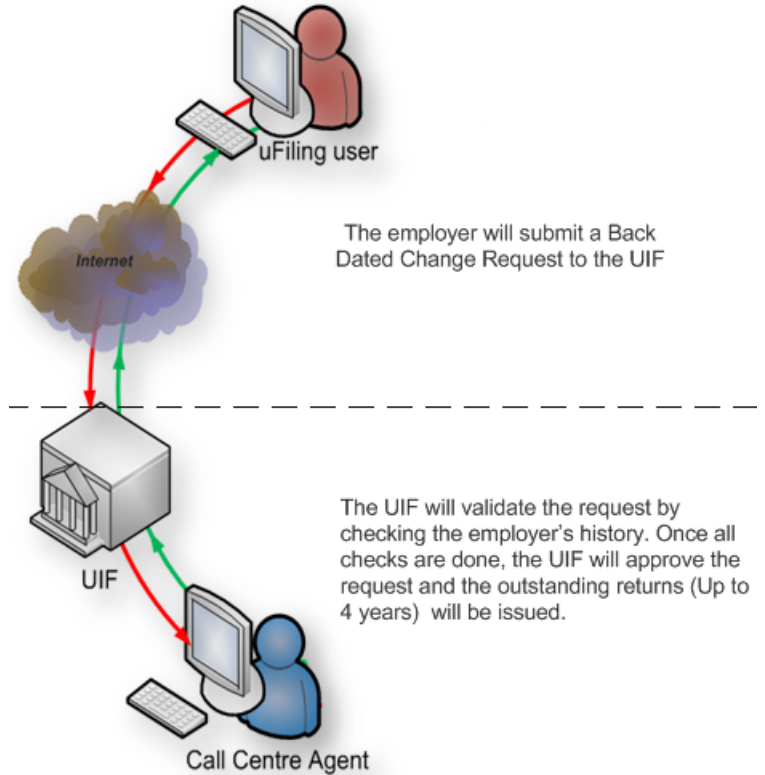
For Bulk Employee Imports [click here](#).

Select employer	WILLEM JACOBUS RAS		
Employer name	WILLEM JACOBUS RAS		
UIF reference number	1875548/5		
Identification Type	South African ID		
South African ID	4810054574084		
Click to retrieve employee's details			
Title	Initials	First names	Surname
Adv	Dr	David Ralph	Hilewitz
Birth Date	1947/06/05 <small>Example: 2009/12/31</small> Please use the format: yyyy/mm/dd		
Is this employee a UIF contributor?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Non-Contributor reason	Select		
Gross salary paid to employee per month	5 000.00		
Salary on which UIF is deducted	5 000.00		
Frequency paid	Monthly		
Hours worked (monthly)	173		
Commencement date of employment	2012/01/01 <small>Example: 2009/12/31</small> Please use the format: yyyy/mm/dd		
Termination Date *	<small>Example: 2009/12/31</small> Please use the format: yyyy/mm/dd		
Termination Reason	Select		
show Confirm page <input checked="" type="checkbox"/>			
<p>* If you are terminating an employee, please make note of the following: If the termination date is in the current month or the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.</p> <p>If the termination date is for last month and today's date is past the 7th day of the current month or the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.</p>			
Update			
<p>** Back Dated Change Request (BCR): Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.</p>			
BCR (**) 			

Employee Backdated Change Requests

Basic overview

The figure illustrates the basic flow of how a Back dated change request, submitted by an employer needs to be validated and processed by the UIF prior to issuing outstanding returns to the employer.






Step 1

To Submit a Back dated change request, click on the “Request Back Dated Change” button at the bottom of the View/Amend employee declaration page.

View/Amend employee declaration

Employee's details:

For Bulk Employee Imports [click here](#).

Select employer		MARIE THERESE DARNE ▼	
Employer name		MARIE THERESE DARNE	
UIF reference number		1969309/8	
Identification Type		South African ID ▼	
South African ID		6707160476085	
Click to retrieve employee's details			
Title	Initials	First names	Surname
Adv ▼	Pp	Phumzile Primrose	Mchunu
Birth Date		1967/07/16  Example: 2009/12/31 Please use the format: yyyy/mm/dd	
Is this employee a UIF contributor? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Non-Contributor reason Select ▼			
Gross salary paid to employee per month		3 600.63	
Salary on which UIF is deducted		3 600.63	
Frequency paid		Monthly	
Hours worked (monthly)		160	
Commencement date of employment		2009/01/01  Example: 2009/12/31 Please use the format: yyyy/mm/dd	
Termination Date *		2012/06/30  Example: 2009/12/31 Please use the format: yyyy/mm/dd	
Termination Reason		Retrenched ▼	
show Confirm page <input checked="" type="checkbox"/>			
<p>* If you are terminating an employee, please make note of the following: If the termination date is in the current month or the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee. or If the termination date is for last month and today's date is past the 7th day of the current month or the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.</p>			
Update			
<p>** Back Dated Change Request(BCR): Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.</p>			
BCR (**)			

Step 2

Read the notice within the “Request Back dated change?” box.

Click on the “Continue” button.

South African ID 6707160476085

Click to retrieve employee's details

Title	Initials	First names	Surname
Adv	Pp	Phumzile Primrose	Mchunu

Birth Date

1967/07/16

Example: 2009/12/31

Please use the format: yyyy/mm/dd

Is this employee a UIF contributor?

☒ Yes
 ☐ No

Non-Contributor reason

Select

Gross salary paid to employee per month

3 600.63

Salary on which UIF is deducted

3 600.63

Frequency paid

Monthly

Comm

Example: 2009/12/31

Example: 2009/12/31

Request Back dated change?

✕

A Backdated Change Request (BCR) is a special request to change information that is older than the CURRENT month plus 7 DAYS. By selecting a BCR the employee data that you are asking to change will be locked until an UIF Support Consultant has resolved the request.

Please note, you will be unable to submit or pay the affected return(s) until the BCR is resolved.

CONTINUE

CANCEL

* If you are terminating an employee, please make note of the following:

If the termination date is in the current month
or
the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.

If the termination date is for last month and today's date is past the 7th day of the current month
or
the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.

Step 3

Back Dated Change Request

A back dated change request, is a request to have the employee's information for a prior month changed. These changes may have financial implications for returns which have already been submitted or paid for. Please ensure the data for the employee is correct for the date you are requesting the change.

Employee's details:

Select employer	MARIE THERESE DARNE ▼
Employer name	MARIE THERESE DARNE
UIF reference number	1969309/8
Identification Type	South African ID
South African ID	6707160476085
Title	Adv
Initials	Pp
First names	Phumzile Primrose
Surname	Mchunu
Birth Date	1967/07/16
Declaration period from	<input type="text" value="Sep"/> 2012 <input type="text" value="2012"/> Example: 2009/12/31
Declaration period to	<input type="text" value="2012"/> Example: 2009/12/31
Is this employee a UIF contributor?	<input type="checkbox"/>
Non-Contributor reason	<input type="text"/>
Gross salary paid to employee per month	<input type="text"/>
Salary on which UIF is deducted	<input type="text"/>
Frequency paid	<input type="text"/>
Hours worked (monthly)	<input type="text"/>
Commencement date of employment	<input type="text" value="2009/01/01"/> Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date	<input type="text" value="2012/06/30"/> Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Retrenched ▼
<input type="button" value="Back"/> <input type="button" value="Request Change"/>	

Specify your declaration periods

Update the necessary fields

Click "Request Change"

Step 4

A summary of your request will be displayed.

To confirm your request, click on the “Confirm” button.

View/Amend employee declaration

Employee's details confirm:

Employer name	JANE DOE		
Identification Type	South African ID		
Identification number	7910244142084		
Title	Initials	First names	Surname
Miss	Rm	Rose Mmaganta	Molothanyi
Birth Date	1966/07/30		
Declaration period from	2008/05/01		
Declaration period to	2012/04/30		
Is this employee a UIF contributor?	Yes		
Gross salary paid to employee per month	1 234.00		
Salary on which UIF is deducted	246.00		
Frequency paid	Monthly		
Hours worked (monthly)	48		
Commencement date of employment	2007/05/07		
Termination Date			
Termination Reason			

Step 5

You can check your Back dated change requests by clicking on the “back Dated Change Requests” tab on the left under the Employer menu.

To view the back dated change request, click on the “Details” link

User	Current Back Dated Change Requests							
UIFReturn								
Reports								
Profile								
Employer								
View/Amend Details								
Bank Account Details								
Work Items								
Employee Backdated Change Requests								
Declarations								
uFiling Call Center: 0860-345-464								
Contact Us								
Home								

Employee Name	Back Dated Status	Created on	Modified on	Declaration period from	Declaration period to	Requested By	Comments	Details
Rose Mmaganta Molothanyi	Processed	2012/05/08 12:22 PM	2012/05/08 12:29:47 PM	2008/05	2012/04	Antons0730		Details

Step 6

Your change request detail will be displayed.

Click on the Back button

Change Request Detail

Request Details			
Employee Name	Rose Mmaganta Molothanyi	Change Request status	New
Period(s) affected	2008/05 -> 2012/04	Reason Rejected:	n/a
Requested By	Antons0730	Modified On	
Created On	2012/05/08 12:22:18 PM		
Comments			
Current Commencement Date	2011/05/03	New Commencement Date	2007/05/07
Current Termination Date		New Termination Date	
Current Termination Reason		New Termination Reason	
Current salary on which UIF is deducted	R 246,00	New salary on which UIF is deducted	R 246,00
Current gross salary paid to employee per month	R 1 234,00	New gross salary paid to employee per month	R 1 234,00
Current Member Contributor status	Yes	New Member Contributor status	
Current Non-Contributor Reason		New Non-Contributor Reason	
Call Center Leader has checked UIF Systems for : <input type="checkbox"/> UIF Business Approved <input type="checkbox"/> UIF Business Check <input type="checkbox"/> UIF Finance Approved <input type="checkbox"/> UIF Finance Checked			
<div>Back</div>			

Step 7

You will receive an email confirming your request.

uFiling Employee back dated request sent.

Dear client,

We have received your request to process your backdated change for the employee: **Rose Mmaganta Molothanyi**, we will process the request soon.

If there are any questions regarding this service, please contact the [System Administrator](#).

Best Regards

The uFiling Team

<https://www.ufiling.co.za>



Step 8

Once your request is approved by the UIF, your returns will be issued and you will receive emails for each outstanding return that is issued.



Step 9

To access the returns, click on the “UIF Return” tab and complete your returns.

User

UIFReturn

UIF Return Details

Reports

Profile

Employer

Declarations

uFiling Call Center: 0860-345-464

Contact Us

Home

UIF Returns

Select employer
JANE DOE
JANE DOE
1971779/2

UIF Return Search

Period Year: 2012

Return Period	Return Type	Return Status	Return (UI7)	Payment Type	Annual Balance	Payment
2012-05	UIF	Issued	Submit to UIF			
2012-04	UIF	Issued	Submit to UIF			
2012-03	UIF	Issued	Submit to UIF			
2012-02	UIF	Issued	Submit to UIF			
2012-01	UIF	Issued	Submit to UIF			

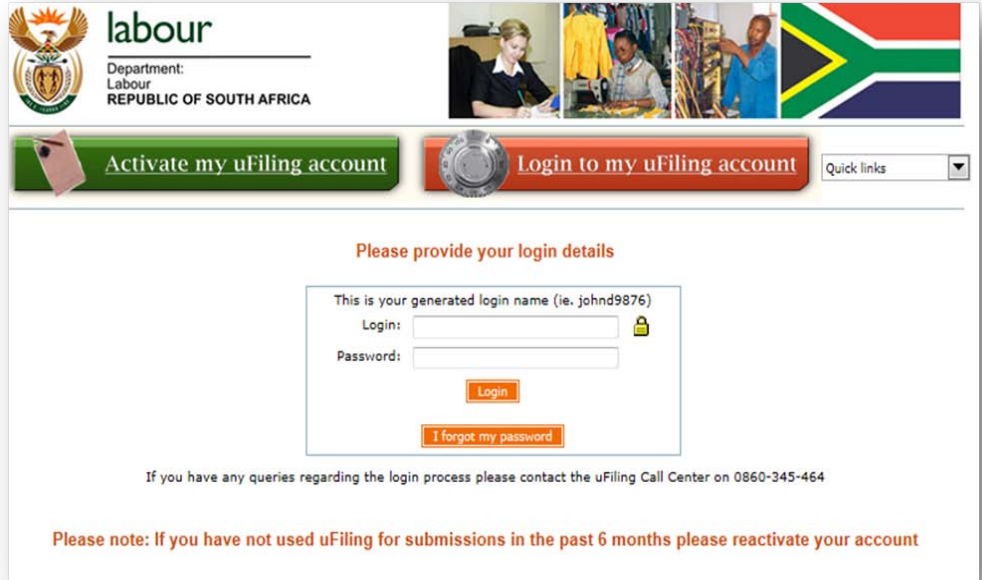
[Back to Quick Links](#)

Login as Commercial Employer or Agent

Step 1

Enter your login name and password .

Click on “Login”



The screenshot shows the UIF uFiling login interface. At the top, there is a header with the UIF logo, the word 'labour', and the text 'Department: Labour REPUBLIC OF SOUTH AFRICA'. To the right of the header are three small images: a woman working, a man working, and the South African flag. Below the header, there are two main buttons: 'Activate my uFiling account' (green) and 'Login to my uFiling account' (red). To the right of these buttons is a 'Quick links' dropdown menu. The main content area is titled 'Please provide your login details'. It contains a box with the text 'This is your generated login name (ie. johnd9876)'. Below this, there are two input fields: 'Login:' and 'Password:'. The 'Login:' field has a lock icon next to it. Below the input fields is a 'Login' button. Below the 'Login' button is a link that says 'I forgot my password'. At the bottom of the page, there is a note: 'If you have any queries regarding the login process please contact the uFiling Call Center on 0860-345-464'. Below this note is another note: 'Please note: If you have not used uFiling for submissions in the past 6 months please reactivate your account'.

Step 2

Once you have successfully logged in to the uFiling system, you will be able to:

- Amend your uFiling activated details (both User and Employer)
- Change your Password
- View/change Banking details
- Access Declarations



Home

Employers JOHN DOE

Employer Details		User Details	
First Names	JOHN	First Names	JOHN
Surname	DOE	Surname	DOE
UIF Reference Number	1971779/2	Occupation	ACCOUNTANT

Step 1
Call the UIF on 012 337 4000 to Register and obtain your UIF number...

Step 2
Visit www.ufiling.co.za and click on "Activate my uFiling account" button

Step 3
Capture Employee Declarations (Declarations (U19) menu option)

Step 4
Submit your return (U17 Returns (U17) menu option)

Step 5
Pay My Return (U17 Return (U17) menu option)

Menu Options

Once you have successfully logged into the uFiling system, you will be able to do the following:

User

1

- Add New User
- View / Amend your user details
- Amend User Rights
- Change your own password

1

User

- ▶ Add New
- ▶ View/Amend Details
- ▶ Amend Rights
- ▶ Change Password

UIF Return

2

- View and Submit your return

2

UIFReturn

Reports

3

- Download reports for :
 - Payments
 - Unpaid Returns
 - Employer Statement of Account

3

Reports

Profile

4

- Add , Update and Switch profiles

4

Profile

Employer

5

- Add New Employer
- View/Amend Employer Details
- View / amend Banking details
- Add Director
- View / Amend Director
- View Work Items
- View Employee Back dated Change requests

5

Employer

6

Declarations

Declarations

6

- Add new Employee Declaration
- View/Amend Employee Declaration

Add New User

Step 1

This section allows you to add another user to ease the workflow process.

Enter a username and a password for the new user

Give the new user specific access rights to the system.

The user authorisation levels are as follows:

- **Administrator**- Full rights to the system
- **Payments** – The user can submit returns and make payments
- **Submission** – The user can submit a return
- **Completion** – the user can complete and save a return.
- **View Only** – the user can view returns history
- **No Access** – the user's rights to the system has been revoked

User

Add New
View/Amend Details
Amend Rights
Change Password
UIFReturn
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uFiling Call Center: 0860-345-464
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Create new user

Login Details

Please enter your preferred login name

Example: Brianb

Your login name provided above will be used to create a unique login name and that is done by the adding of 4 numeric values at the end of your preferred login name. For example (Brianb0014)

Password

Example: Fiat01

Confirm Password

Password Hint

(Should you forget your password)

The user you are adding will be required to change this password

User Authorization Level

Select

User Information

Title
Initials
First names

Select

Identification Type

Select

South African ID

Correspondence E-mail Address

Example: brianb@example.co.za

Telephone Number

()

Example: 011 1234567

Cell Number

Example: 0821234567

Fax Number

()

Example: 011 1234567

Occupation

Address

Please use the "... " button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.

Postal Address

Example: P.O.Box 123456

Suburb

Example: Sandton

City

Example: Johannesburg

Postal Code

Example: 2146

Submit

Once you have completed the new user's details, click on the Submit button.

Step 2

The new user's profile has been created. The new user will receive an email confirming their login name and password.

Create new user

The User has successfully been added. Their login details have been mailed to them

Login Details

Please enter your preferred login name	<input type="text" value="Antons1280"/> <small>Example: Brianb</small> <small>Your login name provided above will be used to create a unique login name and that is done by the adding of 4 numeric values at the end of your preferred login name. For example (Brianb0014)</small>
Password	<input type="password" value="*****"/> <small>Example: Fiat01</small>
Confirm Password	<input type="password" value="*****"/>
Password Hint	<input type="text" value="Name101"/> <small>(Should you forget your password, we will give you the password hint on request.)</small>

The user you are adding will be required to change this password on first login

User Authorization Level	<input type="text" value="Administrator (Commercial/Agent)"/>
--------------------------	---

User – View/Amend Details

Step 1

To change or update your user details, click in the View/Amend Details tab on the menu

User

- ▶ Add New
- ▶ View/Amend Details
- ▶ Amend Rights
- ▶ Change Password

Amend Rights

Step 1

To amend your user rights, click on the “Amend Rights” tab on the user menu.

A list of employers currently assigned to you will be displayed.

You can remove your access from the Employer by removing the tick next to the employer name, or you can change your Authorisation level from the drop down list.

User

- ▶ Add New
- ▶ View/Amend Details
- ▶ Amend Rights
- ▶ Change Password
- UIFReturn
- Reports
- Profile
- Employer
- Declarations
- uFiling Call Center: 0860-345-464
- Contact Us
- Home

User rights

Employer search

Name	<input type="text"/>	<small>The wild card character (*) may be used</small>
Organisation registration number	<input type="text"/>	
Employer UIF Reference number	<input type="text"/>	

Employer name: POTGIETER C F	UIF reference number: 1971779/2	
Employer Name	Trading as	Select
POTGIETER C F		<input checked="" type="checkbox"/>
Authorization level <input type="text" value="Administrator (Commercial/Agent)"/>		<input type="checkbox"/> Select all

Step 2

This section allows you to update your:

- Email address
- Contact Details
- Postal / Physical Address

Note: your Name, Surname and ID number cannot be updated. You will need to consult your branch to update these details.

User

View/Amend Details

Change Password

UIFReturn

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Employer

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User Details

View/Amend your details

All input fields below are mandatory fields

Title	Initials	First names	Surname
Mr	J	JOHN	DOE

Identification Type

South African ID

South African ID

8110245234084

Correspondence E-mail Address

Example: brianb@bbbbbb.co.za

Telephone Number

(012) 3456789

Example: 011 1234567

Cell Number

0823456789

Example: 0821234567

Fax Number

(086) 7891011

Example: 011 1234567

Number of Employees

1

Please tell us how you heard about UIF uFiling

From my Accountant

Occupation

waiter

Address

Please use the "... " button to search for your Suburb and Postal Code.
Alternatively type in the your Suburb and Postal Code.

Same as postal address

Postal Address

Physical Address

28 Boslaan

28 Boslaan

Example: P.O.Box 123456

Suburb

ALLEN GROVE

ALLEN GROVE

Example: Sandton

City

KEMPTON PARK

KEMPTON PARK

Example: Johannesburg

Postal Code

1619

1619

Example: 2146

Update

User – Change Password

Step 1

To change your password, Click on the “Change Password “ Tab.



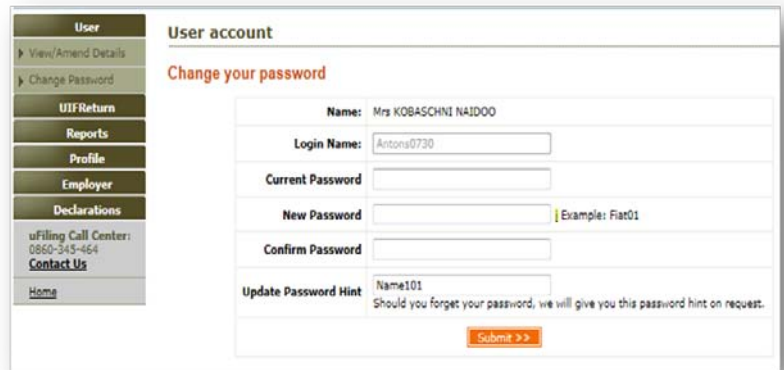
Step 2

You can now change your password by:

- Entering your current password
- Enter your new password
- Retype your password
- Update your password hint

Click “submit” for the changes to take effect.

You will need to enter your new password on your next login.

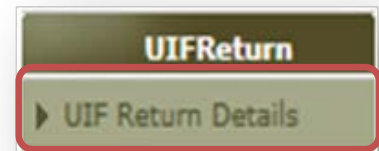


[Back to Quick Links](#)

UIF Returns

Step 1

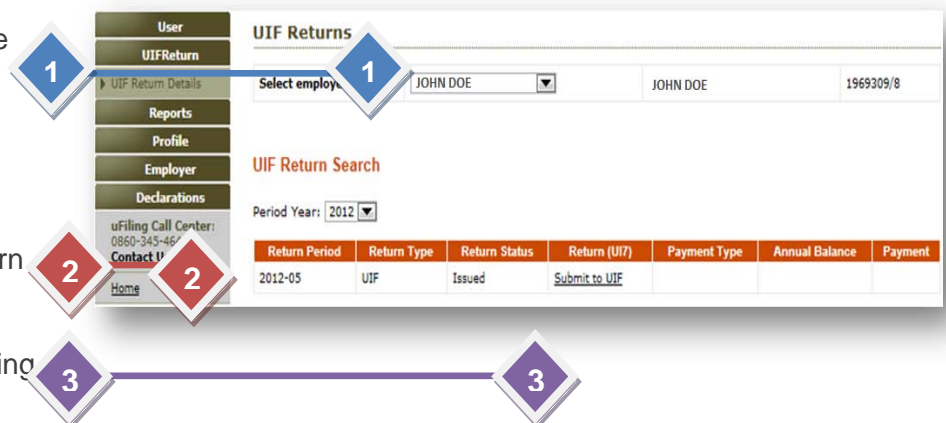
To access and submit your UIF return, click on the “UIF Return Details” tab



Step 2

In this section, you can:

- Select employer (if you have entered more than one employer on your uFiling profile)
- Search for older returns by changing / selecting the return period
- Open the UIF return by clicking on the “Submit to UIF” link.



Return Period	Return Type	Return Status	Return (UI7)	Payment Type	Annual Balance	Payment
2012-05	UIF	Issued	Submit to UIF			

Step 3

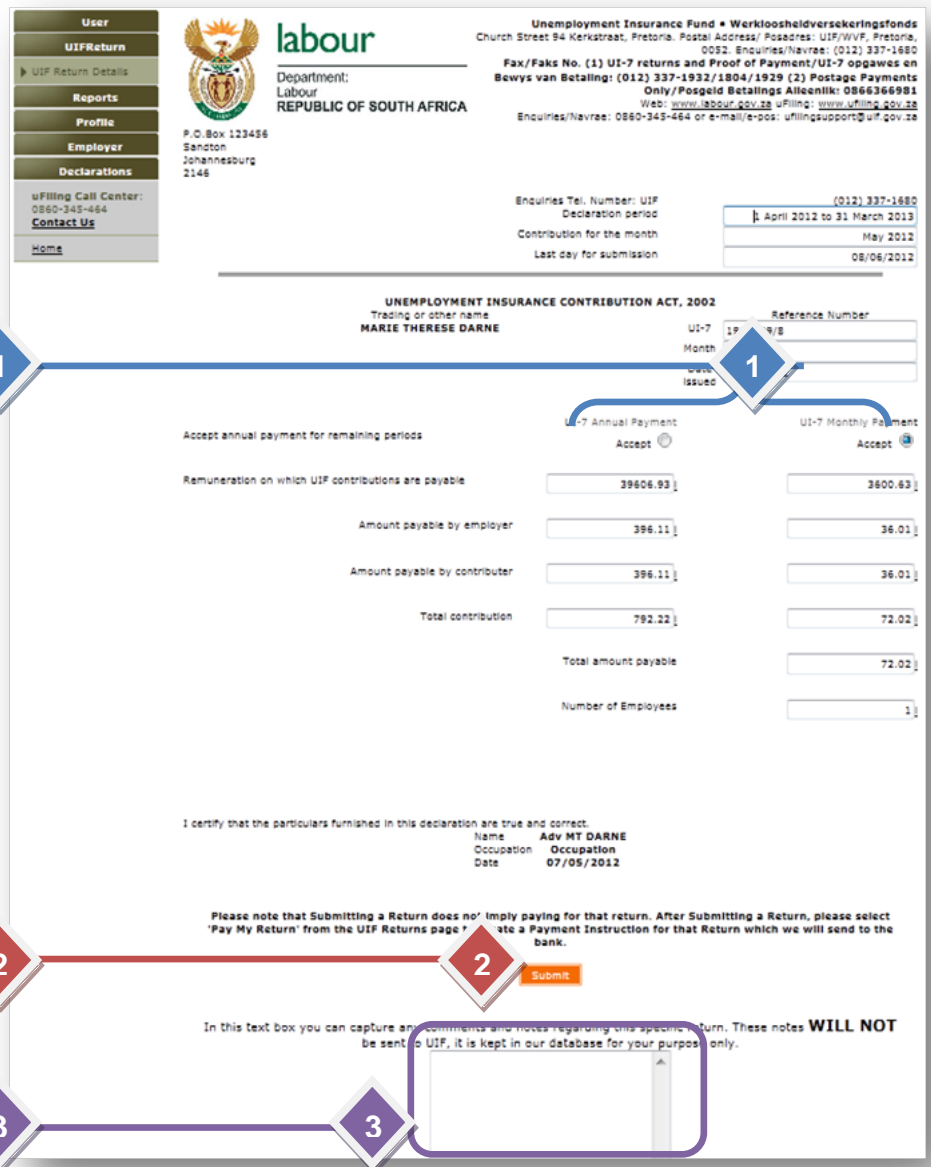
Your return is calculated according to your employee declaration.

You have the option to change your payment option to either monthly or annually by clicking either of the radio buttons.

Note: If you select your payment option as annually, you must still submit your declarations monthly.

Submit your return to the UIF.

You can add notes on your return of other users to view.



UNEMPLOYMENT INSURANCE CONTRIBUTION ACT, 2002
Trading or other name
MARIE THERESE DARNE

UI-7
Month
Issued

Reference Number
IP 9/8

Accept annual payment for remaining periods
UI-7 Annual Payment
Accept ☐

UI-7 Monthly Payment
Accept ☐

Remuneration on which UIF contributions are payable
39606.93

Amount payable by employer
396.11

Amount payable by contributor
396.11

Total contribution
792.22

Total amount payable
792.02

Number of Employees
1

I certify that the particulars furnished in this declaration are true and correct.
Name: Adv MT DARNE
Occupation: Occupation
Date: 07/05/2012

Please note that Submitting a Return does not imply paying for that return. After Submitting a Return, please select 'Pay My Return' from the UIF Returns page to create a Payment Instruction for that Return which we will send to the bank.

Submit

In this text box you can capture any comments and notes regarding this specific return. These notes **WILL NOT** be sent to UIF, it is kept in our database for your purposes only.

Step 4

You can choose to pay your return now, or submit additional returns and pay later.

To pay your return now, click on the "Continue with payment" button.



Return Submitted

Your return has been submitted to UIF for processing.
PLEASE NOTE: Your return **HAS NOT YET BEEN PAID**.
In order to pay for your return now, click on the "Continue with payment" button. To return to the list of returns, click on the "Back to returns" button.

Continue with payment

Print Return

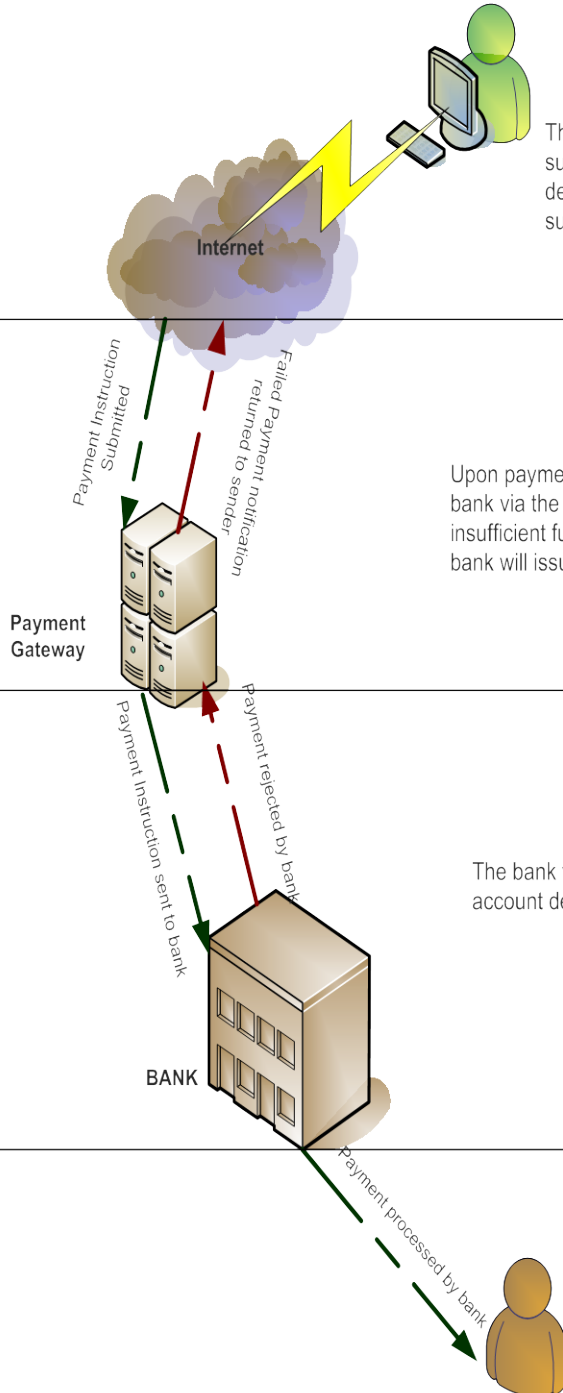
Back to returns

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Payment Method – uFiling (Debit-Pull)

uFiler

The user will submit a payment via the uFiling system, after the return is submitted. The payment method that was selected when the banking details were loaded is Debit Pull, therefore once the payment instruction is submitted, no further action needs to take place.



Payment Gateway

Upon payment submission, the payment instruction is created and passed to the bank via the payment gateway. If the bank reject your payment instruction due to insufficient funds; account closed; account type invalid or for what ever reason, the bank will issue a payment failed notification.

BANK

The bank will either process or reject the payment request by validating the account details, account type and funds availability.

Beneficiary

In this instance, the beneficiary is the UIF.

Step 1

To submit your payment directly via the uFiling system, click the “Pay using uFiling” button.

User

UIFReturn

UIF Return Details

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0860-345-464

Contact Us

Home

Select payment method

UIF Reference Number: 1969309/8

Employer	Payment Due Date	Return Period	Return Status	Payment Status	Amount Due	Note	View
JOHN DOE	2012/06/08	201205	Submitted	New	72.02		View Return

Payments can be made from a banking account of your choice. The following payment methods are available:

- Pay using uFiling** this is a once off debit instruction – Choose the bank account you wish to pay from and instruct the payment. Your account will be debited with the requested amount and you will receive notification once the payment has been confirmed successful by your bank.
Please note this does not create a monthly debit order.
- Electronic Payment via Internet** this payment transaction is initiated/loaded on the uFiling site. Once you have completed the payment instruction, the payment will be available for authorisation from your Internet banking account. Please ensure that you log in to your Internet banking account to authorize the payment and complete the payment process. Only once the user has logged into the banking product and authorised the payment request is this transaction regarded as an effective payment.
This payment option is presently only available to FNB, Standard Bank and Nedbank clients, other banks will be added shortly.
If you do not have FNB, Standard Bank or Nedbank internet banking please choose the "Pay using uFiling option" which is a once-off debit instruction
If you select the Standard Bank Business Online option you will need to have a business account with Standard Bank, this option is currently not available for individuals who have a personal banking account with Standard Bank
If you select the Nedbank Business Banking option you need to have a business account with Nedbank. For personal account holders: please use the Nedbank Internet Banking option.
If you select the Nedbank Internet Banking option you need to have a personal banking account with Nedbank. For business account holders: please use the Nedbank Business Banking option.

Pay using uFiling

Electronic Payment via Internet

Manual Payment - Capture details of payment made outside of this system

Step 2

This payment method is referred to as “Debit Pull”, this means that the bank account you have entered during your activation process will be directly debited, and paid to the UIF.

To action the payment, Click on the “Do Payment” button at the bottom right hand side of the screen.

User

UIFReturn

UIF Return Details

Reports

Profile

Employer

Declarations

uFiling Call Center:
0860-345-464

Contact Us

Home

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.

Account Name

Domestic Account

Account Number

424549581

Payment Request Date

2012/05/07

Please use the format: yyyy/mm/dd

Payment Amount

72.02

Comments

<<Back

Do payment >>

Please make sure that you complete the payment process and receive a payment reference number as proof of payment.

Copyright © 2012 UIF uFiling

Step3

Your payment summary is displayed, you can now complete the payment process by clicking on the “Do payment” button.

The system will display your payment reference number at the end of your transaction.

User

UIF Return

UIF Return Details

Reports

Profile

Employer

Declarations

uFiling Call Center:
0860-343-464

Contact Us

Home

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Pay using uFiling**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From: **JOHN DOE**

• Bank: **FNB**

• Branch number: **250655**

• Account holder: **Marie**

• Account number: **424549581**

To: **UIF**

• UIF reference number: **196930981205**

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing.

You will be informed of the result of this transaction.

<< Back

Do payment

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Electronic Payment via Internet (Credit Push)

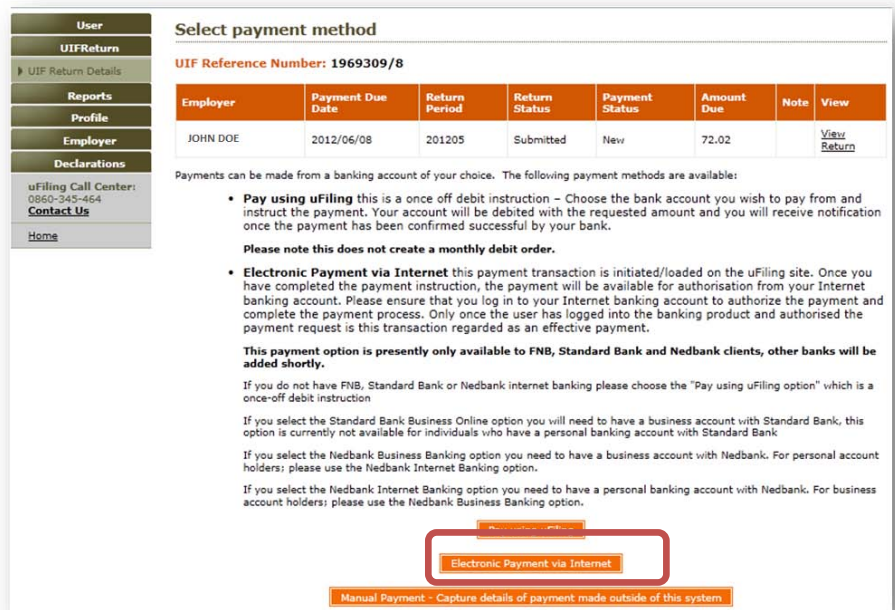
Payment transactions that are initiated on the uFiling site are presented to the banking product as bill presentation or a payment request. Only once the user has logged into their banking product and authorised the payment request, this transaction is regarded as an effective payment. Credit push transactions are assumed as irrevocable.

Benefits of using Credit push payments

- Multiple payment instructions can be authorised as a lump sum to save on bank charges
- Proof of payment obtainable on both uFiling and your banking system's transaction history 24/7
- Post dated payments can be created and instructed on certain electronic banking products.
- Payment instructions initiated on uFiling will automatically update beneficiary reference numbers/code to avoid misallocation of payments.

Step 1

To pay your return using your internet banking profile, click on the “Electronic Payment via Internet” button.



Select payment method

UIF Reference Number: 1969309/8

Employer	Payment Due Date	Return Period	Return Status	Payment Status	Amount Due	Note	View
JOHN DOE	2012/06/08	201205	Submitted	New	72.02		View Return

Payments can be made from a banking account of your choice. The following payment methods are available:

- Pay using uFiling** this is a once off debit instruction – Choose the bank account you wish to pay from and instruct the payment. Your account will be debited with the requested amount and you will receive notification once the payment has been confirmed successful by your bank.
- Electronic Payment via Internet** this payment transaction is initiated/loaded on the uFiling site. Once you have completed the payment instruction, the payment will be available for authorisation from your Internet banking account. Please ensure that you log in to your Internet banking account to authorize the payment and complete the payment process. Only once the user has logged into the banking product and authorised the payment request is this transaction regarded as an effective payment.

This payment option is presently only available to FNB, Standard Bank and Nedbank clients, other banks will be added shortly.

If you do not have FNB, Standard Bank or Nedbank internet banking please choose the "Pay using uFiling option" which is a once-off debit instruction

If you select the Standard Bank Business Online option you will need to have a business account with Standard Bank, this option is currently not available for individuals who have a personal banking account with Standard Bank

If you select the Nedbank Business Banking option you need to have a business account with Nedbank. For personal account holders: please use the Nedbank Internet Banking option.

If you select the Nedbank Internet Banking option you need to have a personal banking account with Nedbank. For business account holders: please use the Nedbank Business Banking option.

Electronic Payment via Internet

Manual Payment - Capture details of payment made outside of this system

Step2

Note: You will only be able to use this service if you are registered for internet banking with :

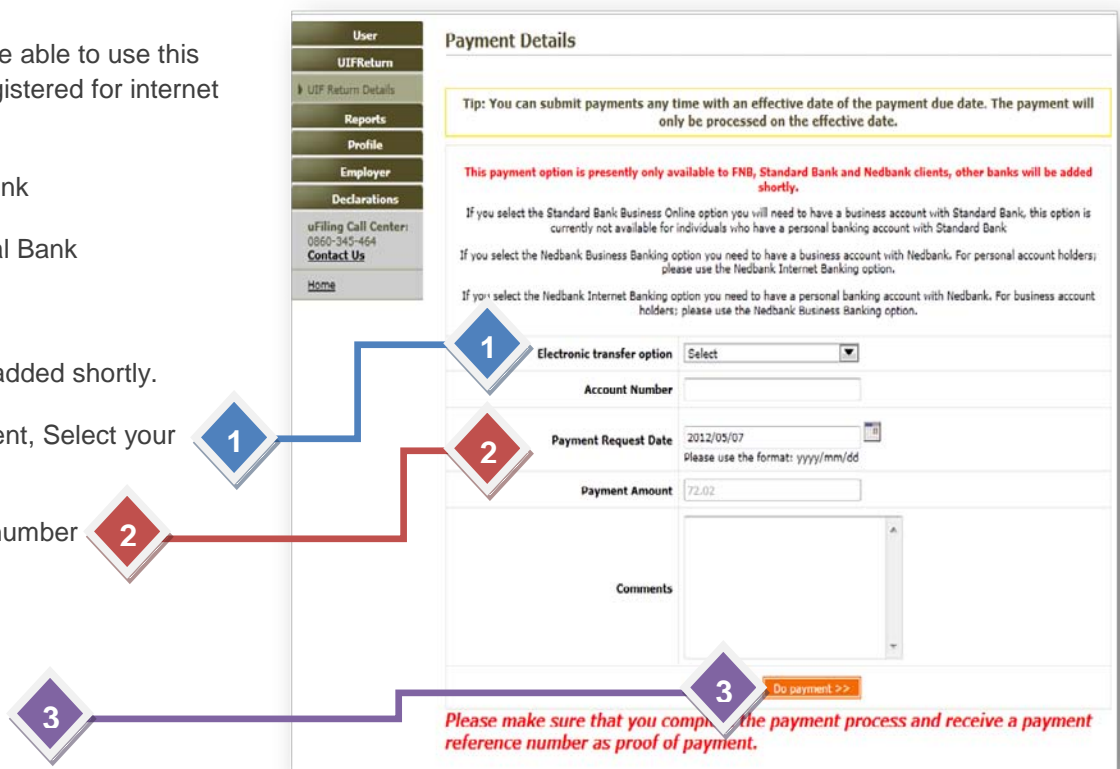
- Standard Bank
- First National Bank
- Ned Bank

Other banks will be added shortly.

To submit the payment, Select your transfer option.

Enter your account number

Click “Do Payment”



Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.

This payment option is presently only available to FNB, Standard Bank and Nedbank clients, other banks will be added shortly.

If you select the Standard Bank Business Online option you will need to have a business account with Standard Bank, this option is currently not available for individuals who have a personal banking account with Standard Bank

If you select the Nedbank Business Banking option you need to have a business account with Nedbank. For personal account holders: please use the Nedbank Internet Banking option.

If you select the Nedbank Internet Banking option you need to have a personal banking account with Nedbank. For business account holders: please use the Nedbank Business Banking option.

Electronic transfer option:

Account Number:

Payment Request Date: 2012/05/07
Please use the format: yyyy/mm/dd

Payment Amount: 72.02

Comments:

Do payment >>>

Please make sure that you complete the payment process and receive a payment reference number as proof of payment.

Step 3

In this example, FNB's Internet banking is used as the payment method.

To proceed with the payment Process, Click on the "Do Payment" button.

You will receive a payment reference number to confirm that your payment has been initialized. You will be required to login to your Internet Banking profile to complete the payment.

- User
- UIFReturn
- UIF Return Details
- Reports
- Profile
- Employer
- Declarations
- uFiling Call Center: 0860-345-464
- Contact Us
- Home

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Electronic Payment via Internet**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From: **JOHN DOE**

- Bank: **FNB Internet Banking**
- Account number: **424549581**

To: **UIF**

- UIF reference number: **196930981205**

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing. You will be informed of the result of this transaction.

[<<Back](#)
[Do payment](#)

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Capture Payments made outside of this system

Step 1

You can use this method to confirm that your payment was made using alternative methods, but would like to update your user profile by capturing your payment details for record purposes only.

Please be advised that this is not a sufficient means of proof of payment. Thus, you will still need to safeguard your original proof of payment.

You can now successfully capture your payment date, means of payment and payment reference number.

Click on "Save"

- User
- UIFReturn
- UIF Return Details
- Reports
- Profile
- Employer
- Declarations
- uFiling Call Center: 0860-345-464
- Contact Us
- Home

Capture Manual Payment Details

How did you pay? Select

Payment date:
Please use the format: yyyy/mm/dd

Bank reference number / Cheque number:

Cheque Date:

Your reference number:

Bank account: Domestic Account

Other bank details:

Amount paid:

Comments:

[Save](#)

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Reports

Step 1

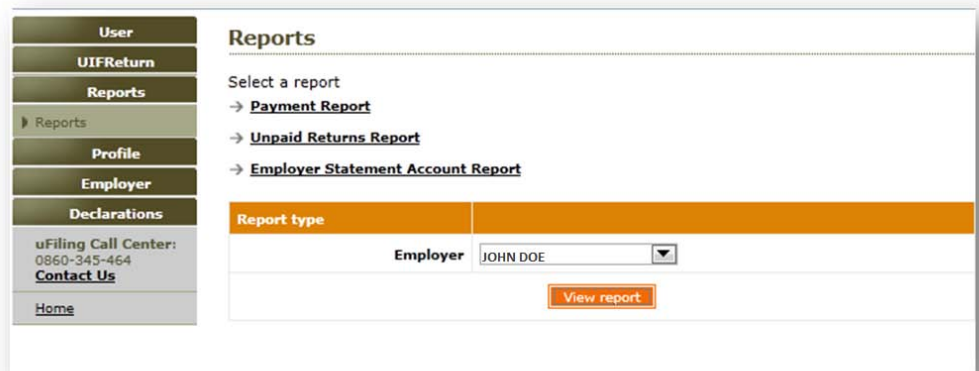
To access the reports section, click on the Reports tab.



Step 2

In this section you can view and download the following reports:

- Payment Report
- Unpaid returns report
- Employer Statement of Account Report.



To select a specific report, click on either of the report links and click

“View report”

Reports – Payment Report

The report details are displayed and contain:

- Transaction date and time
- Recipient Reference Number
- Source Reference Number
- Transaction Amount
- Transaction Status

You can **download** your payment report in either via **excel** or **Word** format and save it at a location on your PC.

Payment Report				
				Print report
Select format to export to (<i>Optional</i>)				<input type="radio"/> Excel <input type="radio"/> Word Download report
Transaction Date	Recipient Reference Number	Source Reference Number	Transaction Amount	Transaction Status
9/9/2009 7:53:14 AM	M0909UIF00005038	M0909UIF00005038	416.68	AFFECTED
9/9/2009 8:13:20 AM	4356	4356	416.68	AFFECTED
9/9/2009 8:21:00 AM	M0909UIF00005038	M0909UIF00005038	40.00	AFFECTED
9/9/2009 8:22:33 AM	0000	0000	40.00	AFFECTED
9/9/2009 9:56:16 AM	Anton	Anton	200.00	AFFECTED
9/9/2009 5:55:27 PM	M0108UIF00005038	M0108UIF00005038	449.56	SENTBANK
9/9/2009 5:56:44 PM	M0809UIF00005038	M0809UIF00005038	349.56	AFFECTED
9/11/2009 7:23:45 AM	M0909UIF00005038	M0909UIF00005038	200.00	
9/11/2009 7:37:56 AM	M0909UIF00005038	M0909UIF00005038	200.00	
10/14/2009 10:40:20 AM	M1009UIF00005038	M1009UIF00005038	919.12	SENTBANK
10/14/2009 10:43:57 AM	M0909UIF00005038	M0909UIF00005038	200.00	SENTBANK
12/2/2009 4:57:33 PM	M1009UIF00005038	M1009UIF00005038	2957.24	

Reports – Unpaid Returns Report

Your unpaid returns report, based on the employer you have selected, will be displayed and will include the following information:

- Return Period
- Employer Name
- UIF Reference number
- Return status code
- Declaration Issue Date
- Declaration Due Date
- Declaration Amount

You can **download** your unpaid returns report in either via **excel** or Word Format, and save it to a location on your PC.

Reports

Select a report

→ [Payment Report](#)

→ [Unpaid Returns Report](#)

→ [Employer Statement Account Report](#)

Report type	
Employer	uifcomfund

[View report](#)

Unpaid Returns Report

[Print report](#)

Select format to export to (Optional) ☐ Excel ☐ Word [Download report](#)

Period	EmployerName	UIFReferenceNumber	Return Status Code	Declaration Issue Date	Declaration Due Date	Declaration Amount
2009/11	uifcomfund	0000601/1	Submitted	11/1/2009 12:00:01 AM	3/24/2010 11:40:26 AM	1596.54
2010/3	uifcomfund	0000601/1	Submitted	3/1/2010 12:00:01 AM	3/24/2010 11:44:10 AM	1596.54

Reports – Employer Statement Account Report

Step 1

To view your Employer statement of Account report, select employer and date range. Click on View report

Report type	Employer Statement Account Report
Employer	Bezphotos
Date range	<input checked="" type="radio"/> Year to date <input type="radio"/> Total per financial year

[View report](#)

Step 2

Your Statement of Account report for the employer will be displayed on the screen and will include the following information:

- Return Period
- Declared UIF Liability
- Payment via uFiling
- Payment via external
- Total Payment

Employer Statement Account Report				
Print report				
Select format to export to (Optional) <input type="radio"/> Excel <input type="radio"/> Word Download report				
Period	Declared UIF Liability	Payment via Ufiling	Payment via External	Total Payment
2009/8	797.42	797.42	0.00	797.42
2009/9	797.42	797.42	0.00	797.42
2009/10	797.42	797.42	0.00	797.42

You can **download** your Employer Statement of Account Report in either via **excel** or **Word** format and save it to a location on your PC.

[Back to Quick Links](#)

Profile

This functionality allows you to create additional profiles to perform various tasks.

To access the profile section, select the profile tab and click either


- New Profile
- Update Profile
- Switch Profile



New Profile

You can create an additional profile by entering the following:

- New Profile Name
- Select if the new profile will be your default profile
- Select a new Profile Type
- Enter your address
- Enter your contact details



Profile: Domestic User Profile

User

UIFReturn

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Profile

Employer

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UFiling Call Center: 0860-345-464

Contact Us

NewProfile

Create a new Profile

Profile Name

Default Profile

Select Profile Type

Select

Employee

Commercial Employer/ Agent

Domestic Employer

Address Details

Address

Please use the "..." button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.

Postal Address

Suburb

Postal Code

Contact Details

Contact details to new profile

Response E-mail Address

Telephone Number

Cell Number

Fax Number

Create

Click on Create when done.


The system will confirm that your new profile has been created. You can click on “switch now” to switch to your new profile.

User	Profile Created
UIFReturn	Profile Anton has been created successfully.
Reports	Do you wish to switch to this now? Switch Now
Profile	
▶ New Profile	
▶ Update Profile	
▶ Switch Profile	
Employer	
Declarations	
uFiling Call Center: 0860-345-464 Contact Us	
Home	

You are now required to add a new employer to your profile.

The employer section will be explained in detail later in this user guide.

User	Home	
Profile	There are no employers linked to your user, please create a new employer from the menu on the left hand side	
▶ New Profile	Employers	No Employers Linked ▼
▶ Update Profile	Employer Details	User Details
▶ Switch Profile	Employer Name	First Names MARIE THERESE
Employer	Registration Number	Surname DARNE
uFiling Call Center: 0860-345-464 Contact Us	UIF Reference Number	Occupation Occupation



Update Profile

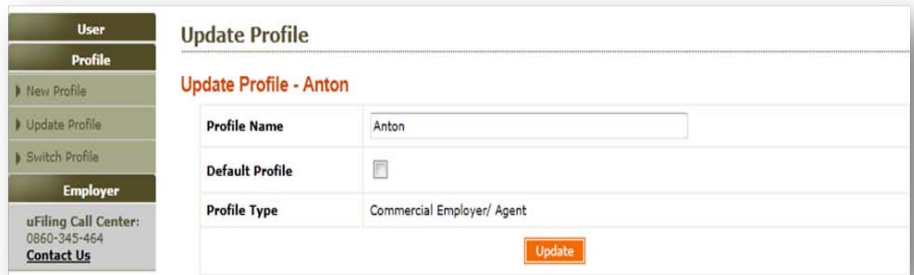
Step 1

To update your profile, select the “Update Profile” Tab

Profile
▶ New Profile
▶ Update Profile
▶ Switch Profile

Step 2

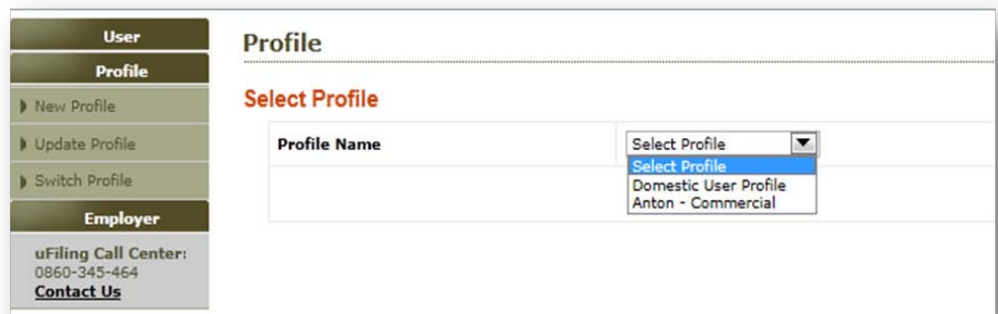
You are able to update your profile name and select if this profile is your default profile.



Switch Profile

You can now switch between your two profiles.

In this example: You can switch from your Domestic profile to your Commercial Profile.



[Back to Quick Links](#)

Employer

In this section, you can perform the following tasks:

- View / Amend Details of the employer
- View/Add Banking details
- View Work items assigned to you
- View Employee Backdated Change Requests



View / Amend Details

This section allows you to update your contact details and postal / physical address

Click "Update" to save your updates.

User

UIFReturn

Reports

Profile

Employer

View/Amend Details

Bank Account Details

Work Items

Employee Backdated Change Requests

Declarations

uFiling Call Center: 0860-345-464

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Home

Employer details

View/Amend your details

All input fields below are mandatory fields

Title	Initials	First names	Surname
Adv	MT	MARIE	DARNE

Identification Type: South African ID

South African ID: 8106230021084

Correspondence E-mail Address: Aaron.Makole@InterFile.co.za Example: brianb@bbbbbb.co.za

Telephone Number: (011) 1234567 Example: 011 1234567

Cell Number: 0821234567 Example: 0821234567

Fax Number: (011) 1234567 Example: 011 1234567

Number of Employees: 1

Please tell us how you heard about UIF uFiling: Media - Newspaper

Occupation: Occupation

Address: Please use the "... " button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.

Same as postal address

Postal Address	Physical Address
P.O.Box 123456	P.O.Box 123456 Example: P.O.Box 123456
Suburb: Sandton	Sandton Example: Sandton
City: Johannesburg	Johannesburg Example: Johannesburg
Postal Code: 2146	2146 Example: 2146

Update

Bank Account Details

Your banking details are displayed. This allows you to change or update your banking details.

Should you wish to add another account, click on the "Add" button at the bottom of the screen.

Profile

Employer

Amend Details

Account Details

Items

Employee Backdated Change Requests

Declarations

uFiling Call Center: 0860-345-464

Contact Us

Select employer: MARIE THERESE DARNE

Employer name: MARIE THERESE DARNE

UIF reference number: 0000601/1

Select bank account: New

Account Name: Example: John Smith, ABC Shoes Pty (Ltd), Jason Trust Account, etc..

Bank: Select

Branch number: Example: 632001

Account holder name: Example: John Smith, ABC Shoes Payroll

Account number: Example: 600044526

Account type: Select


Add

Work Items

Step 1

To access the Work items menu, select Employer and click on the "Work Items" tab.

Your outstanding declarations will appear in your work list.



The screenshot shows the 'Employer Work List' interface. On the left is a navigation menu with options: User, UIF Return, Reports, Profile, Employer, View/Amend Details, Bank Account Details, Work Items, Employee Backdated Change Requests, Declarations, uFiling Call Center: 0860-345-364, Contact Us, and Home. The 'Employer' section is selected. The main area displays a table titled 'Employer Work List' with columns: Description, View, Case Number, and Delete this faulty declaration. A single row is visible with 'Declaration' in the Description column, a 'View' link in the View column, Case Number '6363190202', and a 'Delete declaration' link in the Delete column.

Click "View" to open the Declaration

OR

Click Delete Declaration if you feel the declaration was erroneously issued.

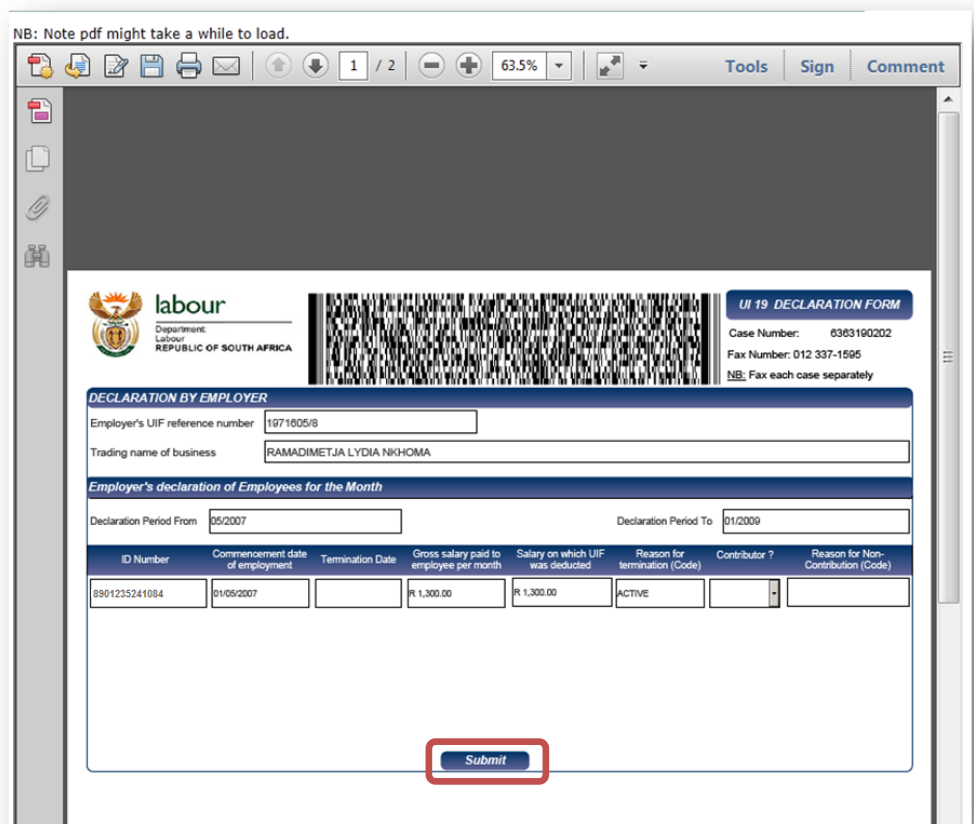
Step 2

The Declaration will open in PDF(Portable Document Format).

If you are unable to open the document, you must install Adobe Reader from the Adobe website:
www.adobe.com

Complete the declaration and click "Submit".

The document will print and you must sign and fax the declaration to 012 337 1595



The screenshot shows the 'UI 19 DECLARATION FORM' in a PDF viewer. At the top, it says 'NB: Note pdf might take a while to load.' The form includes the Department of Labour logo and a barcode. The form fields are as follows:

- DECLARATION BY EMPLOYER**
 - Employer's UIF reference number: 1971805/8
 - Trading name of business: RAMADIMETJA LYDIA NIKHOMA
- Employer's declaration of Employees for the Month**
 - Declaration Period From: 05/2007
 - Declaration Period To: 01/2009
- Table of Employees:**

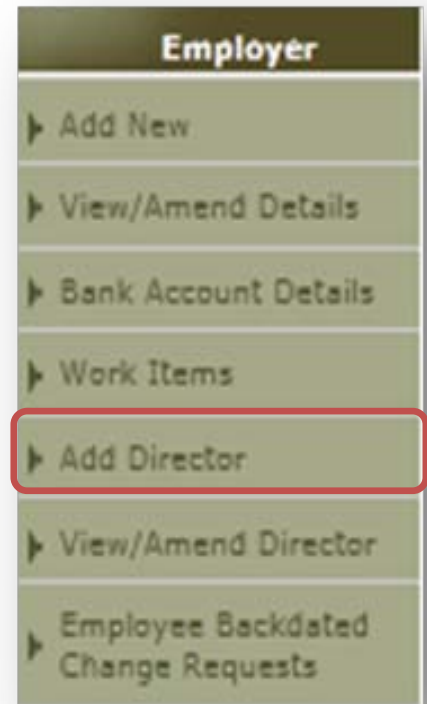
ID Number	Commencement date of employment	Termination Date	Gross salary paid to employee per month	Salary on which UIF was deducted	Reason for termination (Code)	Contributor ?	Reason for Non-Contribution (Code)
8901235241084	01/05/2007		R 1,300.00	R 1,300.00	ACTIVE		

At the bottom right of the form is a red-bordered 'Submit' button.

Add Director

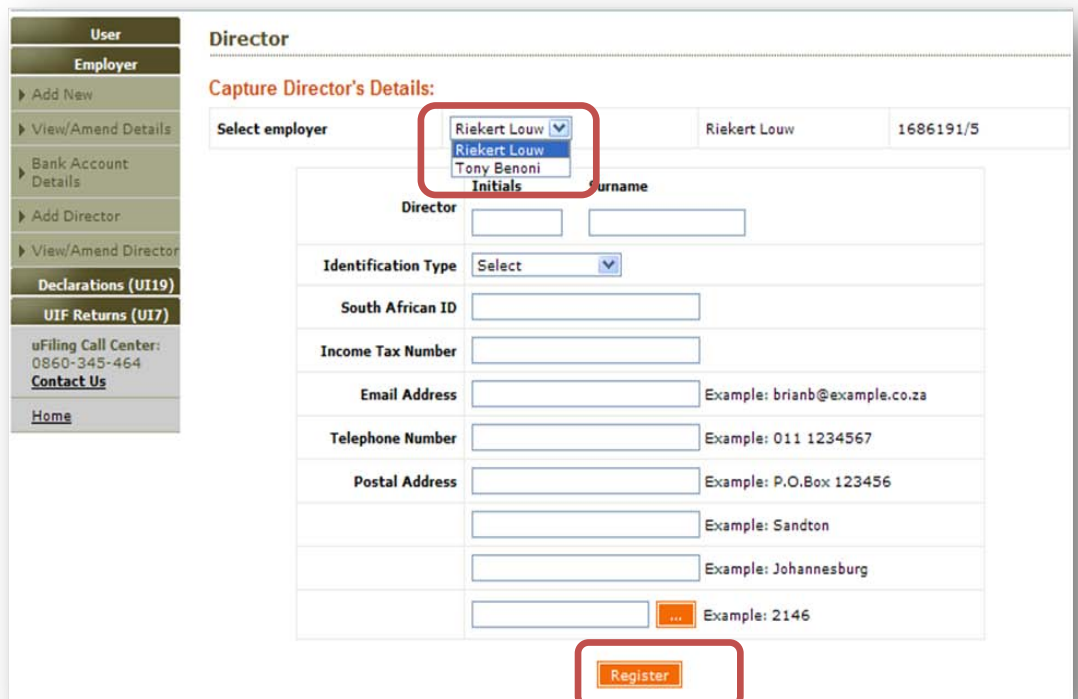
Step 1

To add an Organisation's Director, Click on the Add Director Tab under the Employer Menu



Step 2

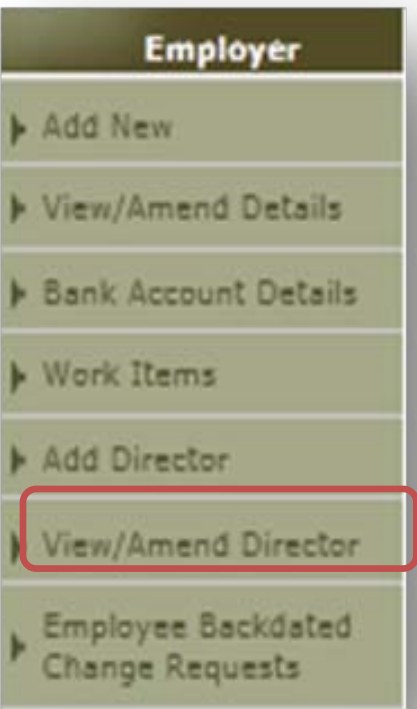
First select the employer on the drop down menu, and then enter the Director's details, including the director's income tax reference number on the system.



View / Amend Director

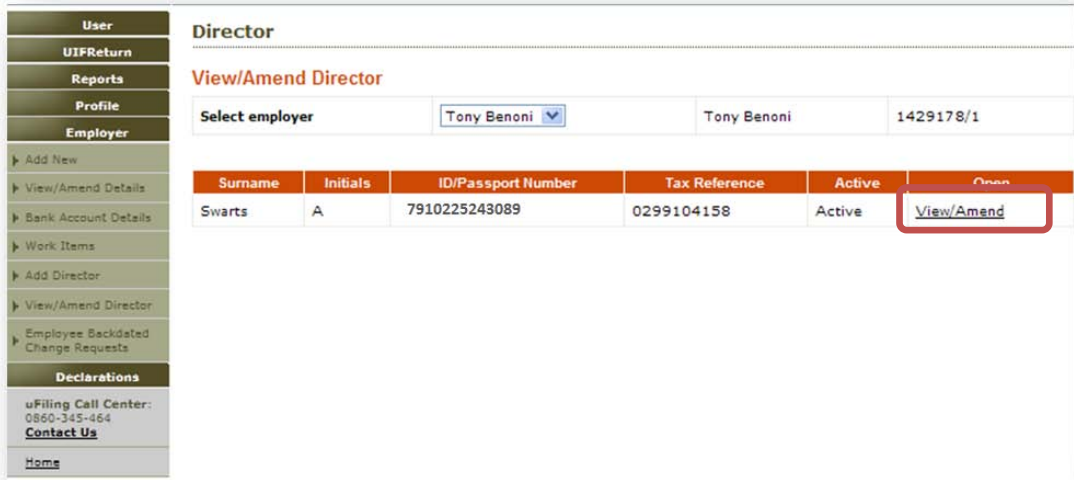
Step 1

Should you wish to edit or view a director's details, select **Employer** and click on **View/Amend Director** on the left hand menu.



Step 2

Any/All your Directors loaded on your uFiling profile will be listed on the screen. You can select the **employer** on the drop down menu and select **View/Amend** on the applicable director's name.



Step 3

Edit any details of the Director. Click **Save**

User

UIFReturn

Reports

Profile

Employer

Add New

View/Amend Details

Bank Account Details

Work Items

Add Director

View/Amend Director

Employee Backdated Change Requests

Declarations

uFiling Call Center: 0860-345-464

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Home

Director

Amend Director's Details:

Tony Benoni

1429178/1

Director	Initials	Surname
	A	Swarts
Identification Type	South African ID	
South African ID	7910225243089	
Income Tax Number	0299104158	
Email Address	antons@benoni.com Example: brianb@example.co.za	
Telephone Number	0113546574 Example: 011 1234567	
Postal Address	p.o.box 11043 Example: P.O.Box 123456	
	Aston Manor	Example: Sandton
	Kempton Park	Example: Johannesburg
	1619	Example: 2146

Has the director left the company?
☐ Yes
☒ No

Save

[Back to Quick Links](#)

Declarations

Clarity on the definition of remuneration

1. The following exclusions are not regarded as remuneration:

- 1.1. **Commission** – Commission received by an employee is not regarded as remuneration.
- 1.2. **Pension** – Any pension payment to which both the employer and employee were contributing to is not regarded as remuneration.
- 1.3. **Superannuation or retirement allowance by way of annuity** – If both the employer and employee were contributing to such funds, the income received is excluded from remuneration.
- 1.4. **Compensation for restraint of trade** – Any amount received in respect of compensation for restraint of trade is not regarded as remuneration.
- 1.5. **Amounts paid to independent contractors** – All amounts paid or payable to independent contractors are not regarded as remuneration.
- 1.6. **Lump sum benefits from any Pension, Provident or Retirement Annuity Funds** – Any lump sum payments received in respect of these Funds are not regarded as remuneration.
- 1.7. **Any pension / allowances received in terms of the following Acts are not regarded as remuneration :**
 - 1.7.1. Aged Persons Act – Old Age Pension
 - 1.7.2. Blind Persons Act – Disability Grant
 - 1.7.3. Disability Grant Act
- 1.8. Amounts paid to an employee to re-imburse the employee for actual business expenses incurred are not defined as remuneration.
- 1.9. Any allowance / advance in terms of an order of divorce or decree of judicial separation or agreement of separation are not regarded as remuneration.

2. As a further guideline the following sources of income would be defined as remuneration:

- 2.1. **Salary** – The normal taxable income / remuneration received by an employee.
- 2.2. **Fees** – Taxable remuneration received by lawyers / consultants etc.
- 2.3. **Bonus** – Taxable remuneration based on performance achieved.
- 2.4. **Wages** – Taxable remuneration normally paid to labourers.
- 2.5. **Director's remuneration** – Taxable remuneration received by Company Directors.
- 2.6. **Leave encashment** – The amount received in respect of leave credits which are encashed.
- 2.7. **Emolument** – Taxable remuneration normally received by an office bearer e.g. mayor, etc.
- 2.8. **Stipend** – The taxable remuneration paid to learners such as article clerks etc.
- 2.9. **Overtime** – The taxable remuneration paid in respect of overtime worked.
- 2.10. **Superannuation allowance** – The taxable amount received in respect of such allowances paid.
- 2.11. **Voluntary awards** – The taxable amounts received in respect of such awards.
- 2.12. **Amounts received or accrued in commutation of amounts due** – A contract is terminated before the expiry date. The payment in lieu of the outstanding period is regarded as remuneration.
- 2.13. **50% of all allowances paid / advance given to an employee / holder of a public office in respect of the expense for travelling for business purposes** – regarded as remuneration.
- 2.14. **A gratuity** received by or accrued to a person from his / her employer because such a person obtained a degree or has been successful in an examination is regarded as remuneration.
- 2.15. **Fringe benefits** received in terms of the 7th Schedule to the Income Tax Act.

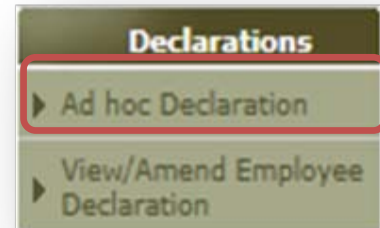
Ad hoc Declaration / Add new Employee

Step 1

This section allows you to either:

- Create an Ad hoc Declaration
- View/amend an existing employee Declaration.

To declare a new employee, click on the “Ad hoc Declaration” tab.



Step 2

To declare a new employee:

Enter the employee's ID number to retrieve the employee's details.

Enter the employee's monthly salary

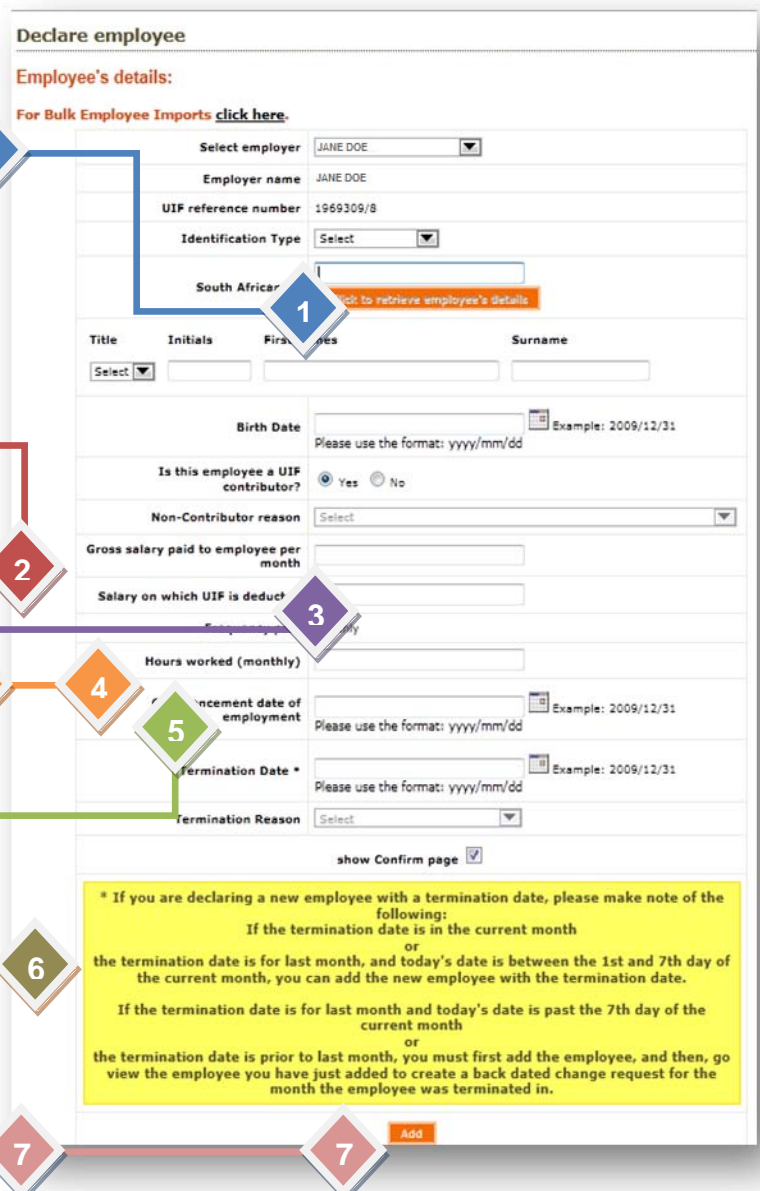
Enter the UIF contribution amount

Enter the employee's hours worked per month

Enter the date the employee started with employment

Read the notice at the end of the page.

Click on “Add” to save the new employee's details



Declare employee

Employee's details:
For Bulk Employee Imports [click here.](#)

1 Select employer JANE DOE

Employer name JANE DOE

UIF reference number 1969309/8

Identification Type Select

South African 1 [click to retrieve employee's details](#)

Title Select Initials First names Surname

Birth Date Please use the format: yyyy/mm/dd Example: 2009/12/31

Is this employee a UIF contributor? Yes No

Non-Contributor reason Select

Gross salary paid to employee per month

Salary on which UIF is deduct 3

Hours worked (monthly) 4

Termination date of employment 5

Termination Date * 5

Termination Reason Select

show Confirm page ☒

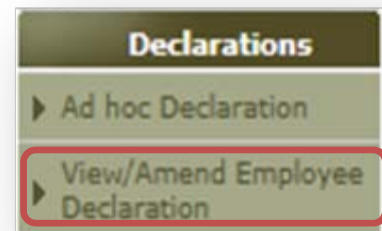
*** If you are declaring a new employee with a termination date, please make note of the following:**
If the termination date is in the current month
or
the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can add the new employee with the termination date.
If the termination date is for last month and today's date is past the 7th day of the current month
or
the termination date is prior to last month, you must first add the employee, and then, go view the employee you have just added to create a back dated change request for the month the employee was terminated in.

7 Add

View / Amend Employee Declaration

Step 1

To amend an employee's details, click on the View/Amend Employee Declaration tab.



Step 2

The next step is to enter some search criteria to display and access a specific employee.

User
UIFReturn
Reports
Profile
Employer
Declarations
New Employee Declaration
View/Amend Employee Declaration
Require Assistance ?
uFiling User Manual
uFiling Call Center:
0860-345-464 or
012-3371680
option 3
Contact Us
Home

View/Amend employee declaration

Select Employer: ROSEMARY ANNE BURGER

Employer name: ROSEMARY ANNE BURGER

UIF reference number: 14777406/6

Employee search

NOTE: Partial details are accepted as search criteria

Surname:

Identification Number:

Employee status: ☒ Active employee's ☐ Terminated employee's

Order by: ☒ Surname ☐ Commencement Date ☐ Id Number

Please Search for employees

Step 3

Your employee will be displayed.

Click "View/Amend" to access the employee's details.

User
UIFReturn
Reports
Profile
Employer
Declarations
New Employee Declaration
View/Amend Employee Declaration
Require Assistance ?
uFiling User Manual
uFiling Call Center:
0860-345-464 or
012-3371680
option 3
Contact Us
Home

View/Amend employee declaration

Select Employer: WILLEM JACOBUS RAS

Employer name: WILLEM JACOBUS RAS

UIF reference number: 1875548/5

Employee search

NOTE: Partial details are accepted as search criteria

Surname: 4810054574084

Identification Number:

Employee status: ☒ Active employee's ☐ Terminated employee's

Order by: ☒ Surname ☐ Commencement Date ☐ Id Number

Employee Name	Identification Number	UIF Salary	Commencement date	Termination date	Period	Status	UIF amount	View / Amend
Hilewitz, David Ralph	4810054574084	5 000.00	2012/01/01		2012-7	PAYMENTPENDING	100.00	View / Amend

Step 4

You can now either update the employee's details, or you can submit a "Back Dated Change Request"

View/Amend employee declaration

Employee's details:

For Bulk Employee Imports [click here](#).

Select employer	WILLEM JACOBUS RAS		
Employer name	WILLEM JACOBUS RAS		
UIF reference number	1875548/5		
Identification Type	South African ID		
South African ID	4810054574084		
Click to retrieve employee's details			
Title	Initials	First names	Surname
Adv	Dr	David Ralph	Hilewitz
Birth Date	1947/06/05 <small>Example: 2009/12/31</small> Please use the format: yyyy/mm/dd		
Is this employee a UIF contributor?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Non-Contributor reason	Select		
Gross salary paid to employee per month	5 000.00		
Salary on which UIF is deducted	5 000.00		
Frequency paid	Monthly		
Hours worked (monthly)	173		
Commencement date of employment	2012/01/01 <small>Example: 2009/12/31</small> Please use the format: yyyy/mm/dd		
Termination Date *	<small>Example: 2009/12/31</small> Please use the format: yyyy/mm/dd		
Termination Reason	Select		
show Confirm page <input checked="" type="checkbox"/>			
<p>* If you are terminating an employee, please make note of the following: If the termination date is in the current month or the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.</p> <p>If the termination date is for last month and today's date is past the 7th day of the current month or the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.</p>			
Update			
<p>** Back Dated Change Request (BCR): Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.</p>			
BCR (**) 			

Bulk Employee Declaration

Rules for the upload of employees

1. If the employee record in the bulk upload file is a new employee, the employee record will automatically be created.
2. If the employee record in the bulk upload file matches an existing active employee record and the commencement date of the two employee records are the same then the existing active employee record will be updated with the information for that employee as per the bulk upload file
3. If the employee record in the bulk upload file matches an existing active employee record and the commencement dates are different, the record will not be uploaded as the active employee record first need to be terminated. The 'view/amend employee' menu option can be used to terminate the employee.
4. If the employee record in the bulk upload file matches an existing terminated employee record and the commencement dates are different and the termination date is prior to the new commencement date (as per the bulk upload file), the employee in the bulk upload file will be created as a new entry with the new commencement date
5. If the employee record in the bulk upload file matches an existing terminated employee record the employee will not be updated unless the terminated reason specified is for maternity or illness.

Non-SARS Paying Employers

If you are NOT submitting PAYE, SDL and UIF to SARS, you will be required to make either a monthly or an annual payment and submit **monthly** declarations via the uFiling system.

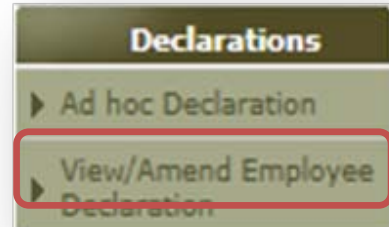
Login to your uFiling profile and on the home page, select **Declarations** and click "New Employee Declaration" on the left hand menu on the screen.

Select the "For Bulk Employee Imports [click here](#)" link.

SARS Paying Employers

If you are submitting PAYE, SDL and UIF to SARS, you will not be required to submit payments via the uFiling system. However it is **required** that you submit your UIF declarations on uFiling every month.

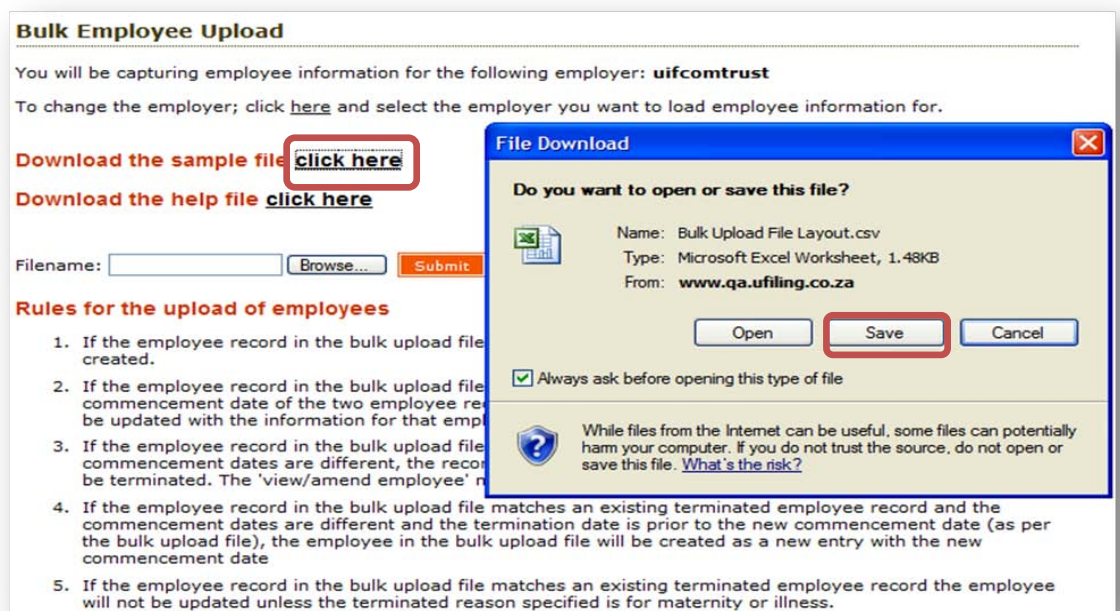
If your UIF contributions are collected by SARS via Employees Tax (EMP201), your Declarations menu will display as “Ad hoc Declaration”



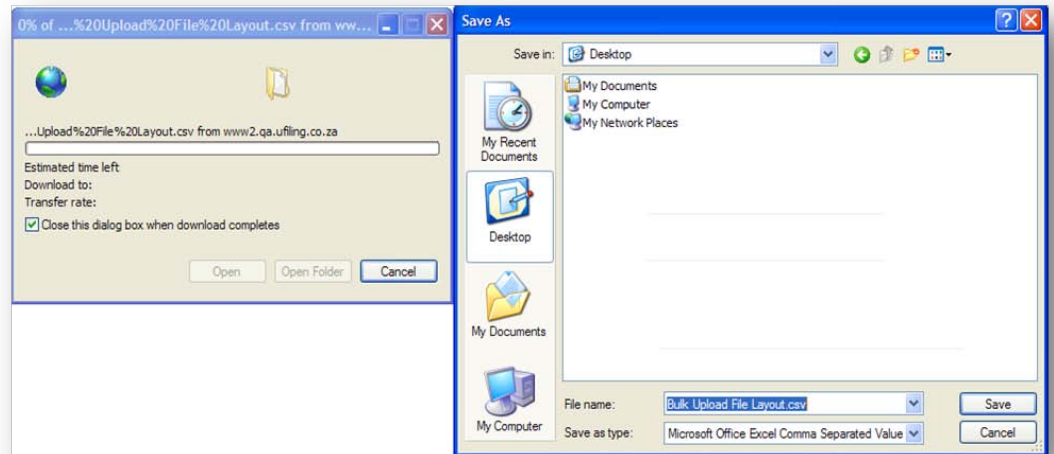
Select the underlined “Click Here” link on the Bulk Employee Imports section to load your employees to the spreadsheet.

Please first print the help file, as this will assist you in the bulk registration process.

From the Bulk Employee upload screen, download the sample file. Your PC will prompt you to either open or save it. Select **Save**

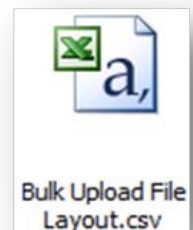


Select a location to save the spreadsheet. Click on **Save** and wait for the download to complete.



Step 1

Go to the location where you have saved the spreadsheet. Double click on the, " **Bulk Upload File Layout. csv**" icon. Please keep the file format as **CSV** when completing and saving the data on the spreadsheet.



First print the spreadsheet with the examples to assist you in completing the spreadsheet. Thereafter, clear the page (except the headings on the 1st line) by highlighting all the fields and click on the **delete** button on your Keyboard.

Entering employee data into the Bulk employee spreadsheet

Gross Remuneration

Within the "**Gross Remuneration column**", enter the employee's remuneration amount. Remuneration is any amount of income which is paid or is payable to any person whether in cash or otherwise and whether or not in respect of services rendered.

J	K
Gross Remuneration	Salary on which UIF is deducted
19500	

Salary on which UIF is deducted

Enter your salary on which UIF is deducted in column 'K'. The **"Salary on which UIF is deducted"** is the calculated difference between the **Gross Remuneration less exclusions** (refer to point 1 of the 'Clarity on the definition of remuneration' above).

J	K
Gross Remuneration	Salary on which UIF is deducted
19500	9000

This example shows Gross remuneration as R19500.00. R10500.00 is commission and is considered as exclusion and thus R9000.00 is entered as the salary on which UIF is deducted.

Once the file is uploaded to uFiling, the system will automatically calculate the UIF contribution amounts, including amounts in excess of the prescribed maximum threshold.

Monthly Hours

When entering the employee's monthly hours in column M, the monthly hours must be rounded off to the nearest hours for example 123.33 becomes 123 and 160.54 becomes 161

L	M
Frequency Type Code	Monthly Hours
1	123

Employee Termination

Note that you can only enter employee termination dates in the current month. UFile will not accept termination dates from previous months.

N	O
Commencement Date	Termination Date
1967/01/01	2012/08/31

Employees who are terminated prior to the current month and who are already registered on uFiling can be terminated on uFiling by way of a BCR (back dated change request). Refer to the uFiling System user guide for more information on back dated change request.

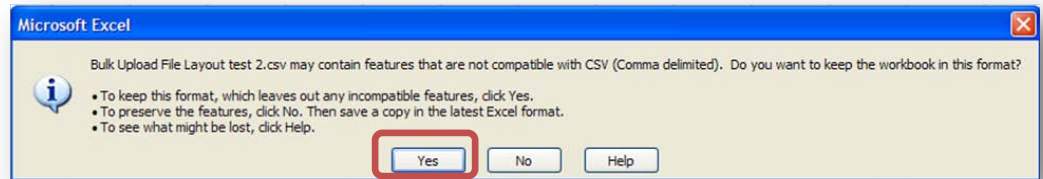
Employees who are terminated prior to the current month and are **not** registered on uFiling will have to be terminated on the Fund's database by way of a manual UI 19 form available from the Department of Labour's website www.labour.gov.za

The completed employee spreadsheet should look similar to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	4	J	Justine	Farrel	1	8205065123085	1982/05/06	1		19500	9000	1	160	2009/01/01		
2	5	P	Pamela	Venter	1	7601015132087	1976/01/01	1		26780.09	26780.09	1	123	2009/01/01		
3	2	D	Dianne	Smith	1	4701015226088	1947/01/01	1		67688	67688	1	123	1967/01/01	2012/08/31	6
4	2	B	Benno	Dippenaar	1	6209051234085	1962/09/05	2	2	1800	0	1	30	2009/01/01	2012/08/31	11

You can now click File > Save.

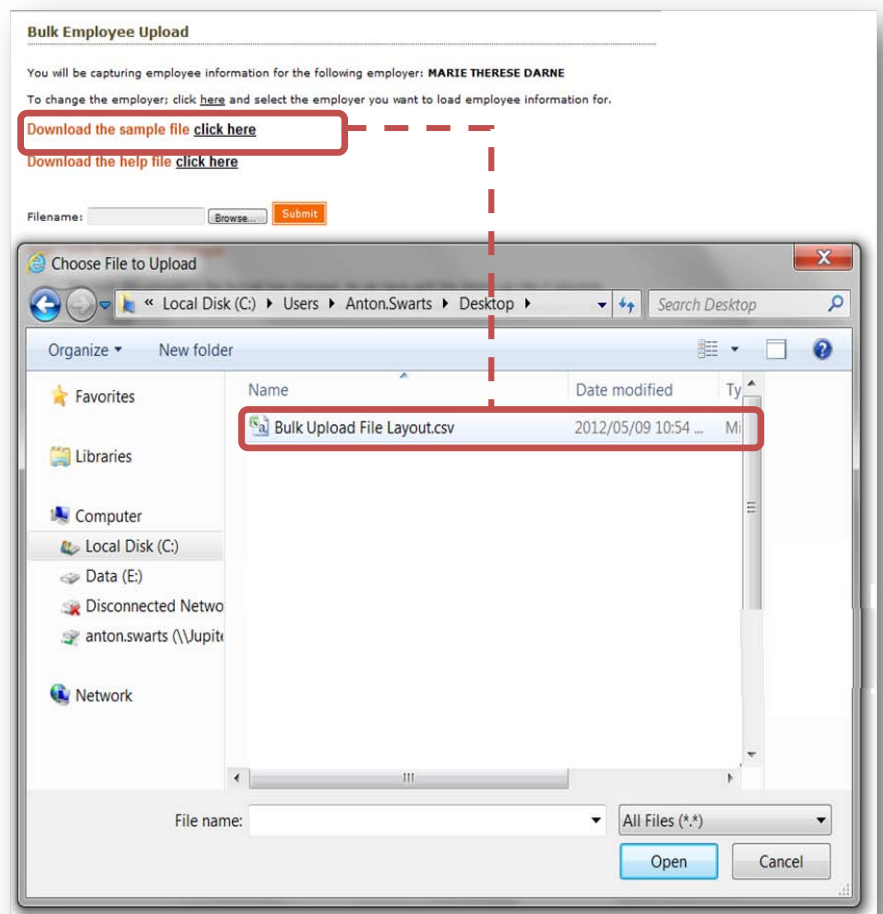
A message box will appear.



Click "Yes" and close your spreadsheet.

Uploading the bulk employee sheet to UFile

- Login to your uFiling profile and select Declarations – New Employee Declaration / Ad hoc Declaration.
- Click **Browse** on the Bulk Employee Upload screen
- select your saved spreadsheet from your PC directory
- Click **Submit**



View bulk upload status and rectifying errors

Should any validation errors appear, refer back to your bulk registration spreadsheet and manually rectify the errors. Remember to save changes to the spreadsheet before attempting to upload the spreadsheet again.

Upload completed

Errors

Validation Errors:

Please refer to the template provided to ensure the data is in the correct format

Row 2 Initials: required

Row 2 First name(s): required

Repeat this exercise until all employees are successfully loaded.

Should your upload be unsuccessful, the system will display the errors. You will have to fix the errors on your bulk spreadsheet, remove the rows on the spreadsheet that does not contain errors and upload the sheet again.

Upload completed

Errors

Validation Errors:

Please refer to the template provided to ensure the data is in the correct format

Row 1 Identification number: is invalid

Row 2 Identification number: is invalid

Errors:

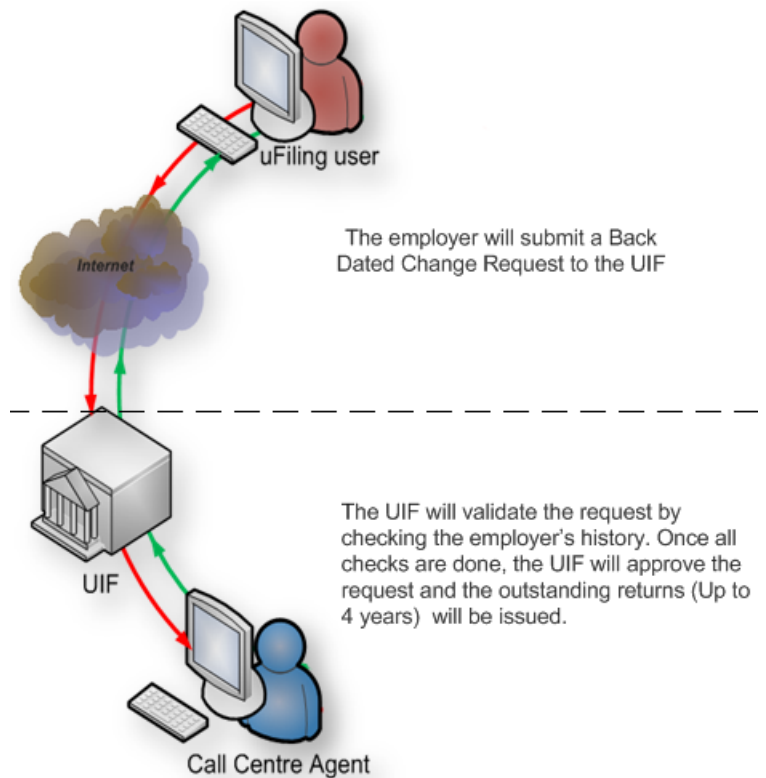
Row 3 Invalid Termination Date: Termination date must be in the current month

0 entries saved succesfully

Employee Backdated Change Requests

Basic overview

The figure illustrates the basic flow of how a Back dated change request, submitted by an employer needs to be validated and processed by the UIF prior to issuing outstanding returns to the employer.






Step 1

To Submit a Back dated change request, click on the “Request Back Dated Change” button at the bottom of the View/Amend employee declaration page.

View/Amend employee declaration

Employee's details:

For Bulk Employee Imports [click here](#).

Select employer		MARIE THERESE DARNE ▼	
Employer name		MARIE THERESE DARNE	
UIF reference number		1969309/8	
Identification Type		South African ID ▼	
South African ID		6707160476085	
Click to retrieve employee's details			
Title	Initials	First names	Surname
Adv ▼	Pp	Phumzile Primrose	Mchunu
Birth Date		1967/07/16  Example: 2009/12/31 Please use the format: yyyy/mm/dd	
Is this employee a UIF contributor? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Non-Contributor reason Select ▼			
Gross salary paid to employee per month		3 600.63	
Salary on which UIF is deducted		3 600.63	
Frequency paid		Monthly	
Hours worked (monthly)		160	
Commencement date of employment		2009/01/01  Example: 2009/12/31 Please use the format: yyyy/mm/dd	
Termination Date *		2012/06/30  Example: 2009/12/31 Please use the format: yyyy/mm/dd	
Termination Reason		Retrenched ▼	
show Confirm page <input checked="" type="checkbox"/>			
<p>* If you are terminating an employee, please make note of the following: If the termination date is in the current month or the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee. If the termination date is for last month and today's date is past the 7th day of the current month or the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.</p>			
Update			
<p>** Back Dated Change Request (BCR): Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.</p>			
BCR (**)			

Step 2

Read the notice within the “Request Back dated change?” box.

Click on the “Continue” button.

South African ID: 6707160476085

Click to retrieve employee's details

Title	Initials	First names	Surname
Adv	Pp	Phumzile Primrose	Mchunu

Birth Date

1967/07/16

Example: 2009/12/31

Please use the format: yyyy/mm/dd

Is this employee a UIF contributor?

☒ Yes
 ☐ No

Non-Contributor reason

Select

Gross salary paid to employee per month

3 600.63

Salary on which UIF is deducted

3 600.63

Frequency paid

Monthly

Comm

Example: 2009/12/31

Example: 2009/12/31

Request Back dated change?

×

A Backdated Change Request (BCR) is a special request to change information that is older than the CURRENT month plus 7 DAYS. By selecting a BCR the employee data that you are asking to change will be locked until an UIF Support Consultant has resolved the request.

Please note, you will be unable to submit or pay the affected return(s) until the BCR is resolved.

CONTINUE

CANCEL

* If you are terminating an employee, please make note of the following:

If the termination date is in the current month
or
the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.

If the termination date is for last month and today's date is past the 7th day of the current month
or
the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.

Step 3

Back Dated Change Request

A back dated change request, is a request to have the employee's information for a prior month changed. These changes may have financial implications for returns which have already been submitted or paid for. Please ensure the data for the employee is correct for the date you are requesting the change.

Employee's details:

Select employer	MARIE THERESE DARNE ▼
Employer name	MARIE THERESE DARNE
UIF reference number	1969309/8
Identification Type	South African ID
South African ID	6707160476085
Title	Adv
Initials	Pp
First names	Phumzile Primrose
Surname	Mchunu
Birth Date	1967/07/16
Declaration period from	<input type="text" value="Sep"/> 2012 <input type="text" value="2012"/> Example: 2009/12/31
Declaration period to	<input type="text" value="2012"/> Example: 2009/12/31
Is this employee a UIF contributor?	<input type="checkbox"/>
Non-Contributor reason	<input type="text"/>
Gross salary paid to employee per month	<input type="text"/>
Salary on which UIF is deducted	<input type="text"/>
Frequency paid	<input type="text"/>
Hours worked (monthly)	<input type="text"/>
Commencement date of employment	<input type="text" value="2009/01/01"/> Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date	<input type="text" value="2012/06/30"/> Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Retrenched ▼
<input type="button" value="Back"/> <input type="button" value="Request Change"/>	

Specify your declaration periods

Update the necessary fields

Click "Request Change"

Step 4

A summary of your request will be displayed.

To confirm your request, click on the “Confirm” button.

View/Amend employee declaration

Employee's details confirm:

Employer name	JANE DOE		
Identification Type	South African ID		
Identification number	7910244142084		
Title	Initials	First names	Surname
Miss	Rm	Rose Mmaganta	Molotlhanyi
Birth Date	1966/07/30		
Declaration period from	2008/05/01		
Declaration period to	2012/04/30		
Is this employee a UIF contributor?	Yes		
Gross salary paid to employee per month	1 234.00		
Salary on which UIF is deducted	246.00		
Frequency paid	Monthly		
Hours worked (monthly)	48		
Commencement date of employment	2007/05/07		
Termination Date			
Termination Reason			

Cancel
Confirm

Step 5

You can check your Back dated change requests by clicking on the “back Dated Change Requests” tab on the left under the Employer menu.

To view the back dated change request, click on the “Details” link

User	Current Back Dated Change Requests							
UIFReturn								
Reports								
Profile								
Employer								
View/Amend Details								
Bank Account Details								
Work Items								
Employee Backdated Change Requests								
Declarations								
uFiling Call Center: 0860-345-464								
Contact Us								
Home								

Employee Name	Back Dated Status	Created on	Modified on	Declaration period from	Declaration period to	Requested By	Comments	Details
Rose Mmaganta Molotlhanyi	Processed	2012/05/08 12:22 PM	2012/05/08 12:29:47 PM	2008/05	2012/04	Antons0730		Details

Step 6

Your change request detail will be displayed.

Click on the Back button

Change Request Detail

Request Details			
Employee Name	Rose Mmaganta Molothanyi	Change Request status	New
Period(s) affected	2008/05 -> 2012/04	Reason Rejected:	n/a
Requested By	Antons0730	Modified On	
Created On	2012/05/08 12:22:18 PM		
Comments			
Current Commencement Date	2011/05/03	New Commencement Date	2007/05/07
Current Termination Date		New Termination Date	
Current Termination Reason		New Termination Reason	
Current salary on which UIF is deducted	R 246,00	New salary on which UIF is deducted	R 246,00
Current gross salary paid to employee per month	R 1 234,00	New gross salary paid to employee per month	R 1 234,00
Current Member Contributor status	Yes	New Member Contributor status	
Current Non-Contributor Reason		New Non-Contributor Reason	
Call Center Leader has checked UIF Systems for : <input type="checkbox"/> UIF Business Approved <input type="checkbox"/> UIF Business Check <input type="checkbox"/> UIF Finance Approved <input type="checkbox"/> UIF Finance Checked			
<input type="button" value="Back"/>			

Step 7

You will receive an email confirming your request.

uFiling Employee back dated request sent.

Dear client,

We have received your request to process your backdated change for the employee: **Rose Mmaganta Molothanyi**, we will process the request soon.

If there are any questions regarding this service, please contact the [System Administrator](#).

Best Regards

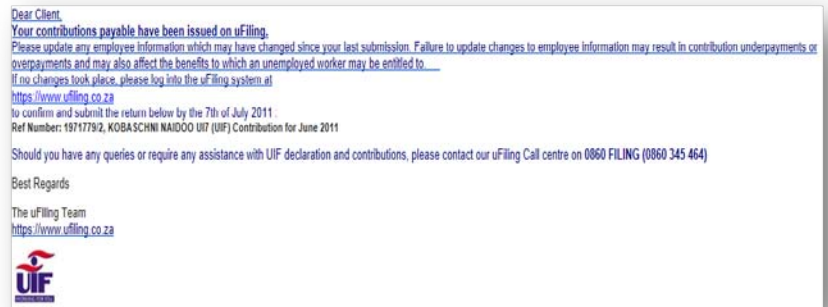
The uFiling Team

<https://www.ufiling.co.za>



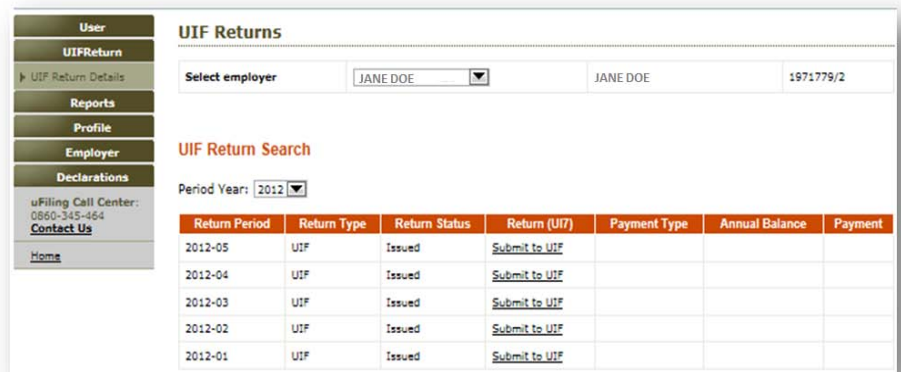
Step 8

Once your request is approved by the UIF, your returns will be issued and you will receive emails for each outstanding return that is issued.



Step 9

To access the returns, click on the "UIF Return" tab and complete your returns.



UIF Returns

Select employer: JANE DOE JANE DOE 1971779/2

UIF Return Search

Period Year: 2012

Return Period	Return Type	Return Status	Return (UI7)	Payment Type	Annual Balance	Payment
2012-05	UIF	Issued	Submit to UIF			
2012-04	UIF	Issued	Submit to UIF			
2012-03	UIF	Issued	Submit to UIF			
2012-02	UIF	Issued	Submit to UIF			
2012-01	UIF	Issued	Submit to UIF			

[Back to Quick Links](#)

Employer accreditation

When an employer logs into their uFiling profile, the system will display a message confirming that the employer is not accredited. Although the non-accredited employer is able to login, submit declarations, returns and payments via the uFiling site, their employees will not be able to submit their application for benefits via the uFiling system.

The employer will need to apply for accreditation by clicking on the “Click Here” link as illustrated below:

Step1

UIFReturn
Reports
Profile
Employer
Declarations
uFiling Call Center: 0860-345-464 Contact Us
Home

HOME

The selected employer is not accredited. [Click here](#) to apply for accreditation. Please ignore this message if you have already applied for accreditation.

Employers		JOHN DOE ▼	
Employer Details		User Details	
Employer Name	JOHN DOE	First Names	Anton
Registration Number		Surname	Swarts
UIF Reference Number	0161159/0	Occupation	Consultant



Step 2

The employer's details are displayed.

Click "Submit request" to send the request for accreditation to the UIF.

Once the employer is accredited and active, their employees will be able to submit application for benefits

Please contact the uFiling call centre to check the status of your request for accreditation on :

Share call: 0860-345-464
OR 012-3371680 and select option **3** for uFiling queries

Email:
uFilingSupport@uif.gov.za

Helpdesk operating hours:
07h30 - 16h00 (excluding weekends and public holidays)

Request for accreditation

EMPLOYER INFORMATION TO BE PROVIDED BY: Owner/Partner/Primary Member of CC/Director

Trading name of business:	
Registered name of business:	JOHN DOE
UIF reference number:	0161159/0
PAYE number:	
CK number:	
Business Address:	18 Raasblaar street CENTURION CENTURION 0046
Postal Address	18 Raasblaar street CENTURION CENTURION 0046
Name and surname	Anton Swarts
ID Number	7910225243089
Email address	tony@benoni.com
Fax number	011 5656500
Telephone number	011 3614036
Cell number	0842081552

Designated Person(s)				
Name	ID number	Contact number	Fax number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I agree to abide by the terms and conditions applicable to the Unemployment Insurance Fund should my application for accreditation with the Unemployment Insurance Fund prove successful.

[Submit request](#)

Queries emailed to uFilingSupport@uif.gov.za could take up to 24 hours (excluding weekends and public holidays) for a response.

For urgent queries, please call the helpdesk immediately.

If you login after you have been accredited, the following message will be displayed:

The selected employer is accredited, but not active.

This means that your employees will still not be able to submit their application for benefits online until the status changes to active.

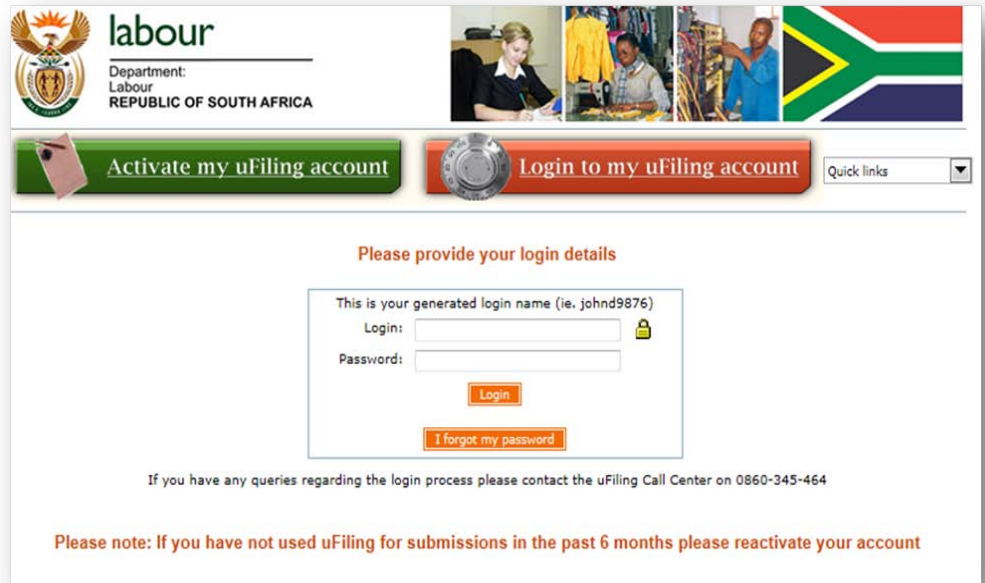
[Back to Quick Links](#)

Login as Employee

Note: An employee will only be able to use the Benefits section if the Employer is accredited.

Step 1

Enter your login name and password and click Login.



The screenshot shows the UIF uFiling login interface. At the top, there is a header with the Department of Labour logo and the South African flag. Below the header, there are two main buttons: "Activate my uFiling account" and "Login to my uFiling account". To the right of these buttons is a "Quick links" dropdown menu. The main content area is titled "Please provide your login details" and contains a login form. The form has a text input for "Login:" and a password input for "Password:". Below the password input is a "Login" button. There is also a link for "I forgot my password". At the bottom of the form, there is a note: "If you have any queries regarding the login process please contact the uFiling Call Center on 0860-345-464". Below the form, there is a red text note: "Please note: If you have not used uFiling for submissions in the past 6 months please reactivate your account".

labour
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Activate my uFiling account

Login to my uFiling account

Quick links

Please provide your login details

This is your generated login name (ie. johnd9876)

Login:

Password:

Login

I forgot my password

If you have any queries regarding the login process please contact the uFiling Call Center on 0860-345-464

Please note: If you have not used uFiling for submissions in the past 6 months please reactivate your account

Menu Items

This section allows you to:

User

1

- View / Amend your details as a user
- Change your own password
- View / Edit your bank accounts

1

User

- ▶ View/Amend Details
- ▶ Change Password
- ▶ View/Edit Bank Accounts

Profile

2

- Add a new user profile
- Update your user profile
- Switch between your profiles

2

Profile

- ▶ New Profile
- ▶ Update Profile
- ▶ Switch Profile

Benefits

3

- Apply for UIF Benefits
- Submit a continuation of payment to the UIF
- Lodge an appeal (Notice of Appeal)

3

Benefits

- ▶ Application for benefits
- ▶ Continuation of Payment
- ▶ Notice of Appeal

History

4

- View Document History

4

History

- ▶ Document History

uFiling Call Center:
0860-345-464
Contact Us

Home

User – View / Amend your details

This section allows you to update your:

Contact details

1

1

Physical Address

2

2

User Details

View/Amend your details

Title	Initials	First names	Surname
Adv	J	JOHN	DOE

Identification Type

South African ID

South African ID

7910244142084

Correspondence E-mail Address

tony@benoni.com

Example: brianb@example.co.za

Telephone Number

(011) 3614054

Example: 011 1234567

Cell Number

0728229164

Example: 0821234567

Fax Number

(011) 3614501

Example: 011 1234567

Occupation

Occupation

Address

Please use the "... " button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.

Physical Address

123456 Sloane Street

Example: 123456 Sloane Street

Suburb

Sandton

Example: Sandton

City

Johannesburg

Example: Johannesburg

Postal Code

2146

...

Example: 2146

Update>>

User – Change Password

- Enter your current password
- Enter your new password
- Re-Enter your new password to confirm the changes
- Update your new password hint
- Click Submit

User account

Change your password

Name:	Adv Phumzile Primrose Mchunu
Login Name:	PhumzileE6151
Current Password	
New Password	
Confirm Password	
Update Password Hint	<div>Password1</div> <div>Should you forget your password, we will give you this password hint on request.</div>

Submit >>

View / Edit Bank Accounts

To view your banking details, click on the “View/Edit Bank Accounts” tab

You will not be able to change your banking details.

User	
View/Amend Details	
Change Password	
View/Edit Bank Accounts	

Profile	
New Profile	
Update Profile	
Switch Profile	

Benefits	
Application for benefits	
Continuation of Payment	
Notice of Appeal	

History	
Document History	

Employee bank account
Bank Information:

To change your banking details, Please visit your nearest Labour centre.

Select bank account:	Employee Acc	
Account Name	Employee Acc	Example: John Smith, ABC Shoes Pty (Ltd), Jason Trust Account, etc...
Bank	ABSA (Amalgamated Banks of S)	
Branch number	632005	Example: 632001
Account holder name	JOHN DOE	Example: John Smith, ABC Shoes Payroll Account
Account number	424549581	Example: 600044526
Account type	Cheque/Current Account	

[Back to Quick Links](#)

Profile

New Profile

To add a new profile, click on the “New Profile” tab.

➤ Enter a new profile name

➤ Enter your Address

➤ Enter your contact details

➤ Click on “Create”

User	
View/Amend Details	
Change Password	
New Profile	
Update Profile	
Switch Profile	

Profile	
New Profile	
Update Profile	
Switch Profile	

Benefits	
Application for benefits	
Continuation of Payment	
Notice of Appeal	

History	
Document History	

NewProfile
Create a new Profile

Profile Name	<input type="text"/>
Default Profile	<input type="checkbox"/>
Select Profile Type	Select

Address Details

Address
Please use the “...” button to search for your Suburb and Postal Code.
Alternatively type in the your Suburb and Postal Code.

Postal Address
 Example: P.O.Box 123456
 Suburb Example: Sandton
 City Example: Johannesburg
 Postal Code Example: 2146

Contact Details

Copy contact details to new profile ☐

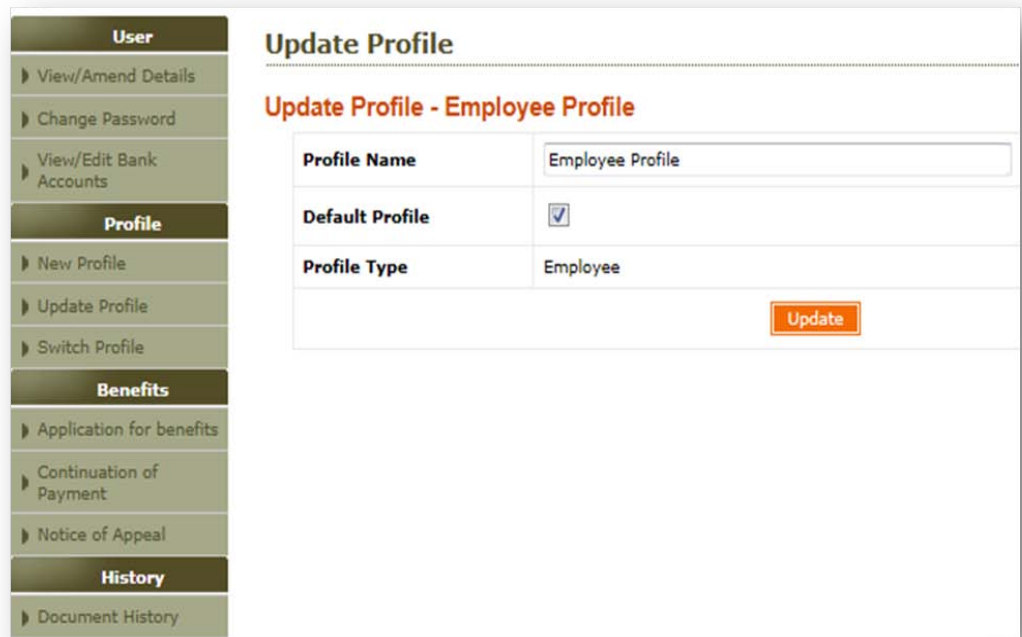
Correspondence E-mail Address Example: brianb@example.co.za
Telephone Number () Example: 011 1234567
Cell Number Example: 0821234567
Fax Number () Example: 011 1234567

Update Profile

You can update your existing profile by:

Changing your profile name

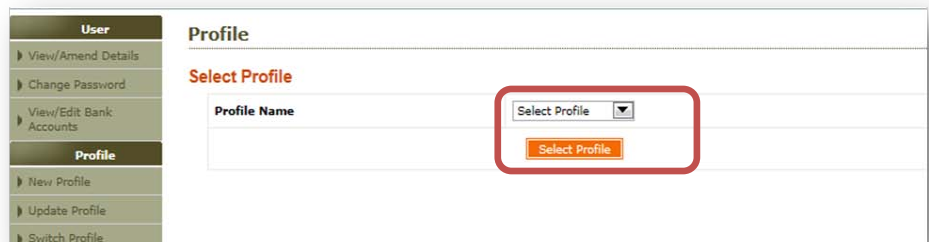
Setting this profile as your new Default profile



Switch Profile

To switch between your profiles, click on the Switch Profile tab

Click on the “Select Profile” dropdown and click on the profile name you wish to access.



[Back to Quick Links](#)

Benefits

The latest functionality available on UFiling allows you to submit your Benefit applications online.

Once you have successfully logged into your UFiling profile, select the Benefits link and select either:


- Application for Benefits
- Continuation of Payment
- Notice of Appeal.

Step 2

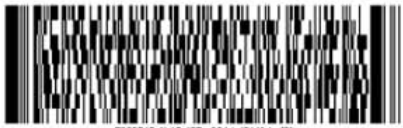
NB: Note pdf might take a while to load.

Tools Sign Comment

1 / 2 76.4%

 **labour**
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER


e7983210-1b10-427a-981e-d0147aca89fc

I WANT TO APPLY FOR :

Unemployment ☐ Illness ☐ Maternity ☐ Adoption ☐

User

- View/Amend Details
- Change Password
- View/Edit Bank Accounts

Profile

- New Profile
- Update Profile
- Switch Profile

Benefits

- Application for benefits**
- Continuation of Payment
- Notice of Appeal

History

- Document History

uFiling Call Center:
0860-345-464
[Contact Us](#)

[Home](#)

The Application for benefits PDF will open within the uFiling browser.

Select your benefit type as either:

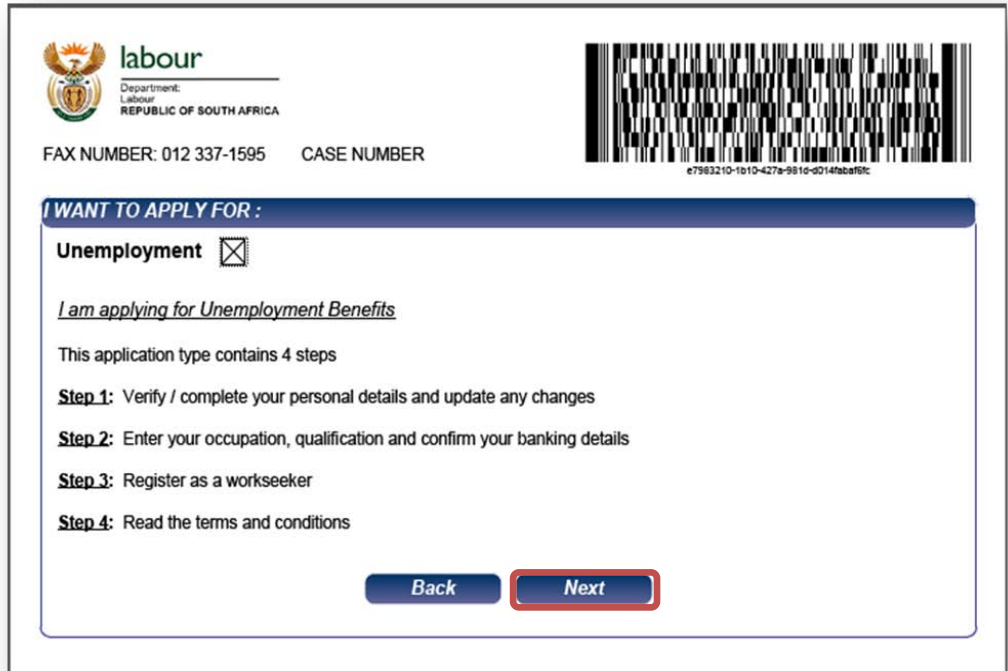
- Unemployment
- Illness
- Maternity
- Adoption

Application for Unemployment Benefits

Step 1

This application type contains 4 steps.

Click "Next" to proceed.




The screenshot shows the UIF Department of Labour application interface. At the top left is the South African coat of arms and the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. To the right is a large barcode with the alphanumeric string 'e7983210-1b10-4278-981d-d014fabaf8fc' below it. Below the header, it says 'FAX NUMBER: 012 337-1595' and 'CASE NUMBER'. The main section is titled 'I WANT TO APPLY FOR :'. Under this, 'Unemployment' is selected with a checked checkbox. Below this is a link 'I am applying for Unemployment Benefits'. The text 'This application type contains 4 steps' is followed by a list of steps: 'Step 1: Verify / complete your personal details and update any changes', 'Step 2: Enter your occupation, qualification and confirm your banking details', 'Step 3: Register as a workseeker', and 'Step 4: Read the terms and conditions'. At the bottom right are two buttons: 'Back' and 'Next', with 'Next' highlighted by a red border.

Step 2

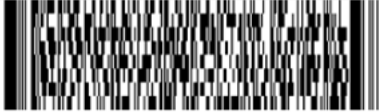
Your personal details will be populated.

Should your postal address be the same as your residential address, click "Yes". If not, click "No" and enter your postal address.



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FORM UI 2.1



e7983210-1b10-427a-981e-d014fabaf9fc

FAX NUMBER: 012 337-1595
CASE NUMBER

PERSONAL DETAILS

ID NUMBER	<input type="text" value="7910244142084"/>	
FIRST NAMES	<input type="text" value="JOHN"/>	
SURNAME	<input type="text" value="DOE"/>	
EMAIL ADDRESS	<input type="text" value="TONY@BENONI.COM"/>	
CELLPHONE NUMBER	<input type="text" value="0728229164"/>	
FAX NUMBER	<input type="text" value="011"/>	<input type="text" value="3614501"/>
TELEPHONE NUMBER	<input type="text" value="011"/>	<input type="text" value="3614054"/>

RESIDENTIAL ADDRESS

LINE 1	<input type="text" value="123456 SLOANE STREET"/>	
LINE 2	<input type="text"/>	
LINE 3	<input type="text"/>	
SUBURB	<input type="text" value="SANDTON"/>	
TOWN	<input type="text" value="JOHANNESBURG"/>	
POSTAL CODE	<input type="text" value="2146"/>	

POSTAL ADDRESS

Same as Residential Address YES ☐ NO ☒

LINE 1	<input type="text"/>	
LINE 2	<input type="text"/>	
LINE 3	<input type="text"/>	
SUBURB	<input type="text"/>	
TOWN	<input type="text"/>	
POSTAL CODE	<input type="text"/>	

Back
Next

Step 3

In this section, you are required to do the following:

Select your Occupation and qualification

If you are receiving a benefit from the Compensation fund, click “Yes” and state the date when you started receiving this income, and confirm if you are still receiving this income.

If you are receiving a benefit from the UIF, click “Yes” and state the date when you started receiving this income, and confirm if you are still receiving this income.


If you have commenced or returned to work, click “Yes” and confirm the employer’s:

- Name
- Contact number
- Date Started

Select your nearest labour centre and Region

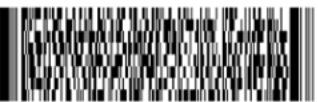
Your banking details are displayed.

Click next to proceed.



Department:
Labour
REPUBLIC OF SOUTH AFRICA

FORM UI 2.1



#785270-1810-4279-9810-031486999

FAX NUMBER: 012 337-1595

CASE NUMBER

OCCUPATION AND QUALIFICATION

OCCUPATION QUALIFICATION

ARE YOU RECEIVING A BENEFIT FROM THE COMPENSATION FUND?

YES ☒ NO ☐

WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ?

ARE YOU CONTINUING TO RECEIVE THIS INCOME ? YES ☐ NO ☐

ARE YOU RECEIVING A BENEFIT FROM THE UIF ESTABLISHED BY A BARGAINING OF STATUTORY COUNCIL ?

YES ☒ NO ☐

WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ?

ARE YOU CONTINUING TO RECEIVE THIS INCOME ? YES ☐ NO ☐

I HAVE COMMENCED / RETURNED TO WORK

YES ☒ NO ☐

EMPLOYER NAME

EMPLOYER'S TELEPHONE NUMBER ()

DATE STARTED

LABOUR CENTRE

LABOUR REGION LABOUR CENTRE

I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT

ACCOUNT HOLDER

BANK NAME

BRANCH NAME BRANCH CODE

ACCOUNT NUMBER ACCOUNT TYPE

Back

Next

Step 4


Answer the following questions by ticking either "Yes" or "No":

If you ticked "yes" on the question ; "Are you a work seeker?", you will be required to register as a work seeker on the next page.


If you selected "NO" on the question:" Are you capable and available for work?" , you will be required to supply a reason.

If you selected "Yes" on the question;"Was the reason for termination a constructive dismissal as per the CCMA?", you will be required to supply the CCMA code.

Click on "Read the terms and conditions" button to complete your benefits application, or click "Back" to make changes.



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e7983210-1b10-427a-981c-d014f6baf5fc

FAX NUMBER: 012 337-1595 CASE NUMBER

ANSWER THE FOLLOWING QUESTIONS :

ARE YOU A WORKSEEKER ? YES ☒ NO ☐

ARE YOU CAPABLE AND AVAILABLE FOR WORK ? YES ☐ NO ☒

SPECIFY REASON

WAS THE REASON FOR TERMINATION A CONSTRUCTIVE DISMISSAL AS PER THE CCMA? YES ☒ NO ☐

SPECIFY YOUR CCMA CODE

REGISTRATION AS WORKSEEKER

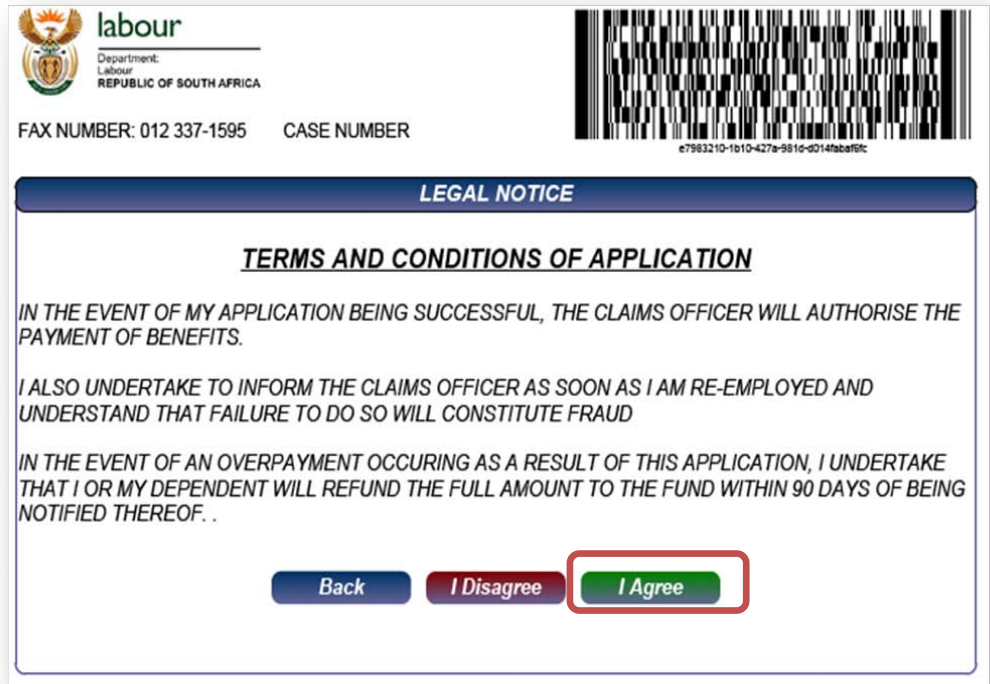
ID NUMBER	<div style="border: 1px solid black; padding: 2px;">7910244253084</div>
FIRST NAME	<div style="border: 1px solid black; padding: 2px;">JOHN</div>
SURNAME	<div style="border: 1px solid black; padding: 2px;">DOE</div>
EMAIL ADDRESS	<div style="border: 1px solid black; padding: 2px;">TONY@BENONI.COM</div>
CELLPHONE NUMBER :	<div style="border: 1px solid black; padding: 2px;">0728229164</div>
FAX NUMBER :	(<div style="border: 1px solid black; padding: 2px; width: 40px;">011</div>) <div style="border: 1px solid black; padding: 2px; width: 150px;">3614501</div>
TELEPHONE NUMBER :	(<div style="border: 1px solid black; padding: 2px; width: 40px;">011</div>) <div style="border: 1px solid black; padding: 2px; width: 150px;">3614054</div>

Back

Read the terms and conditions

Step 5

Carefully read the terms and conditions of the application and click "I Agree"



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

LEGAL NOTICE

TERMS AND CONDITIONS OF APPLICATION

IN THE EVENT OF MY APPLICATION BEING SUCCESSFUL, THE CLAIMS OFFICER WILL AUTHORISE THE PAYMENT OF BENEFITS.

I ALSO UNDERTAKE TO INFORM THE CLAIMS OFFICER AS SOON AS I AM RE-EMPLOYED AND UNDERSTAND THAT FAILURE TO DO SO WILL CONSTITUTE FRAUD

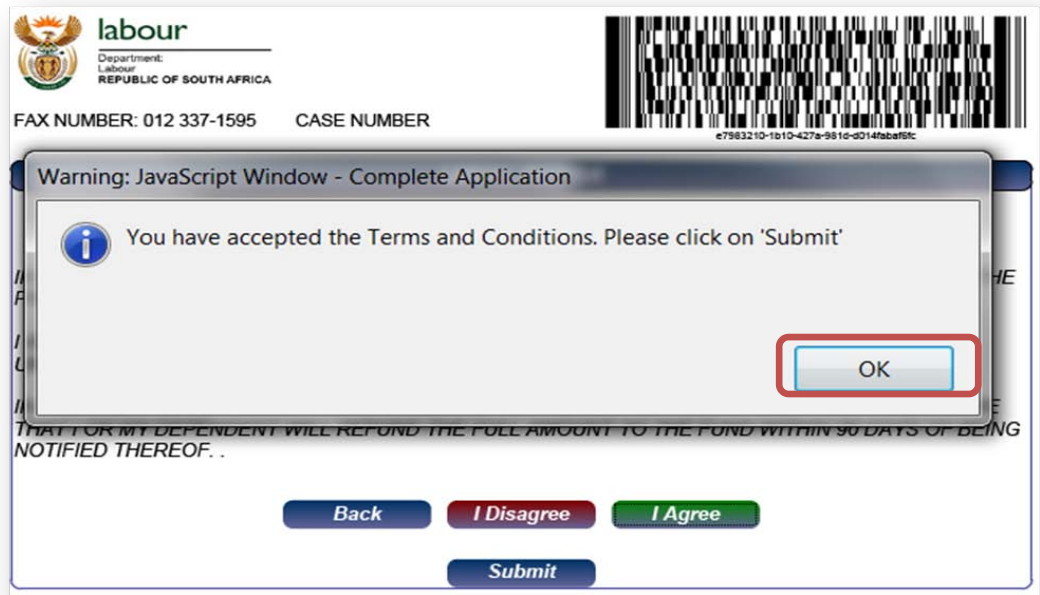
IN THE EVENT OF AN OVERPAYMENT OCCURRING AS A RESULT OF THIS APPLICATION, I UNDERTAKE THAT I OR MY DEPENDENT WILL REFUND THE FULL AMOUNT TO THE FUND WITHIN 90 DAYS OF BEING NOTIFIED THEREOF. .

Back **I Disagree** **I Agree**

Step 6

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

Warning: JavaScript Window - Complete Application

i You have accepted the Terms and Conditions. Please click on 'Submit'

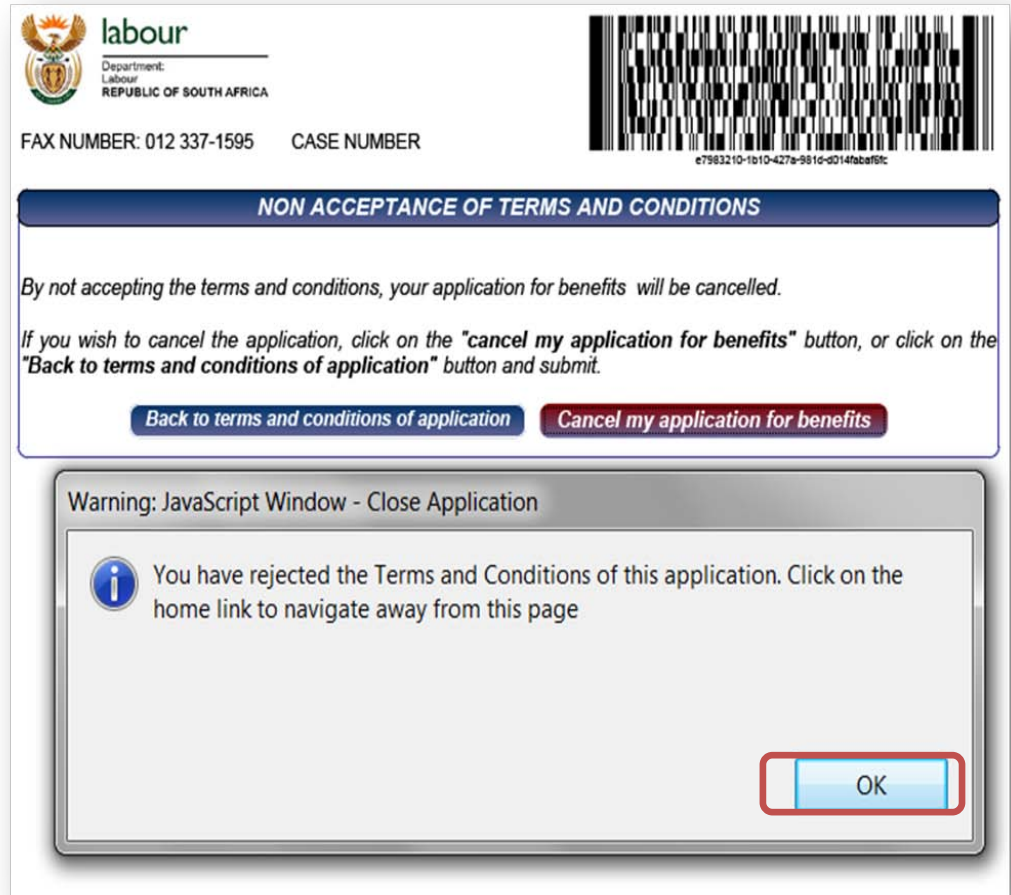
OK

Back **I Disagree** **I Agree**

Submit

If you have selected “I Disagree”, the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the “Cancel my application for benefits” button. A pop-up will appear to advise you to navigate away from this page.

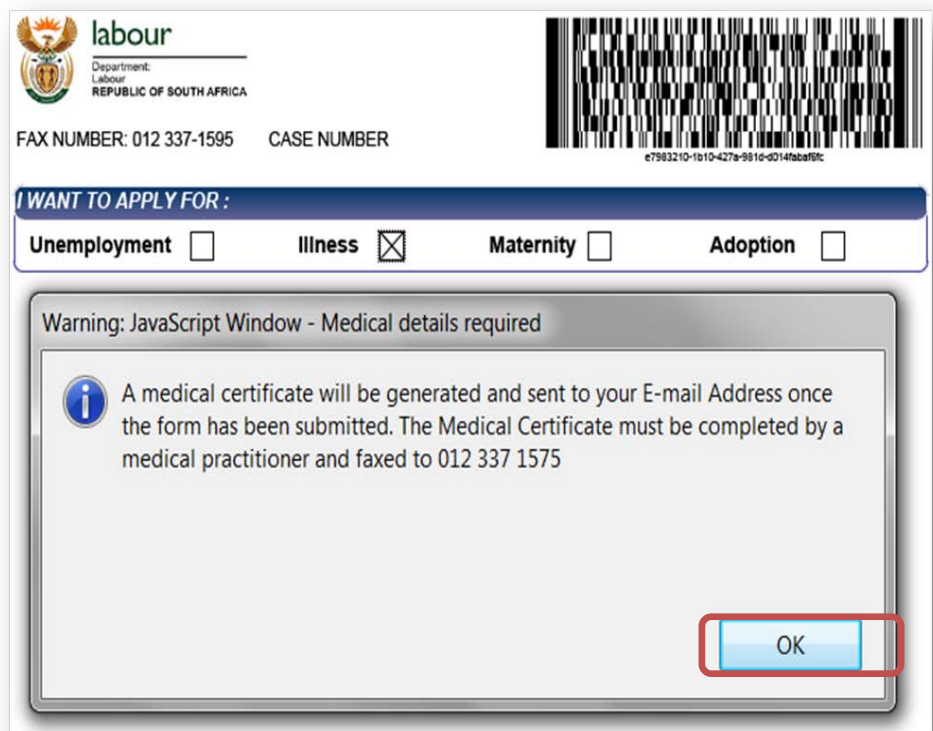


Application for Illness Benefits

Step 1

To apply for illness benefits, click on the Illness radio button. A pop-up will appear to inform you that a medical certificate will be printed.

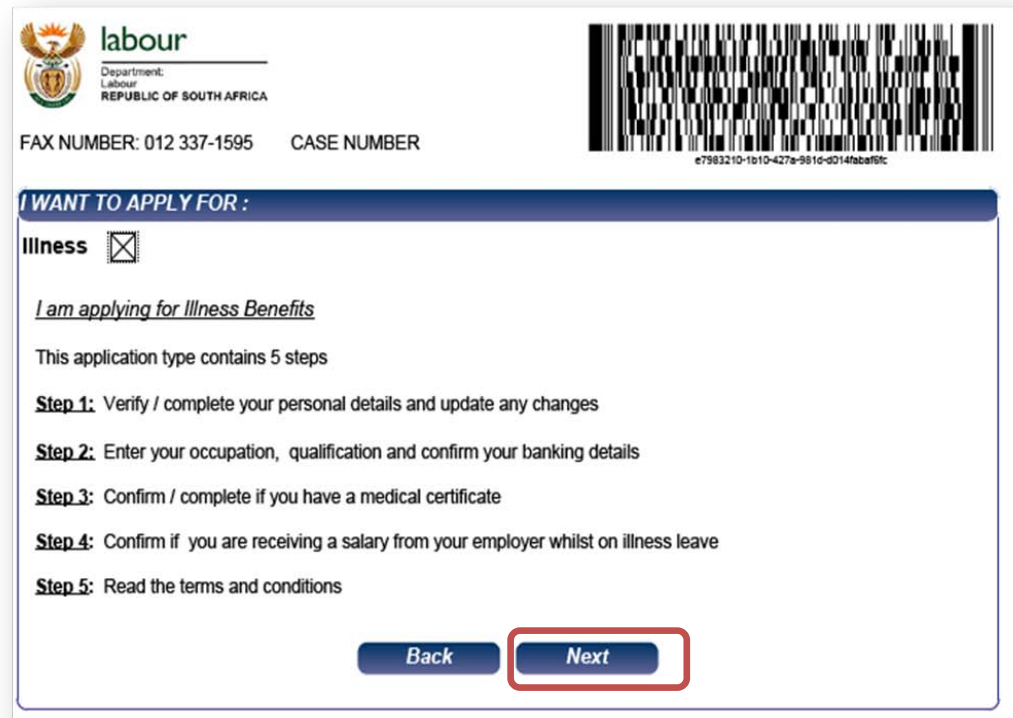
The medical certificate must be completed by a qualified medical practitioner and faxed back to 012 337 1575



Step 2

The application for illness contains 5 steps to complete.

Click "Next" to start.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

I WANT TO APPLY FOR :

Illness ☒

I am applying for Illness Benefits

This application type contains 5 steps

Step 1: Verify / complete your personal details and update any changes

Step 2: Enter your occupation, qualification and confirm your banking details

Step 3: Confirm / complete if you have a medical certificate

Step 4: Confirm if you are receiving a salary from your employer whilst on illness leave

Step 5: Read the terms and conditions

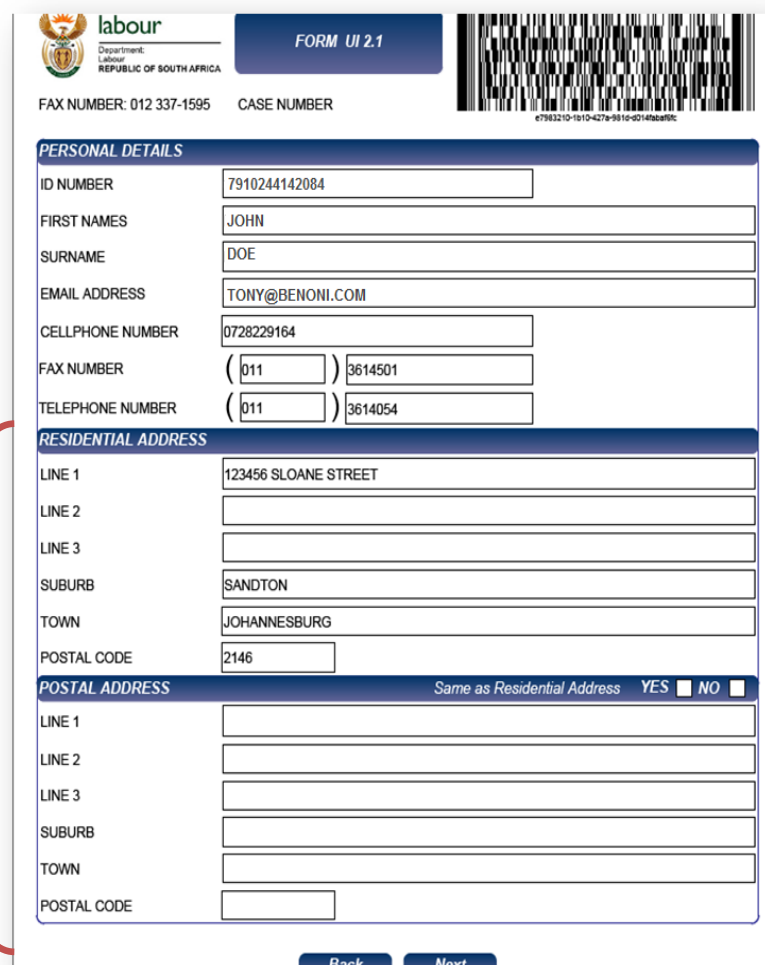
Back **Next**

Step 3

Your personal details will be populated based on UIF's records.

IF your postal address is the same as your residential address, Click "Yes" and the residential address details will be copied over to the Postal address section.

If the postal address and residential addresses differ, click no and enter your postal address.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FORM UI 2.1

FAX NUMBER: 012 337-1595 CASE NUMBER

PERSONAL DETAILS

ID NUMBER: 7910244142084

FIRST NAMES: JOHN

SURNAME: DOE

EMAIL ADDRESS: TONY@BENONI.COM

CELLPHONE NUMBER: 0728229164

FAX NUMBER: (011) 3614501

TELEPHONE NUMBER: (011) 3614054

RESIDENTIAL ADDRESS

LINE 1: 123456 SLOANE STREET

LINE 2:

LINE 3:

SUBURB: SANDTON

TOWN: JOHANNESBURG

POSTAL CODE: 2146

POSTAL ADDRESS Same as Residential Address YES ☐ NO ☐

LINE 1:

LINE 2:

LINE 3:

SUBURB:

TOWN:

POSTAL CODE:

Back **Next**

Step 4

Select your Occupation and Qualification

If you are receiving a benefit from the Compensation Fund, tick "Yes" and state the date when you have first started receiving this benefit.

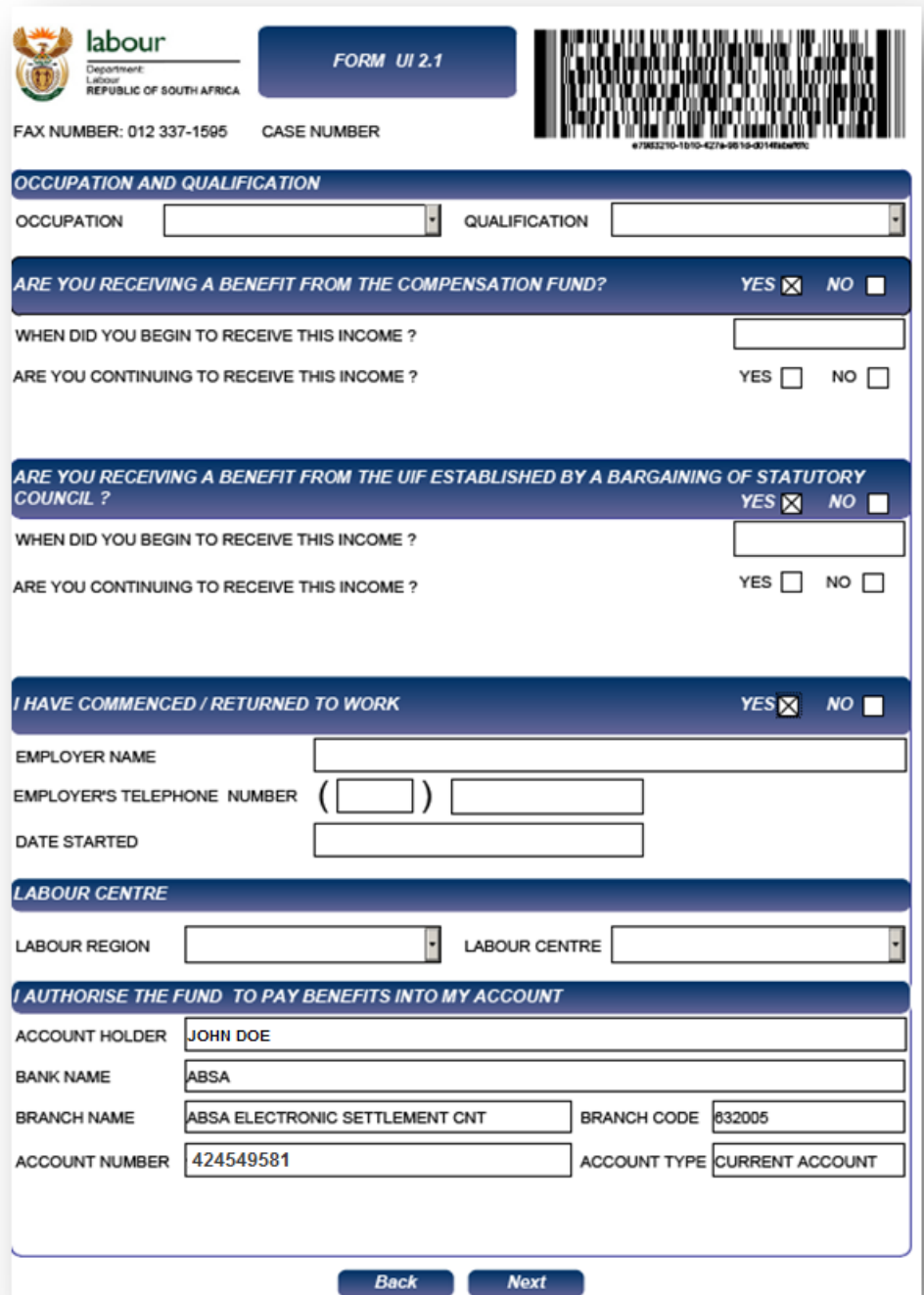
If you are receiving benefit from the UIF, select "Yes" and state the date when you first started receiving this income.

If you have commenced or returned to work, tick "Yes" and enter:

- Employer's name
- Contact number
- Date Started

Your banking details are already populated.

Click "Next" to continue



labour
Department:
REPUBLIC OF SOUTH AFRICA

FORM UI 2.1

FAX NUMBER: 012 337-1595 CASE NUMBER

OCCUPATION AND QUALIFICATION

OCCUPATION QUALIFICATION

ARE YOU RECEIVING A BENEFIT FROM THE COMPENSATION FUND? YES ☒ NO ☐

WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ?

ARE YOU CONTINUING TO RECEIVE THIS INCOME ? YES ☐ NO ☐

ARE YOU RECEIVING A BENEFIT FROM THE UIF ESTABLISHED BY A BARGAINING OF STATUTORY COUNCIL ? YES ☒ NO ☐

WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ?

ARE YOU CONTINUING TO RECEIVE THIS INCOME ? YES ☐ NO ☐

I HAVE COMMENCED / RETURNED TO WORK YES ☒ NO ☐

EMPLOYER NAME

EMPLOYER'S TELEPHONE NUMBER ()

DATE STARTED

LABOUR CENTRE

LABOUR REGION LABOUR CENTRE

I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT

ACCOUNT HOLDER JOHN DOE

BANK NAME ABSA

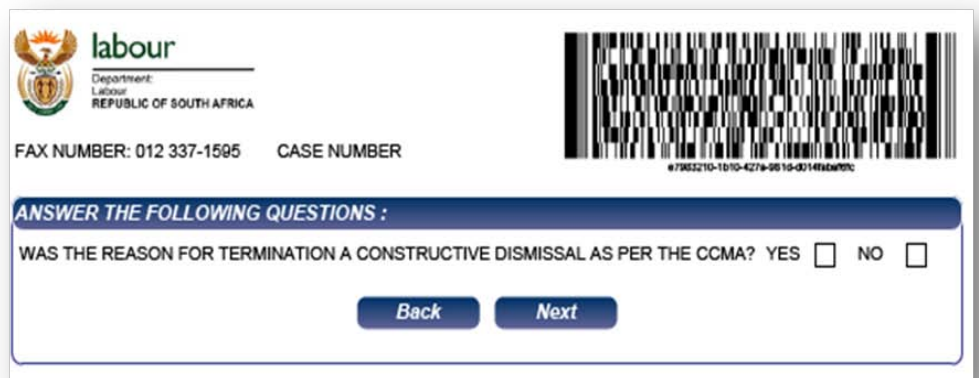
BRANCH NAME ABSA ELECTRONIC SETTLEMENT CNT BRANCH CODE 832005

ACCOUNT NUMBER 424549581 ACCOUNT TYPE CURRENT ACCOUNT

Back **Next**

Step 5

Next, you must confirm if your reason for termination is a constructive dismissal as per the CCMA. If so, you are required to enter the CCMA code.



labour
Department:
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

ANSWER THE FOLLOWING QUESTIONS :


WAS THE REASON FOR TERMINATION A CONSTRUCTIVE DISMISSAL AS PER THE CCMA? YES ☐ NO ☐

Back **Next**

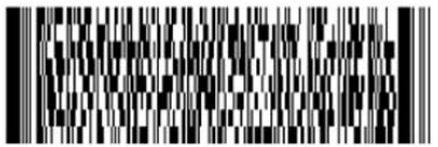
Step 6

If you are still employed whilst on Illness leave, click "Yes". The system will email your Employee Remuneration page for your employer to complete.

Click "OK" on the Pop-up to continue.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA



e7983210-1b10-427a-981d-d014fabaf5fc


FAX NUMBER: 012 337-1595 CASE NUMBER

INCOME WHILST ON ILLNESS LEAVE

I AM STILL EMPLOYED WHILST ON ILLNESS LEAVE ? YES ☒ NO ☐

[Back](#) [Next](#)

Warning: JavaScript Window - Employee Remuneration Page required


 An Employee Remuneration Page (UI2.7) will be generated and sent to your E-mail Address once form has been submitted. Request your employer to complete and submit your salary information for the period you are on illness leave

[OK](#)

Step 7


Your salary information will be displayed, however it cannot be edited on the form.

If any of the information displayed is incorrect, your employer must amend your employee declaration for the changes to take effect.



Department:
Labour
REPUBLIC OF SOUTH AFRICA

UI 2.7



e7983210-1b10-427a-981c-d014faba951c

FAX NUMBER: 012 337-1595
CASE NUMBER

SALARY RECEIVED BY EMPLOYEE WHILST STILL IN EMPLOYMENT

EMPLOYEE NAME	JOHN DOE		
EMPLOYEE ID NUMBER	7910244253084		
EMPLOYER'S UIF REFERENCE NUMBER			
LEAVE START DATE			
EXPECTED DATE OF RETURN TO WORK			
GROSS MONTHLY SALARY			

Company Stamp and Date

Signature

SALARY RECEIVED WHILST ON LEAVE

MONTH	TO	SALARY (PER MONTH) R
MONTH 1		
MONTH 2		
MONTH 3		
MONTH 4		
MONTH 5		
MONTH 6		
MONTH 7		
MONTH 8		
MONTH 9		


Back

Read the terms and conditions

Step 8


If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.



Department:
Labour
REPUBLIC OF SOUTH AFRICA


UI 2.7



e7983210-1b10-427a-981c-d014faba951c

FAX NUMBER: 012 337-1595
CASE NUMBER

Warning: JavaScript Window - Complete Application

 You have accepted the Terms and Conditions. Please click on 'Submit'

OK

Back

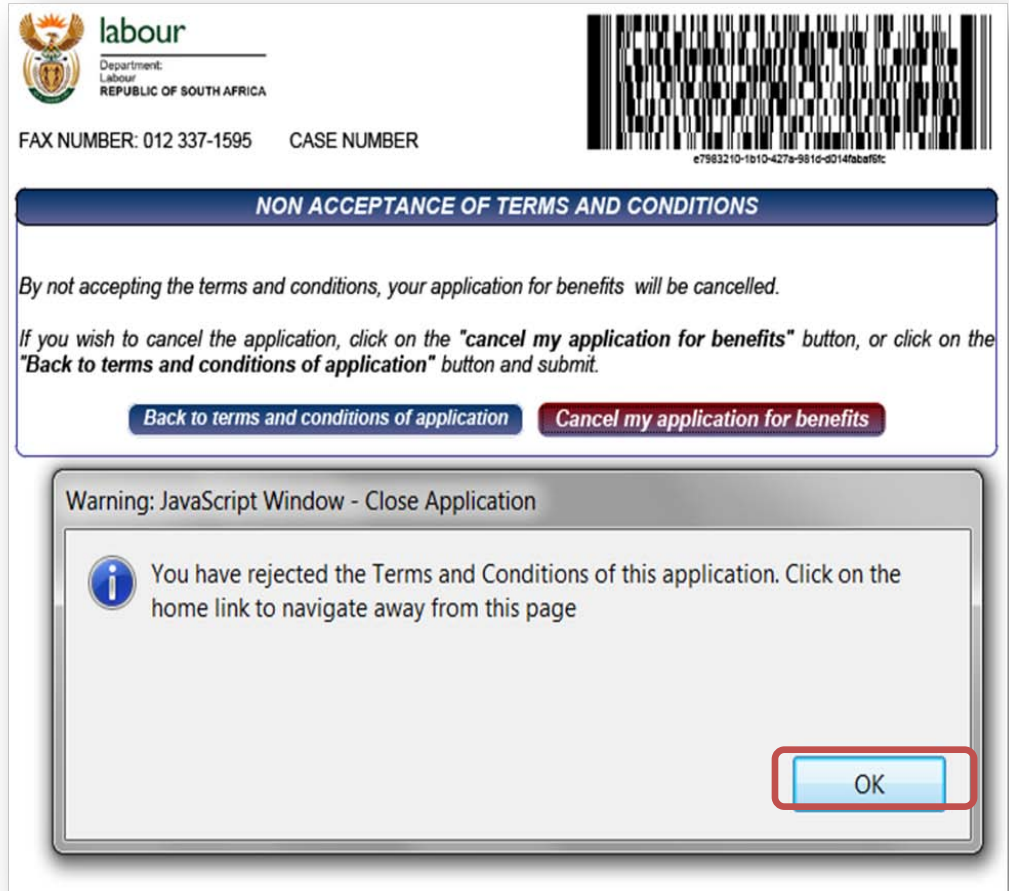
I Disagree

I Agree

Submit

If you have selected “I Disagree”, the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the “Cancel my application for benefits” button. A pop-up will appear to advise you to navigate away from this page.



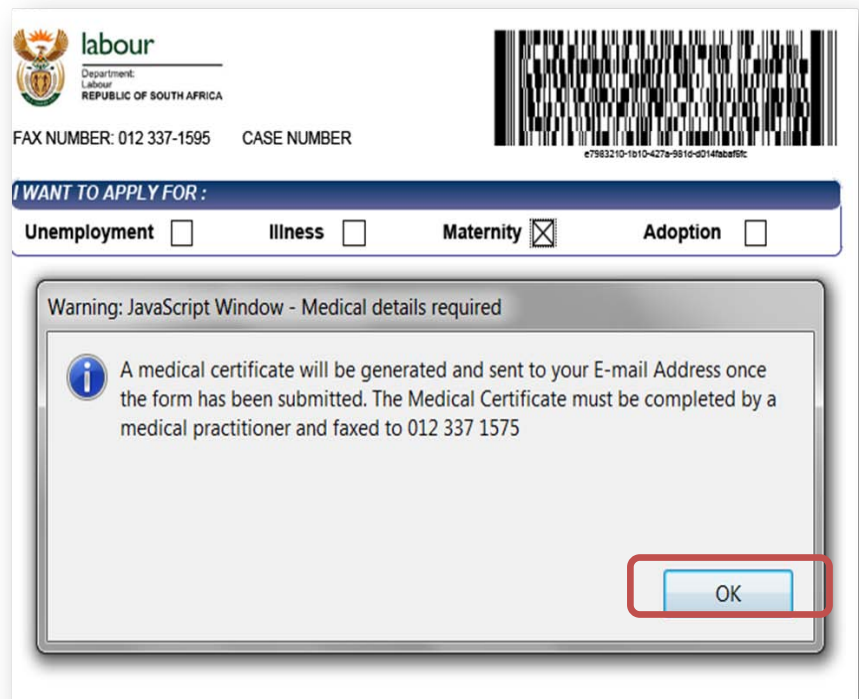
The screenshot displays the UIF Department of Labour website interface. At the top left is the UIF logo. To its right is the South African coat of arms and the text 'labour', 'Department: Labour', and 'REPUBLIC OF SOUTH AFRICA'. Further right are the contact details 'FAX NUMBER: 012 337-1595' and 'CASE NUMBER'. A barcode is located on the top right. The main content area features a blue header with the text 'NON ACCEPTANCE OF TERMS AND CONDITIONS'. Below this, a message states: 'By not accepting the terms and conditions, your application for benefits will be cancelled.' It then instructs the user: 'If you wish to cancel the application, click on the "cancel my application for benefits" button, or click on the "Back to terms and conditions of application" button and submit.' Two buttons are visible: 'Back to terms and conditions of application' and 'Cancel my application for benefits'. A JavaScript warning pop-up is overlaid on the bottom half of the page. The pop-up has a title bar that reads 'Warning: JavaScript Window - Close Application'. It contains an information icon and the text: 'You have rejected the Terms and Conditions of this application. Click on the home link to navigate away from this page'. An 'OK' button is located at the bottom right of the pop-up and is highlighted with a red rectangle.

Application for Maternity Benefits

Step 1

To apply for maternity benefits, tick the "Maternity" option. A pop-up will appear to advise you to have the Medical Certificate completed by a qualified medical practitioner and faxed to : 012 337 1575

Click "Ok" to proceed



labour
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Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

I WANT TO APPLY FOR :

Unemployment ☐ Illness ☐ **Maternity ☒** Adoption ☐

Warning: JavaScript Window - Medical details required

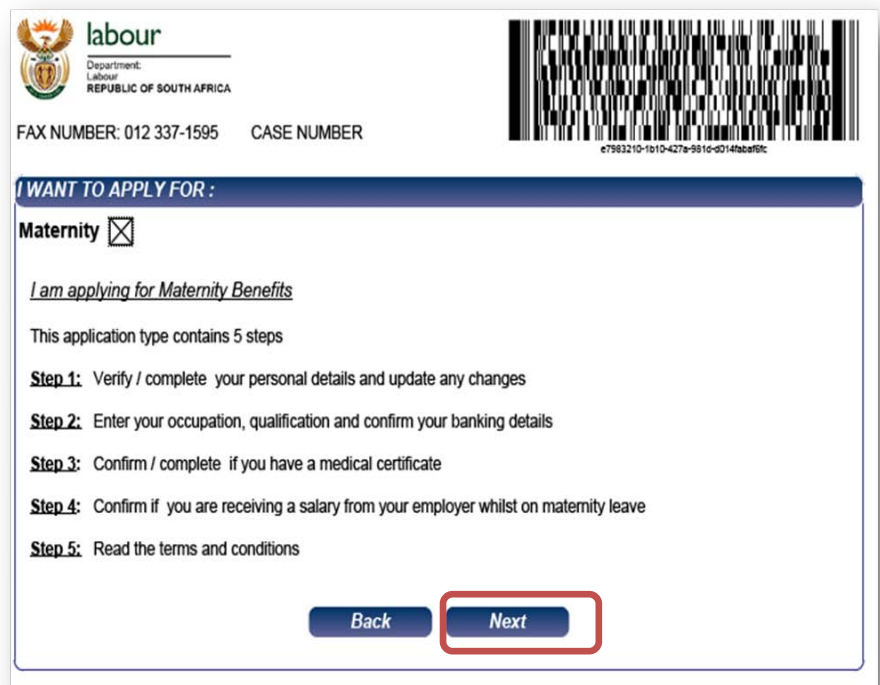
i A medical certificate will be generated and sent to your E-mail Address once the form has been submitted. The Medical Certificate must be completed by a medical practitioner and faxed to 012 337 1575

OK

Step 2

There are 5 steps in completing the application for Maternity Benefits.

Click "Next" to continue.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

I WANT TO APPLY FOR :

Maternity ☒

I am applying for Maternity Benefits

This application type contains 5 steps

Step 1: Verify / complete your personal details and update any changes

Step 2: Enter your occupation, qualification and confirm your banking details

Step 3: Confirm / complete if you have a medical certificate

Step 4: Confirm if you are receiving a salary from your employer whilst on maternity leave

Step 5: Read the terms and conditions

Back **Next**

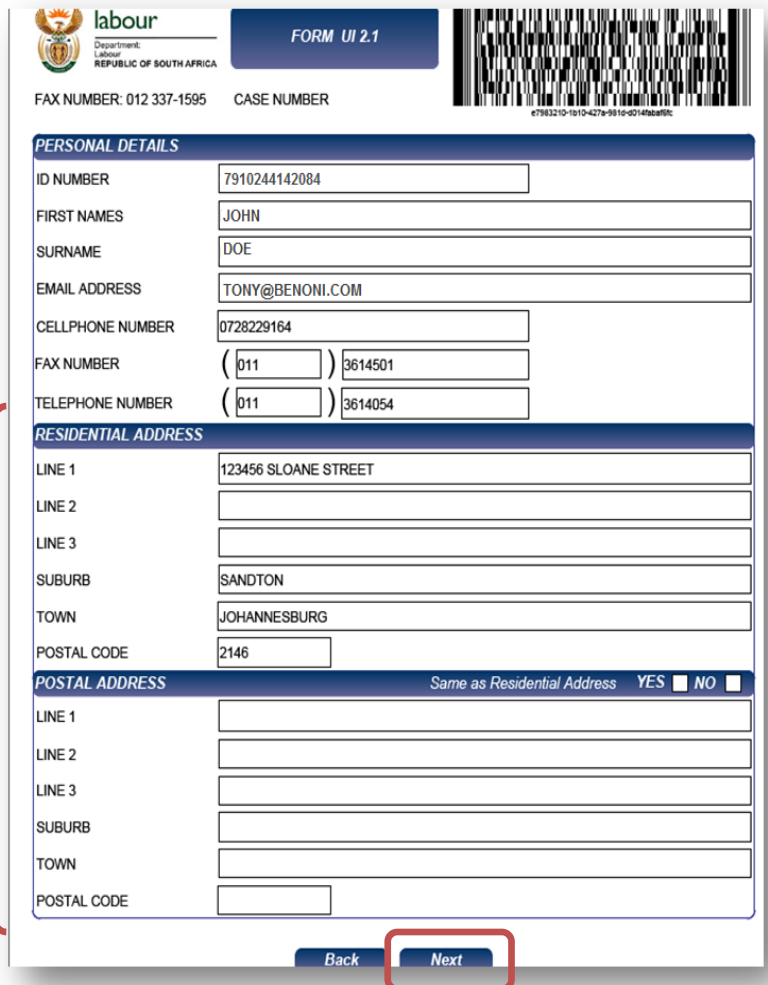
Step 3

Your personal details will be populated based on UIF's records.

If your postal address is the same as your residential address, Click "Yes" and the residential address details will be copied over to the Postal address section.

If the postal address and residential addresses differ, click no and enter your postal address.

Click "Next" to proceed.



The screenshot shows the 'FORM UI 2.1' for the Department of Labour, Republic of South Africa. It includes a header with the UIF logo and a barcode. The form is divided into several sections: 'PERSONAL DETAILS', 'RESIDENTIAL ADDRESS', and 'POSTAL ADDRESS'. The 'PERSONAL DETAILS' section contains fields for ID NUMBER, FIRST NAMES, SURNAME, EMAIL ADDRESS, CELLPHONE NUMBER, FAX NUMBER, and TELEPHONE NUMBER. The 'RESIDENTIAL ADDRESS' section contains fields for LINE 1, LINE 2, LINE 3, SUBURB, TOWN, and POSTAL CODE. The 'POSTAL ADDRESS' section contains fields for LINE 1, LINE 2, LINE 3, SUBURB, TOWN, and POSTAL CODE. A red bracket on the left side of the form groups the 'RESIDENTIAL ADDRESS' and 'POSTAL ADDRESS' sections. At the bottom right, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.

labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FORM UI 2.1

FAX NUMBER: 012 337-1595 CASE NUMBER

PERSONAL DETAILS

ID NUMBER: 7910244142084

FIRST NAMES: JOHN

SURNAME: DOE

EMAIL ADDRESS: TONY@BENONI.COM

CELLPHONE NUMBER: 0728229164

FAX NUMBER: (011) 3614501

TELEPHONE NUMBER: (011) 3614054

RESIDENTIAL ADDRESS

LINE 1: 123456 SLOANE STREET

LINE 2:

LINE 3:

SUBURB: SANDTON

TOWN: JOHANNESBURG

POSTAL CODE: 2146

POSTAL ADDRESS Same as Residential Address YES ☐ NO ☐

LINE 1:

LINE 2:

LINE 3:

SUBURB:

TOWN:

POSTAL CODE:

Back **Next**

Step 4

Select your Occupation and Qualification

If you are receiving a benefit from the Compensation Fund, tick "Yes" and state the date when you have first started receiving this benefit.

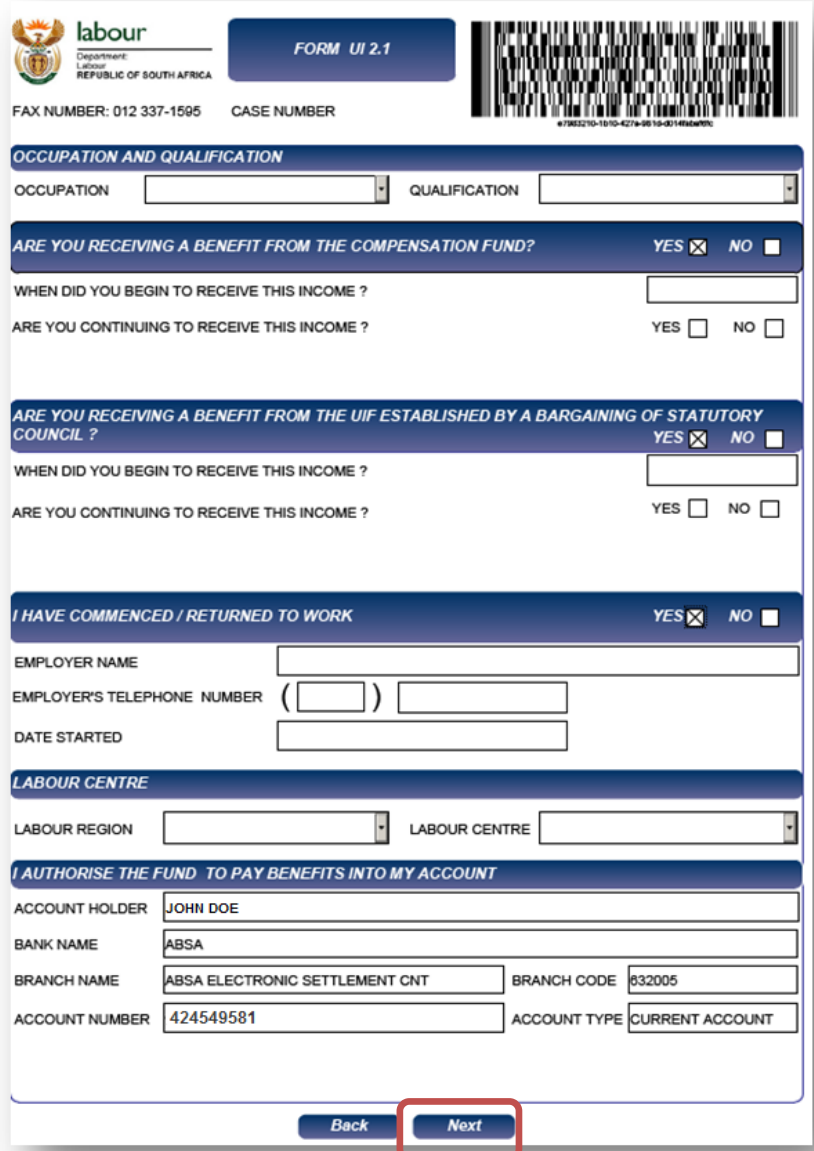
If you are receiving a benefit from the UIF, select "Yes" and state the date when you first started receiving this income.

If you have commenced or returned to work, tick "Yes" and enter :

- Employer's name
- Contact number
- Date Started

Your banking details are already populated.

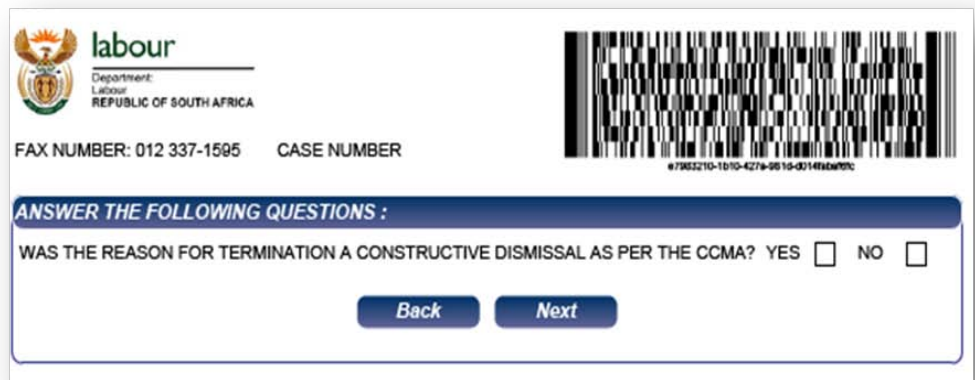
Click "Next" to continue



The screenshot shows the 'FORM UI 2.1' from the Department of Labour, Republic of South Africa. It includes a header with the logo and contact information. The form is divided into several sections: 'OCCUPATION AND QUALIFICATION' with dropdown menus; two sections asking about receiving benefits from the Compensation Fund and the UIF, each with 'YES' and 'NO' checkboxes and a date field; a section for 'I HAVE COMMENCED / RETURNED TO WORK' with 'YES' and 'NO' checkboxes and fields for employer name, telephone number, and date started; a 'LABOUR CENTRE' section with dropdowns for region and centre; and an 'AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT' section with pre-filled banking details for John Doe at ABSA. At the bottom, 'Back' and 'Next' buttons are visible, with 'Next' highlighted by a red box.

Step 5

Next, you must confirm if your reason for termination is a constructive dismissal as per the CCMA. If so, you are required to enter the CCMA code.

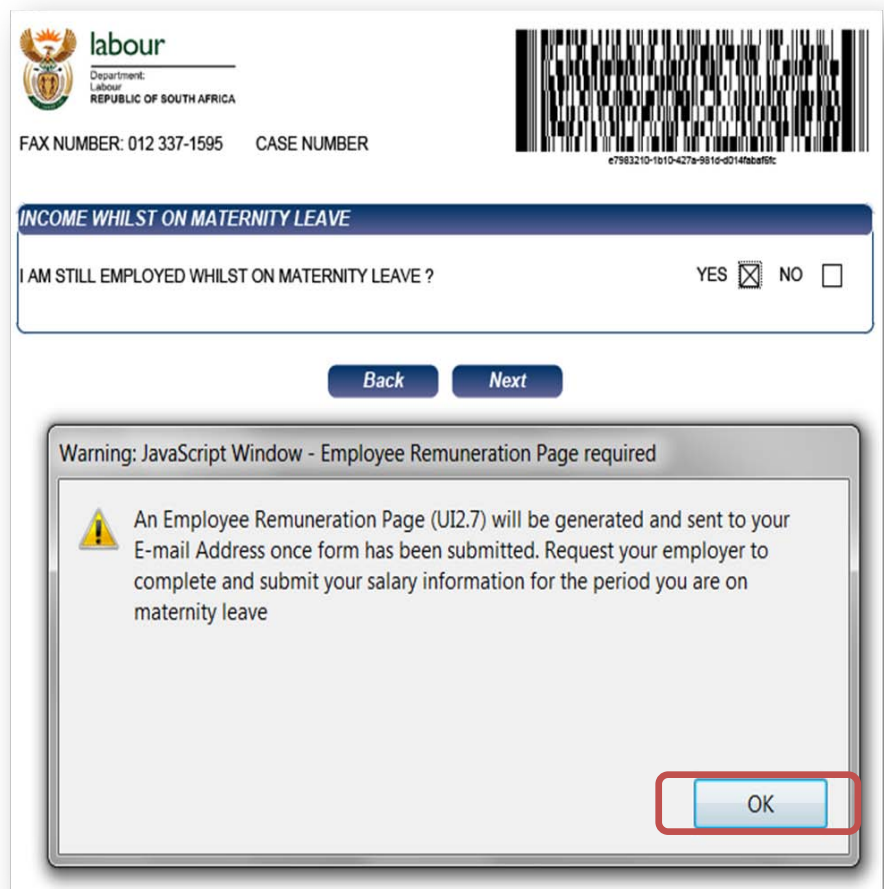


This screenshot shows the continuation of the form, specifically the 'ANSWER THE FOLLOWING QUESTIONS :' section. It contains a single question: 'WAS THE REASON FOR TERMINATION A CONSTRUCTIVE DISMISSAL AS PER THE CCMA?' with 'YES' and 'NO' checkboxes. Below the question are 'Back' and 'Next' buttons.

Step 6

If you are still employed whilst on Maternity leave, click "Yes". The system will email your Employee Remuneration page for your employer to complete.

Click "OK" on the Pop-up to continue.



The screenshot displays the 'labour' Department of the REPUBLIC OF SOUTH AFRICA. It includes a barcode and a case number field. The main form is titled 'INCOME WHILST ON MATERNITY LEAVE' and contains the question 'I AM STILL EMPLOYED WHILST ON MATERNITY LEAVE ?' with 'YES' and 'NO' radio buttons. Below the form are 'Back' and 'Next' buttons. A warning pop-up window is overlaid, stating: 'Warning: JavaScript Window - Employee Remuneration Page required'. The pop-up contains a warning icon and text: 'An Employee Remuneration Page (UI2.7) will be generated and sent to your E-mail Address once form has been submitted. Request your employer to complete and submit your salary information for the period you are on maternity leave'. An 'OK' button is highlighted with a red rectangle.

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FAX NUMBER: 012 337-1595 CASE NUMBER

INCOME WHILST ON MATERNITY LEAVE

I AM STILL EMPLOYED WHILST ON MATERNITY LEAVE ? YES ☒ NO ☐

Back Next

Warning: JavaScript Window - Employee Remuneration Page required

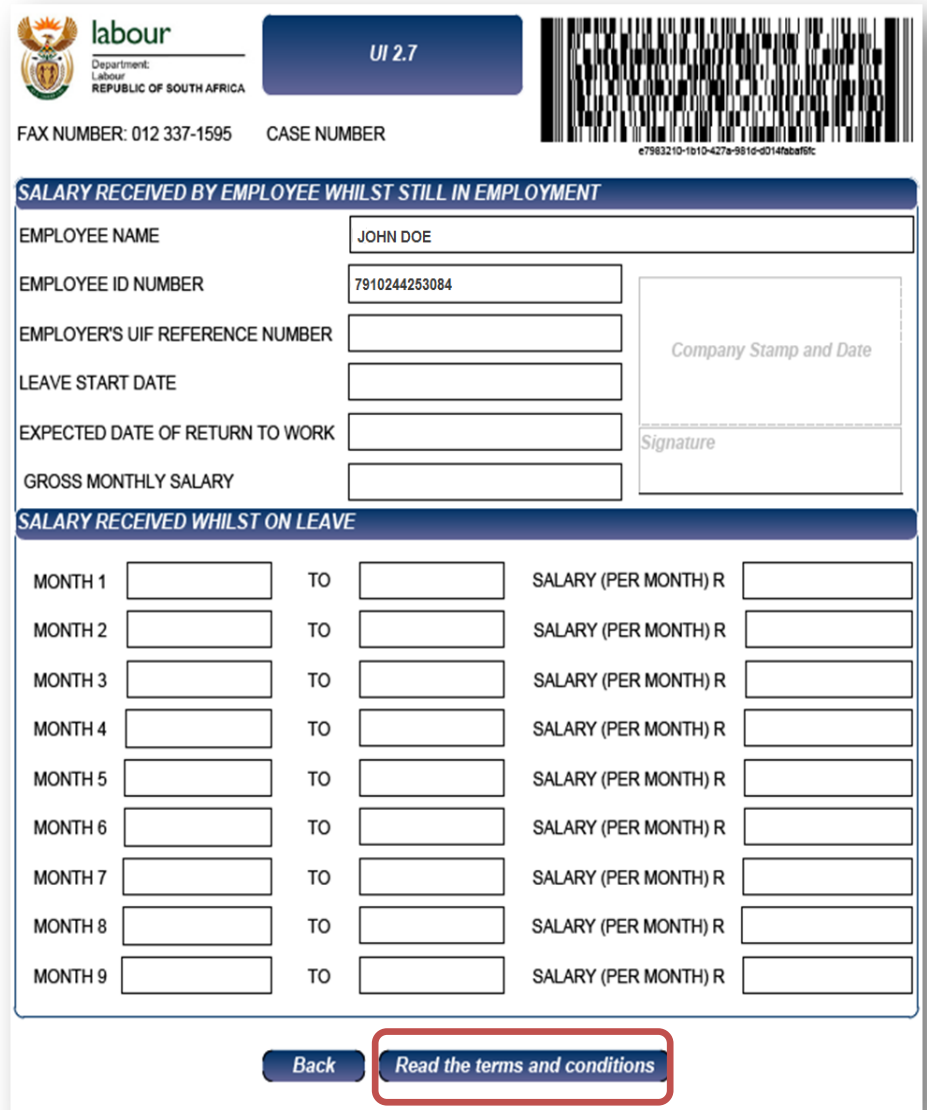
 An Employee Remuneration Page (UI2.7) will be generated and sent to your E-mail Address once form has been submitted. Request your employer to complete and submit your salary information for the period you are on maternity leave

OK

Step 7

Your salary information will be displayed, however it cannot be edited on the form.

If any of the information displayed is incorrect, your employer must amend your employee declaration for the changes to take effect.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

UI 2.7

FAX NUMBER: 012 337-1595 CASE NUMBER

SALARY RECEIVED BY EMPLOYEE WHILST STILL IN EMPLOYMENT

EMPLOYEE NAME: JOHN DOE

EMPLOYEE ID NUMBER: 7910244253084

EMPLOYER'S UIF REFERENCE NUMBER:

LEAVE START DATE:

EXPECTED DATE OF RETURN TO WORK:

GROSS MONTHLY SALARY:

Company Stamp and Date

Signature

SALARY RECEIVED WHILST ON LEAVE

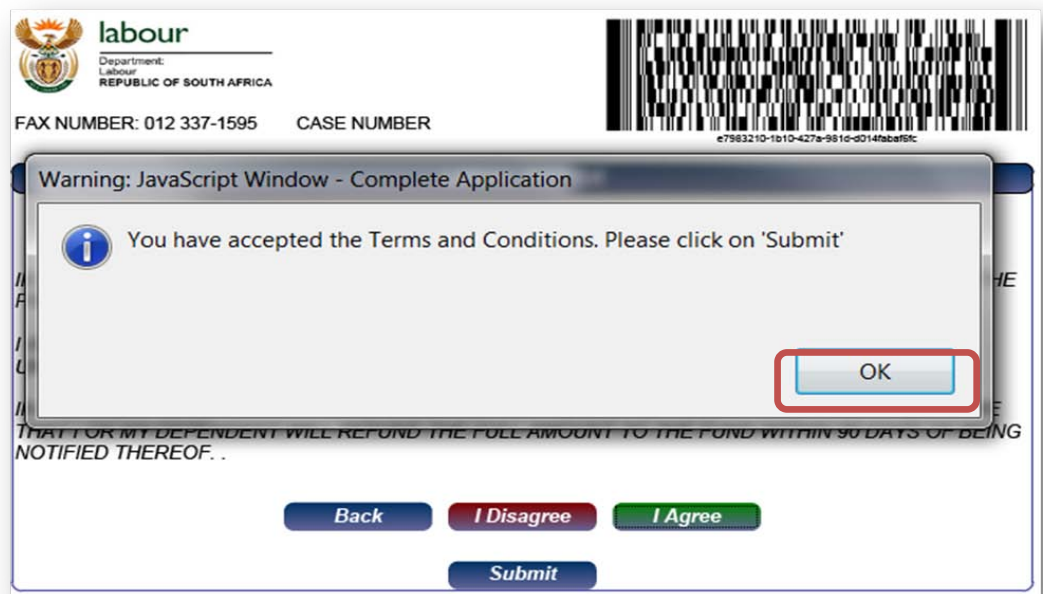
MONTH	TO	SALARY (PER MONTH) R
MONTH 1		
MONTH 2		
MONTH 3		
MONTH 4		
MONTH 5		
MONTH 6		
MONTH 7		
MONTH 8		
MONTH 9		

Back Read the terms and conditions

Step 8

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

Warning: JavaScript Window - Complete Application

You have accepted the Terms and Conditions. Please click on 'Submit'

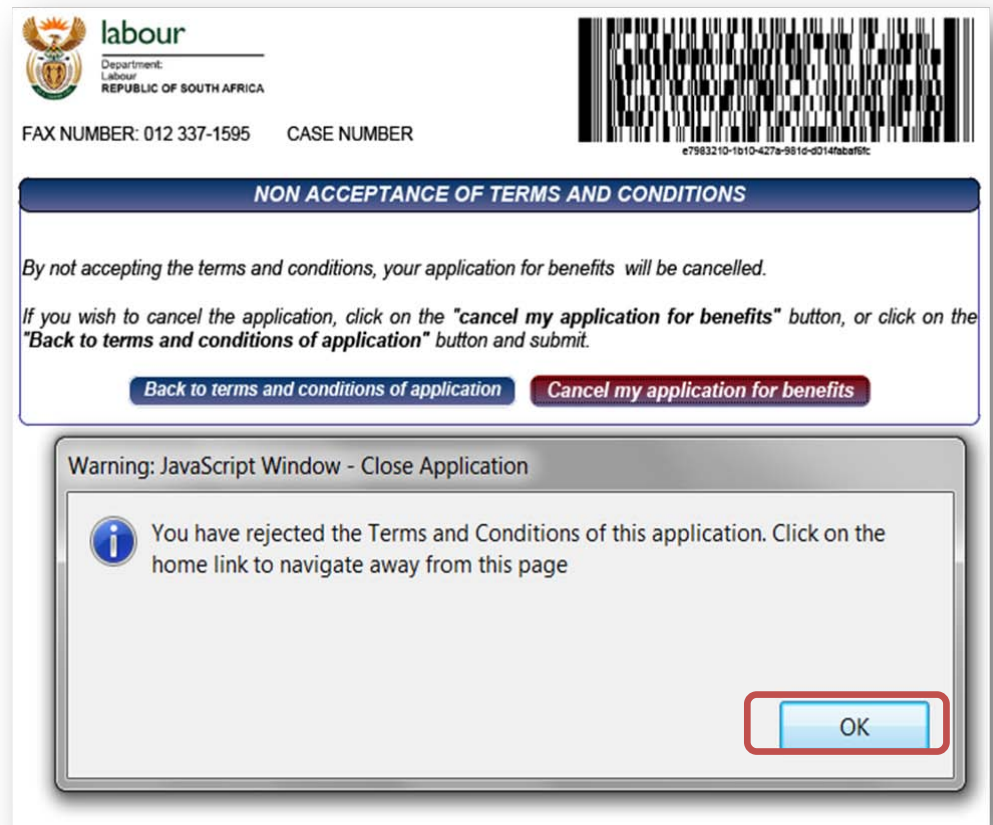
OK

Back I Disagree I Agree

Submit

If you have selected “I Disagree”, the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the “Cancel my application for benefits” button. A pop-up will appear to advise you to navigate away from this page.



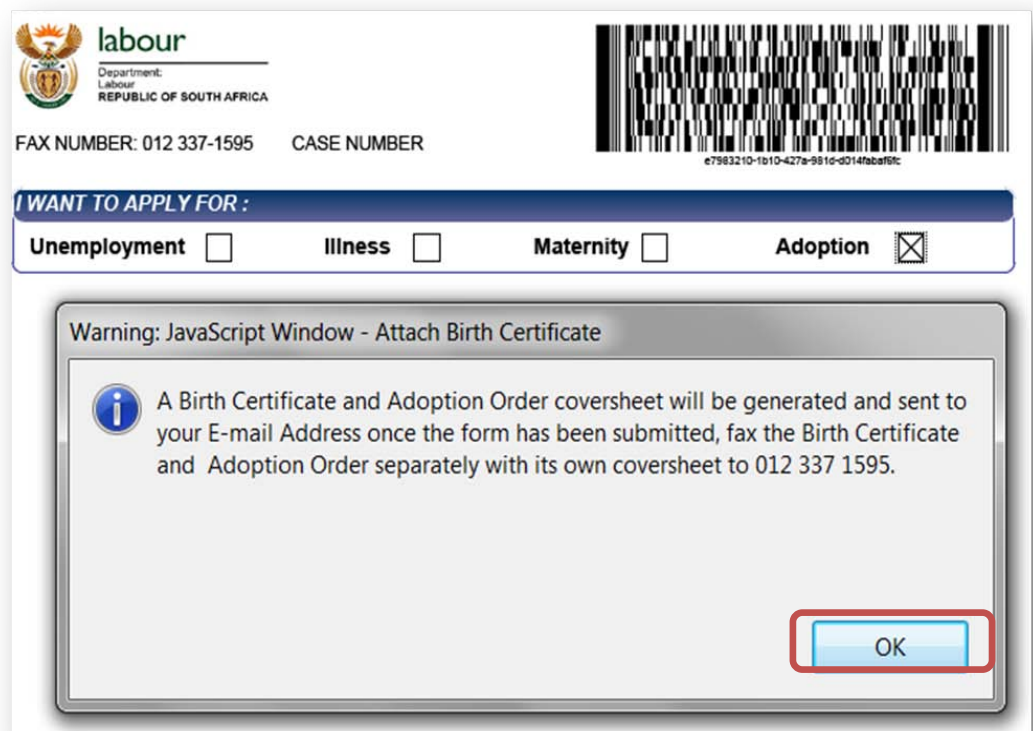
The screenshot shows the 'labour' Department of the Republic of South Africa. It includes a barcode and the text: 'FAX NUMBER: 012 337-1595 CASE NUMBER'. Below this is a section titled 'NON ACCEPTANCE OF TERMS AND CONDITIONS'. The text in this section reads: 'By not accepting the terms and conditions, your application for benefits will be cancelled. If you wish to cancel the application, click on the "cancel my application for benefits" button, or click on the "Back to terms and conditions of application" button and submit.' There are two buttons: 'Back to terms and conditions of application' and 'Cancel my application for benefits'. Below this is a warning pop-up titled 'Warning: JavaScript Window - Close Application'. The message in the pop-up is: 'You have rejected the Terms and Conditions of this application. Click on the home link to navigate away from this page'. There is an 'OK' button at the bottom right of the pop-up.

Application for Adoption Benefits

Step 1

To apply for Adoption Benefits, Click on the “Adoption” option.

A pop-up will appear to confirm that a birth certificate and adoption order cover sheet will be emailed to you once your application has been submitted.

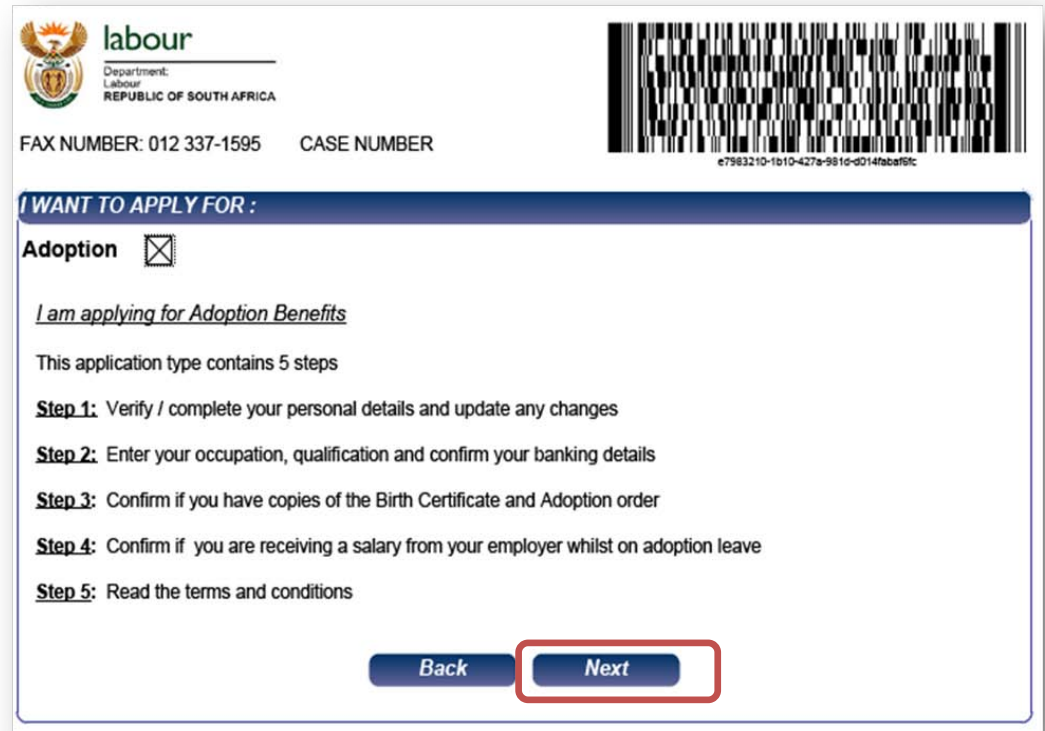


The screenshot shows the 'labour' Department of the Republic of South Africa. It includes a barcode and the text: 'FAX NUMBER: 012 337-1595 CASE NUMBER'. Below this is a section titled 'I WANT TO APPLY FOR :'. There are four options: 'Unemployment', 'Illness', 'Maternity', and 'Adoption'. The 'Adoption' option is selected with a checked checkbox. Below this is a warning pop-up titled 'Warning: JavaScript Window - Attach Birth Certificate'. The message in the pop-up is: 'A Birth Certificate and Adoption Order coversheet will be generated and sent to your E-mail Address once the form has been submitted, fax the Birth Certificate and Adoption Order separately with its own coversheet to 012 337 1595.' There is an 'OK' button at the bottom right of the pop-up.

Step 2

There are 5 steps to complete the Adoption Benefits.

Click "Next" to continue.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

I WANT TO APPLY FOR :

Adoption ☒

I am applying for Adoption Benefits

This application type contains 5 steps

Step 1: Verify / complete your personal details and update any changes

Step 2: Enter your occupation, qualification and confirm your banking details

Step 3: Confirm if you have copies of the Birth Certificate and Adoption order

Step 4: Confirm if you are receiving a salary from your employer whilst on adoption leave

Step 5: Read the terms and conditions

Back **Next**

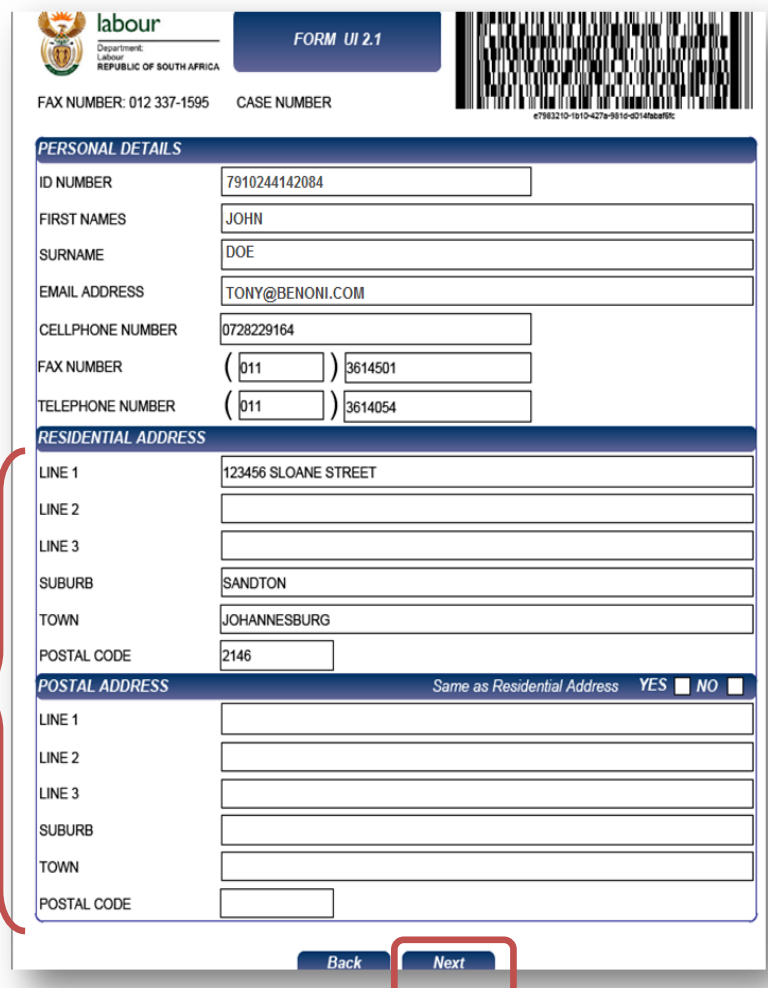
Step 3

Your personal details will be populated based on UIF's records.

If your postal address is the same as your residential address, Click "Yes" and the residential address details will be copied over to the Postal address section.

If the postal address and residential addresses differ, click no and enter your postal address.

Click "Next" to proceed.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FORM UI 2.1

FAX NUMBER: 012 337-1595 CASE NUMBER

PERSONAL DETAILS

ID NUMBER: 7910244142084

FIRST NAMES: JOHN

SURNAME: DOE

EMAIL ADDRESS: TONY@BENONI.COM

CELLPHONE NUMBER: 0728229164

FAX NUMBER: (011) 3614501

TELEPHONE NUMBER: (011) 3614054

RESIDENTIAL ADDRESS

LINE 1: 123456 SLOANE STREET

LINE 2:

LINE 3:

SUBURB: SANDTON

TOWN: JOHANNESBURG

POSTAL CODE: 2146

POSTAL ADDRESS Same as Residential Address YES ☒ NO ☐

LINE 1:

LINE 2:

LINE 3:

SUBURB:

TOWN:

POSTAL CODE:

Back **Next**

Step 4

Select your Occupation and Qualification

If you are receiving a benefit from the Compensation Fund, tick "Yes" and state the date when you have first started receiving this benefit.

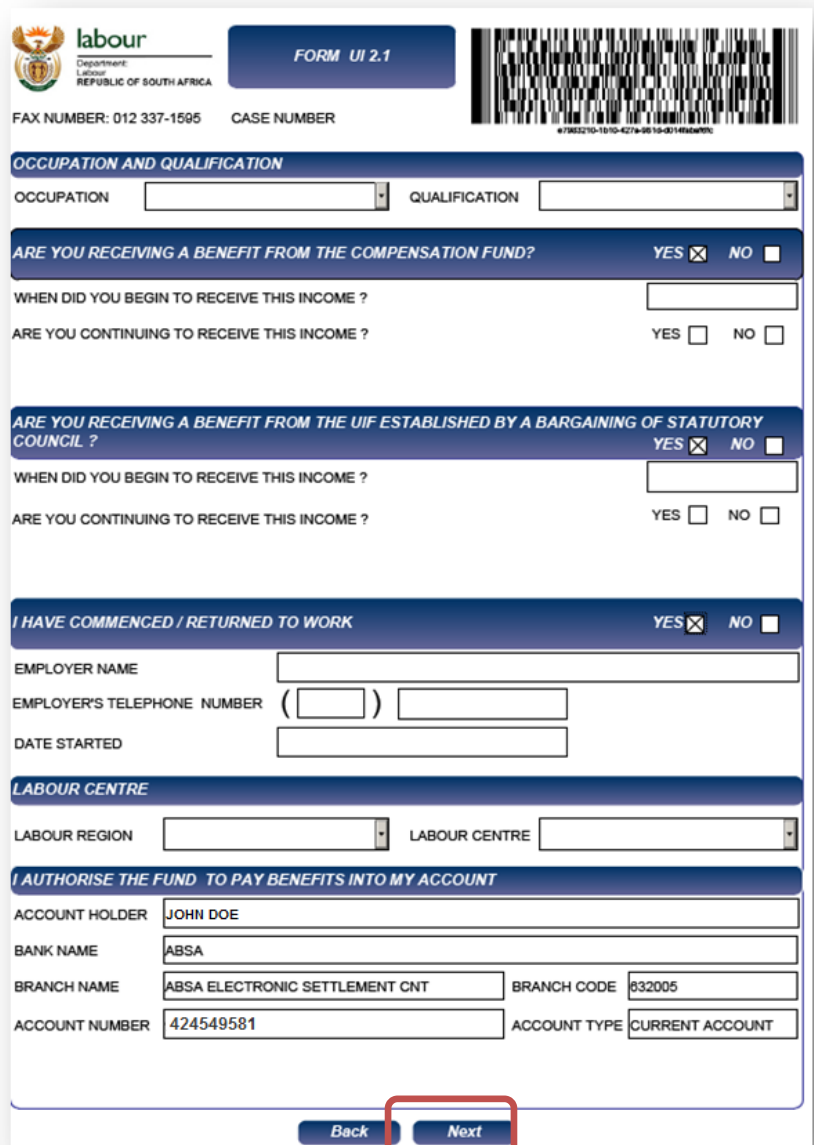
If you are receiving benefit from the UIF, select "Yes" and state the date when you first started receiving this income.

If you have commenced or returned to work, tick "Yes" and enter:

- Employer's name
- Contact number
- Date Started

Your banking details are already populated.

Click "Next" to continue



The screenshot shows the 'FORM UI 2.1' from the Department of Labour, Republic of South Africa. It includes a barcode and contact information. The form is divided into several sections: 'OCCUPATION AND QUALIFICATION' with dropdown menus; 'ARE YOU RECEIVING A BENEFIT FROM THE COMPENSATION FUND?' with 'YES' (checked) and 'NO' options, and a date field; 'ARE YOU RECEIVING A BENEFIT FROM THE UIF ESTABLISHED BY A BARGAINING OF STATUTORY COUNCIL?' with 'YES' (checked) and 'NO' options, and a date field; 'I HAVE COMMENCED / RETURNED TO WORK' with 'YES' (checked) and 'NO' options, and fields for 'EMPLOYER NAME', 'EMPLOYER'S TELEPHONE NUMBER', and 'DATE STARTED'; 'LABOUR CENTRE' with dropdowns for 'LABOUR REGION' and 'LABOUR CENTRE'; and 'I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT' with pre-filled banking details for 'JOHN DOE' at 'ABSA'. At the bottom, there are 'Back' and 'Next' buttons, with 'Next' highlighted by a red box.

Step 5

Next, you must capture details of your adopted child.

Click "Next" to continue




The screenshot shows the 'UI 2.4' form from the Department of Labour, Republic of South Africa. It includes a barcode and contact information. The form is titled 'ADOPTED CHILD DETAILS' and contains fields for 'CHILD'S ID NUMBER', 'CHILD'S DATE OF BIRTH', 'FIRST NAME OF CHILD', 'SURNAME OF CHILD', and 'DATE OF APPLICATION TO CHILDREN'S COURT'. At the bottom, there are 'Back' and 'Next' buttons, with 'Next' highlighted by a red box.

Step 6

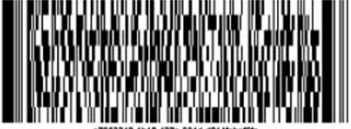
If you are still employed whilst on Adoption Leave, click “Yes”.

A pop-up will appear to confirm that your Employee Remuneration page will be emailed to you. Your Employer must complete and submit your salary information and fax it back to : 012 337 1595



labour
 Department:
 Labour
 REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER



e7983210-1010-427a-901c-d014f8ba95c


INCOME WHILST ON ADOPTION LEAVE

I AM STILL EMPLOYED WHILST ON ADOPTION LEAVE
 YES ☒ NO ☐

Back

Next

Warning: JavaScript Window - Employee Remuneration Page required



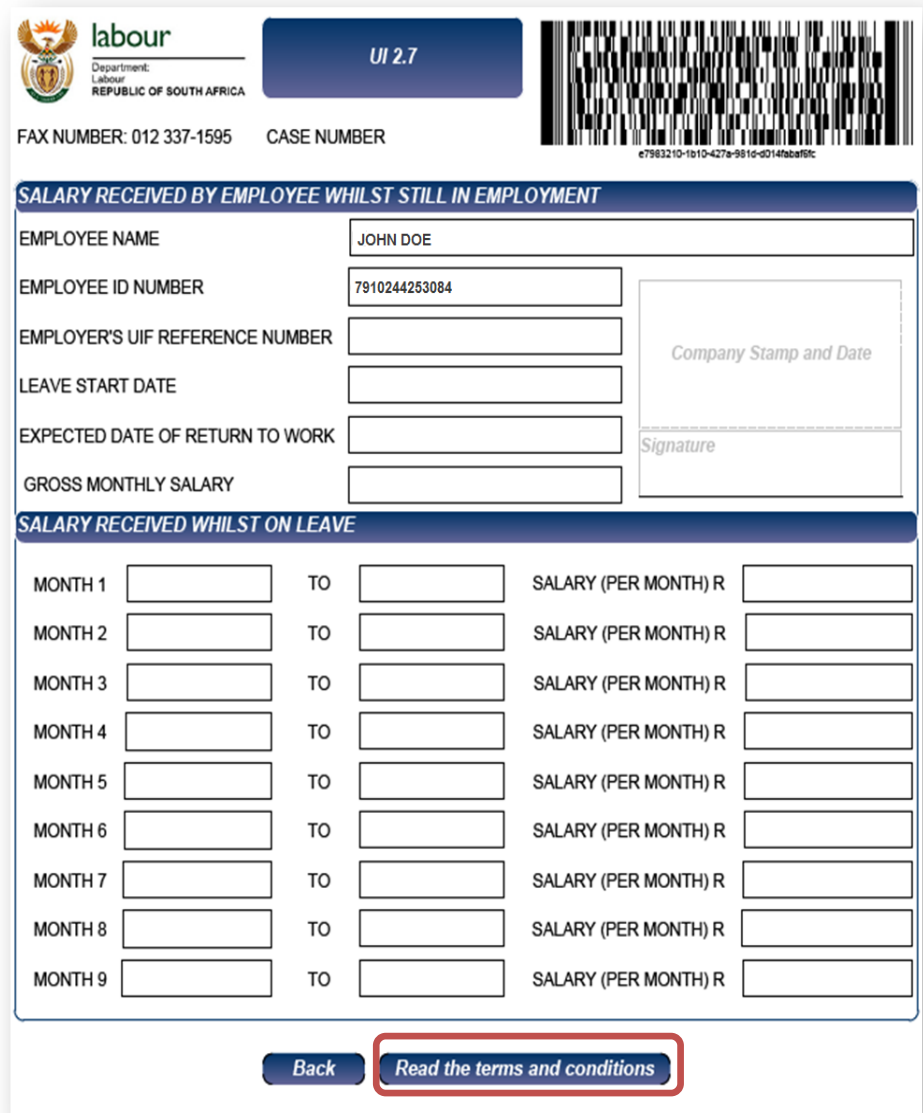
An Employee Remuneration Page (UI2.7) will be generated and sent to your E-mail Address once form has been submitted. Request your employer to complete and submit your salary information for the period you are on adoption leave

OK

Step 7

Your salary information will be displayed, however it cannot be edited on the form.

If any of the information displayed is incorrect, your employer must amend your employee declaration for the changes to take effect.



labour
Department: Labour
REPUBLIC OF SOUTH AFRICA

UI 2.7

FAX NUMBER: 012 337-1595 CASE NUMBER

SALARY RECEIVED BY EMPLOYEE WHILST STILL IN EMPLOYMENT

EMPLOYEE NAME: JOHN DOE

EMPLOYEE ID NUMBER: 7910244253084

EMPLOYER'S UIF REFERENCE NUMBER:

LEAVE START DATE:

EXPECTED DATE OF RETURN TO WORK:

GROSS MONTHLY SALARY:

Company Stamp and Date

Signature

SALARY RECEIVED WHILST ON LEAVE

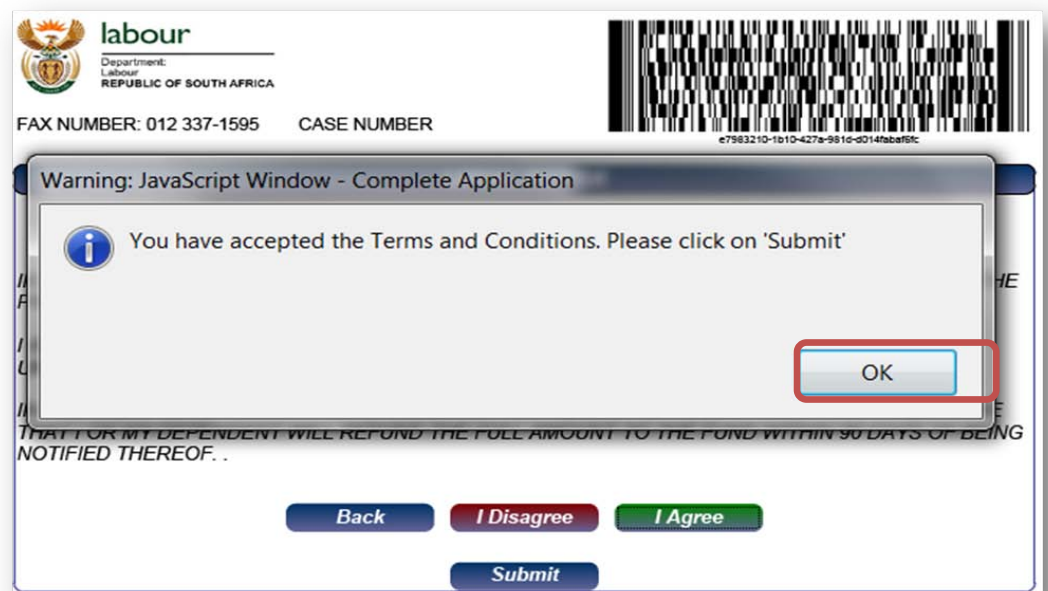
MONTH	TO	SALARY (PER MONTH) R
MONTH 1		
MONTH 2		
MONTH 3		
MONTH 4		
MONTH 5		
MONTH 6		
MONTH 7		
MONTH 8		
MONTH 9		

Back Read the terms and conditions

Step 8

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.



labour
Department: Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595 CASE NUMBER

Warning: JavaScript Window - Complete Application

You have accepted the Terms and Conditions. Please click on 'Submit'

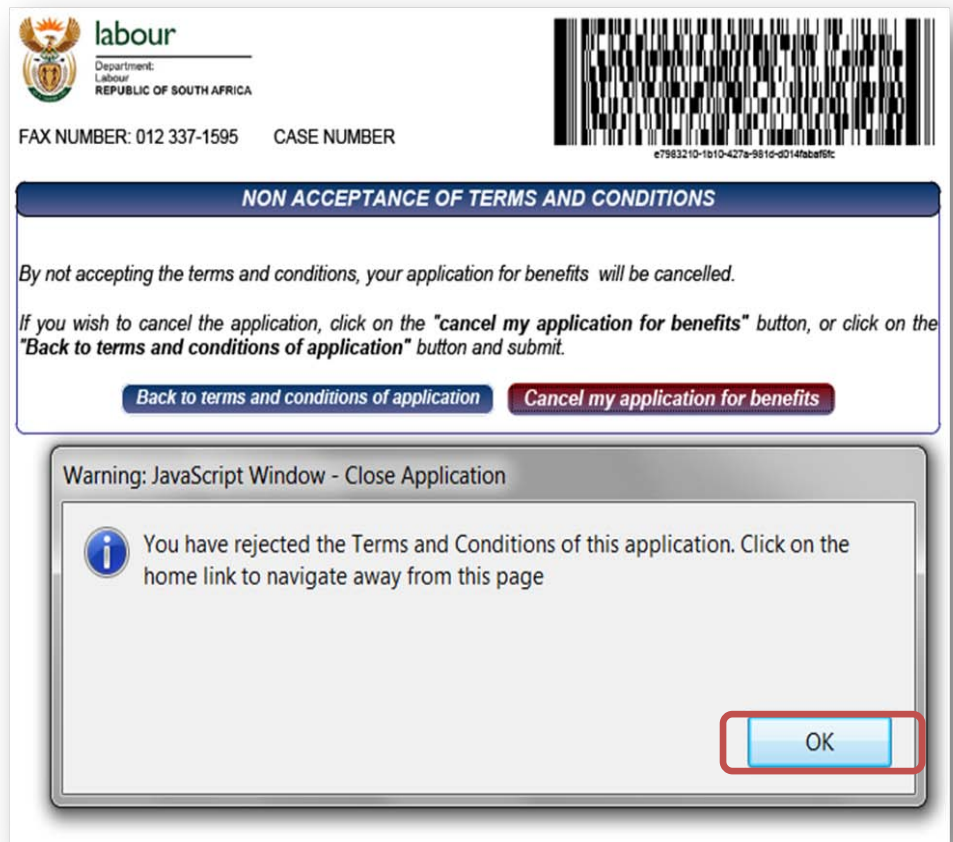
OK

Back I Disagree I Agree

Submit

If you have selected "I Disagree", the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the "Cancel my application for benefits" button. A pop-up will appear to advise you to navigate away from this page.



The screenshot displays the UIF Department of Labour website interface. At the top, the UIF logo and the Department of Labour, Republic of South Africa, are visible. A barcode is present on the right side. Below the header, the text "FAX NUMBER: 012 337-1595" and "CASE NUMBER" is shown. The main content area features a blue banner with the text "NON ACCEPTANCE OF TERMS AND CONDITIONS". Below this banner, a message states: "By not accepting the terms and conditions, your application for benefits will be cancelled." It further instructs the user: "If you wish to cancel the application, click on the 'cancel my application for benefits' button, or click on the 'Back to terms and conditions of application' button and submit." Two buttons are provided: "Back to terms and conditions of application" and "Cancel my application for benefits". A JavaScript warning pop-up is overlaid on the page, titled "Warning: JavaScript Window - Close Application". It contains an information icon and the text: "You have rejected the Terms and Conditions of this application. Click on the home link to navigate away from this page". An "OK" button is located at the bottom right of the pop-up.

[Back to Quick Links](#)

Continuation of Payment

Continuation of payment for Unemployment benefits

Payments should be requested 30 days after completing application for benefits and thereafter every 30 days, should you still be unemployed.

Step 1

To submit a continuation of payment request to the UIF, select the “Continuation of Payment” tab under the benefits section.



Step 2

To submit your continuation of payment request for Unemployment Benefits, click on “Unemployment”




A screenshot of the "PAYMENT FORM" for Unemployment Benefits. The form header includes the Department of Labour logo, the text "labour Department: Labour REPUBLIC OF SOUTH AFRICA", a fax number "FAX NUMBER: 012 337-1595", a barcode, and a "CASE NUMBER" field. Below the header, a section titled "I WANT TO APPLY FOR :" contains four options: "Unemployment" (checked with a red box), "Illness", "Maternity", and "Adoption". A "Next" button is located at the bottom right of the form.


Step 3

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.



FAX NUMBER: 012 337-1595



PAYMENT FORM

CASE NUMBER

PERSONAL DETAILS

ID NUMBER	<input type="text" value="7910244253089"/>
FIRST NAMES	<input type="text" value="JOHN"/>
SURNAME	<input type="text" value="DOE"/>
EMAIL ADDRESS	<input type="text" value="TONY@BENONI.COM"/>
CELLPHONE NUMBER	<input type="text" value="0728229164"/>
FAX NUMBER	(<input type="text" value="011"/>) <input type="text" value="3614501"/>
TELEPHONE NUMBER	(<input type="text" value="011"/>) <input type="text" value="3614054"/>

RESIDENTIAL ADDRESS

LINE 1	<input type="text" value="123456 SLOANE STREET"/>
LINE 2	<input type="text"/>
LINE 3	<input type="text"/>
SUBURB	<input type="text" value="SANDTON"/>
TOWN	<input type="text" value="JOHANNESBURG"/>
POSTAL CODE	<input type="text" value="2146"/>

POSTAL ADDRESS

Same as Residential Address YES ☐ NO ☐

LINE 1	<input type="text"/>
LINE 2	<input type="text"/>
LINE 3	<input type="text"/>
SUBURB	<input type="text"/>
TOWN	<input type="text"/>
POSTAL CODE	<input type="text"/>

Back

Next

Step 4

Your banking details are displayed.
You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click “Yes” and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click “I agree” then click on “Submit”.



labour
Department
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595



PAYMENT FORM

CASE NUMBER

I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT

ID NUMBER	<input type="text" value="7910244253089"/>		
BANK NAME	<input type="text" value="ABSA"/>		
NAME OF ACCOUNT HOLDER	<input type="text" value="PHUMZILE PRIMROSE MCHUNU"/>		
BRANCH NAME	<input type="text" value="ABSA ELECTRONIC SETTLEME"/>	BRANCH CODE	<input type="text" value="632005"/>
ACCOUNT NUMBER	<input type="text" value="424549581"/>	ACCOUNT TYPE	<input type="text" value="CURRENT ACCOUNT"/>

I HAVE RETURNED TO WORK

YES ☒ NO ☐

INDICATE DATE RETURNED TO WORK

LABOUR CENTRE

LABOUR REGION LABOUR CENTRE

DECLARATION OF UNEMPLOYMENT

TERMS AND CONDITIONS

I DECLARE THAT I HAVE NOT WORKED SINCE THE DATE OF MY APPLICATION AND HAVE NOT BEEN ENTITLED TO MY NORMAL REMUNERATION /OR WILL RECEIVE A PORTION OF MY NORMAL REMUNERATION AS DECLARED BY MY EMPLOYER ON PRESCRIBED FORM UI 2.7 SUBMITTED WITH MY APPLICATION FORM.

I FURTHERMORE DECLARE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. I AM AWARE THAT IT IS AN OFFENCE TO WILFULLY MAKE A FALSE STATEMENT.

I Disagree

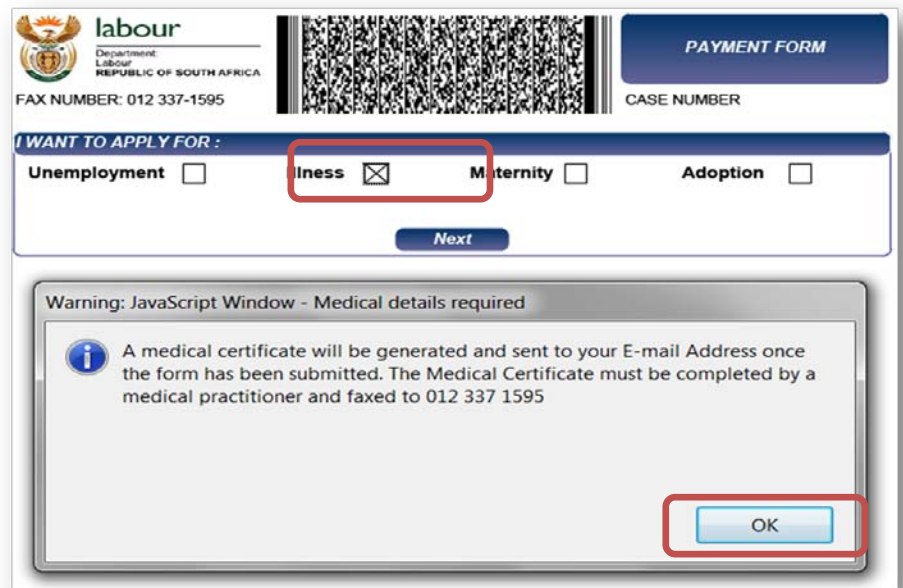
I Agree

Continuation of payment for Illness benefits

Step 1

To submit your continuation of payment for Illness benefits request to the UIF, click on "Illness".

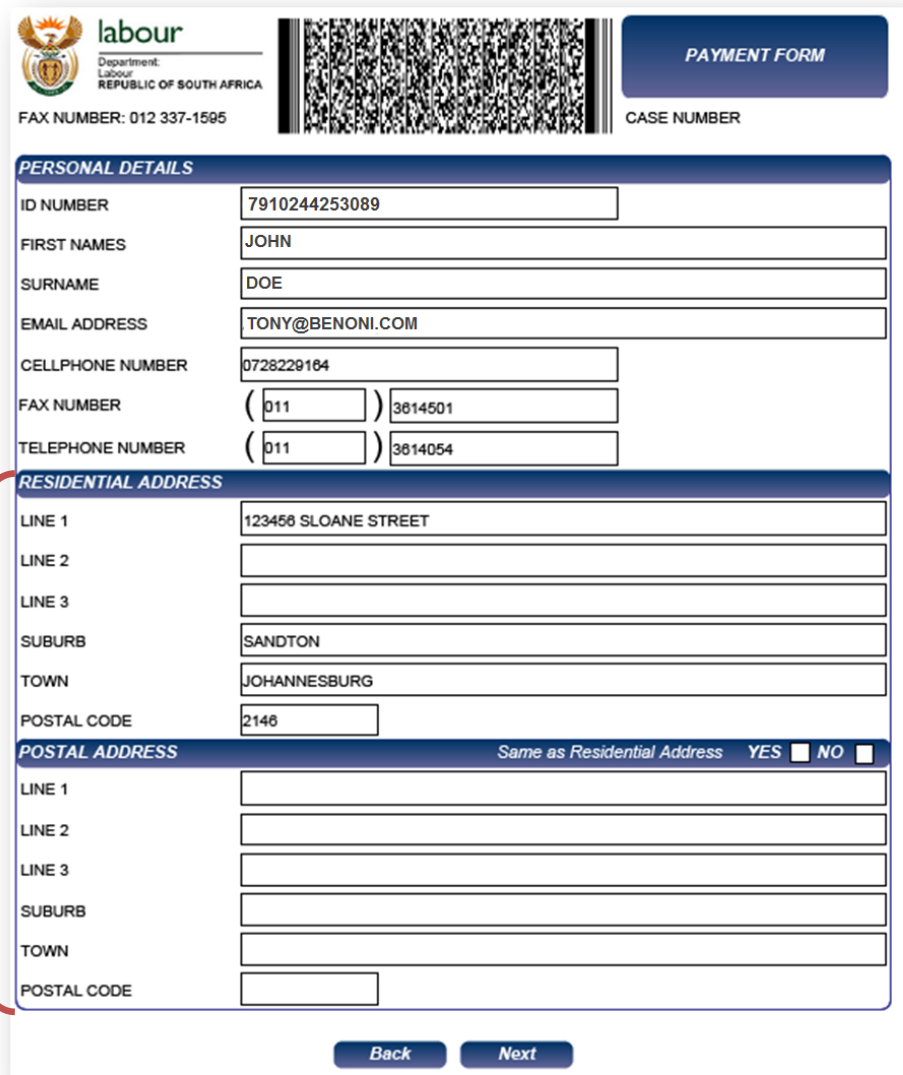
A pop-up will appear to confirm that a medical certificate will be generated and emailed to you once the request is submitted. A qualified medical practitioner must complete the medical certificate and fax it to 012 337 1595



Step 2

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.



Step 3

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click "Yes" and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click "I agree" then click on "Submit".



The screenshot shows the 'PAYMENT FORM' for the Department of Labour, Republic of South Africa. It includes a QR code and a case number field. The form is divided into several sections:

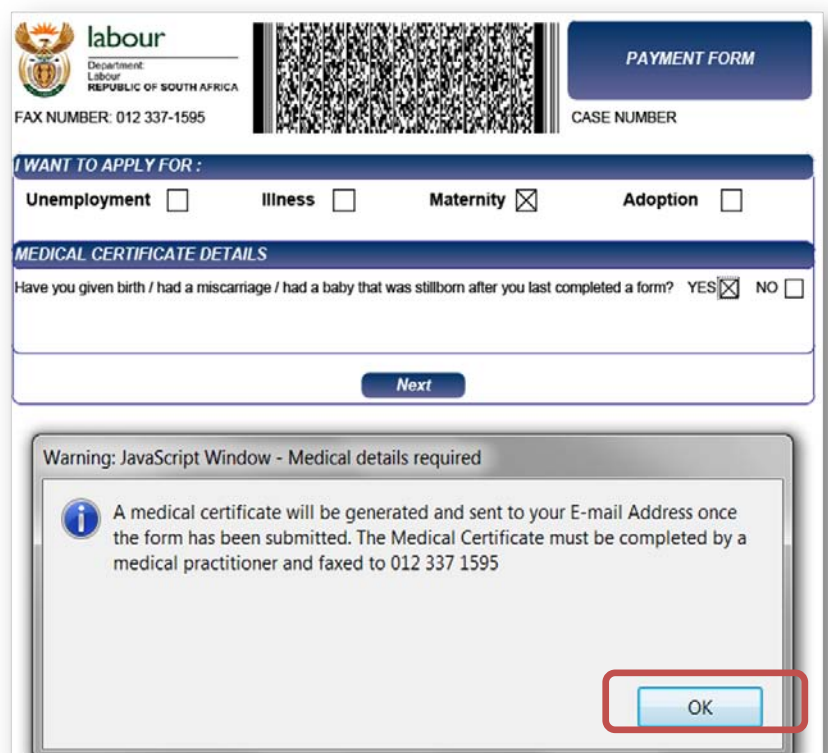
- I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT:** This section contains fields for ID NUMBER (7910244253089), BANK NAME (ABSA), NAME OF ACCOUNT HOLDER (PHUMZILE PRIMROSE MCHUNU), BRANCH NAME (ABSA ELECTRONIC SETTLEMENT), BRANCH CODE (632005), ACCOUNT NUMBER (424549581), and ACCOUNT TYPE (CURRENT ACCOUNT).
- I HAVE RETURNED TO WORK:** This section has a 'YES' checkbox (checked) and a 'NO' checkbox. Below it is a field to 'INDICATE DATE RETURNED TO WORK'.
- LABOUR CENTRE:** This section has dropdown menus for 'LABOUR REGION' and 'LABOUR CENTRE'.
- DECLARATION OF UNEMPLOYMENT:** This section contains the 'TERMS AND CONDITIONS' text, which states that the user declares they have not worked since the date of application and have not received normal remuneration. It also includes a declaration that the information given is true and correct.
- Buttons:** At the bottom, there are two buttons: 'I Disagree' and 'I Agree' (which is highlighted with a red box).

Continuation of payment for Maternity benefits

Step 1

To submit your continuation of payment for Maternity benefits request to the UIF, click on "Maternity".

A pop-up will appear to confirm that a medical certificate will be generated and emailed to you once the request is submitted. A qualified medical practitioner must complete the medical certificate and fax it to 012 337 1595




The screenshot shows the 'PAYMENT FORM' for the Department of Labour, Republic of South Africa, specifically for 'I WANT TO APPLY FOR :'. The 'Maternity' checkbox is checked. Below this is the 'MEDICAL CERTIFICATE DETAILS' section, which includes a question: 'Have you given birth / had a miscarriage / had a baby that was stillborn after you last completed a form?' with 'YES' checked and 'NO' unchecked. A 'Next' button is visible below this section.

Below the form, a 'Warning: JavaScript Window - Medical details required' pop-up is displayed. It contains an information icon and the text: 'A medical certificate will be generated and sent to your E-mail Address once the form has been submitted. The Medical Certificate must be completed by a medical practitioner and faxed to 012 337 1595'. An 'OK' button is highlighted with a red box at the bottom right of the pop-up.

Step 2


Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.



labour
Department:
labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595



PAYMENT FORM

CASE NUMBER

PERSONAL DETAILS

ID NUMBER	<input type="text" value="7910244253089"/>
FIRST NAMES	<input type="text" value="JOHN"/>
SURNAME	<input type="text" value="DOE"/>
EMAIL ADDRESS	<input type="text" value="TONY@BENONI.COM"/>
CELLPHONE NUMBER	<input type="text" value="0728229164"/>
FAX NUMBER	(<input type="text" value="011"/>) <input type="text" value="3614501"/>
TELEPHONE NUMBER	(<input type="text" value="011"/>) <input type="text" value="3614054"/>

RESIDENTIAL ADDRESS

LINE 1	<input type="text" value="123456 SLOANE STREET"/>
LINE 2	<input type="text"/>
LINE 3	<input type="text"/>
SUBURB	<input type="text" value="SANDTON"/>
TOWN	<input type="text" value="JOHANNESBURG"/>
POSTAL CODE	<input type="text" value="2146"/>

POSTAL ADDRESS

Same as Residential Address YES ☐ NO ☐

LINE 1	<input type="text"/>
LINE 2	<input type="text"/>
LINE 3	<input type="text"/>
SUBURB	<input type="text"/>
TOWN	<input type="text"/>
POSTAL CODE	<input type="text"/>

Back

Next

Step 3

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click "Yes" and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click "I agree" then click on "Submit".



Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595



PAYMENT FORM

CASE NUMBER

I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT

ID NUMBER	7910244253089		
BANK NAME	ABSA		
NAME OF ACCOUNT HOLDER	PHUMZILE PRIMROSE MCHUNU		
BRANCH NAME	ABSA ELECTRONIC SETTLEME	BRANCH CODE	632005
ACCOUNT NUMBER	424549581	ACCOUNT TYPE	CURRENT ACCOUNT

I HAVE RETURNED TO WORK YES ☒ NO ☐

INDICATE DATE RETURNED TO WORK

LABOUR CENTRE

LABOUR REGION

LABOUR CENTRE

DECLARATION OF UNEMPLOYMENT

TERMS AND CONDITIONS

I DECLARE THAT I HAVE NOT WORKED SINCE THE DATE OF MY APPLICATION AND HAVE NOT BEEN ENTITLED TO MY NORMAL REMUNERATION /OR WILL RECEIVE A PORTION OF MY NORMAL REMUNERATION AS DECLARED BY MY EMPLOYER ON PRESCRIBED FORM UI 2.7 SUBMITTED WITH MY APPLICATION FORM.

I FURTHERMORE DECLARE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. I AM AWARE THAT IT IS AN OFFENCE TO WILFULLY MAKE A FALSE STATEMENT.

Continuation of payment for Adoption benefits

Step 1

To submit your continuation of payment for Adoption benefits request to the UIF, click on "Adoption".



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Department:
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REPUBLIC OF SOUTH AFRICA
FAX NUMBER: 012 337-1595

PAYMENT FORM
CASE NUMBER

I WANT TO APPLY FOR :

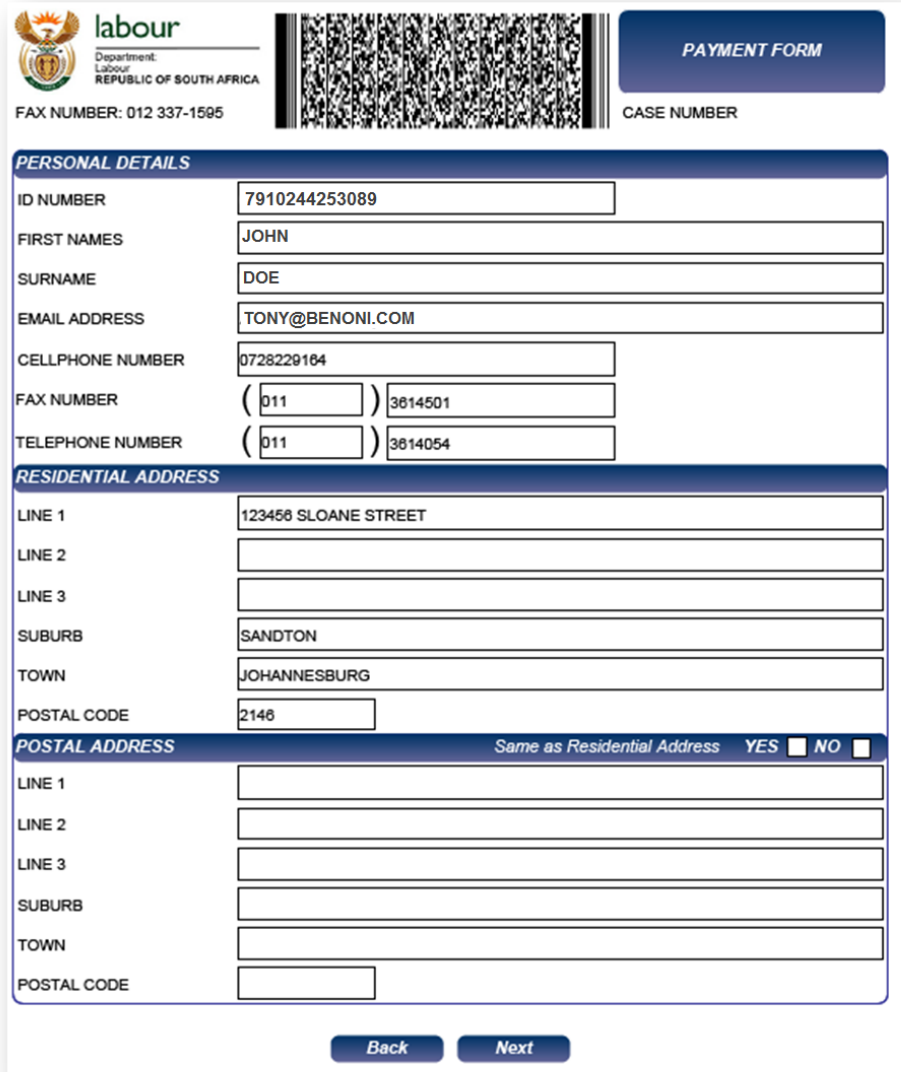
Unemployment ☐ Illness ☐ Maternity ☐ **Adoption ☒**

Next

Step 2

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.



labour
Department:
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REPUBLIC OF SOUTH AFRICA
FAX NUMBER: 012 337-1595

PAYMENT FORM
CASE NUMBER

PERSONAL DETAILS

ID NUMBER 7910244253089
FIRST NAMES JOHN
SURNAME DOE
EMAIL ADDRESS TONY@BENONI.COM
CELLPHONE NUMBER 0728229164
FAX NUMBER (011) 3614501
TELEPHONE NUMBER (011) 3614054

RESIDENTIAL ADDRESS

LINE 1 123456 SLOANE STREET
LINE 2
LINE 3
SUBURB SANDTON
TOWN JOHANNESBURG
POSTAL CODE 2146

POSTAL ADDRESS Same as Residential Address YES ☒ NO ☐

LINE 1
LINE 2
LINE 3
SUBURB
TOWN
POSTAL CODE

Back Next

Step 3

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click “Yes” and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click “I agree” then click on “Submit”.



The screenshot shows the 'PAYMENT FORM' for the Department of Labour, Republic of South Africa. It includes a QR code and a case number field. The form is divided into several sections:

- I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT:** This section contains fields for ID NUMBER (7910244253089), BANK NAME (ABSA), NAME OF ACCOUNT HOLDER (PHUMZILE PRIMROSE MCHUNU), BRANCH NAME (ABSA ELECTRONIC SETTLEMENTS), BRANCH CODE (632005), ACCOUNT NUMBER (424549581), and ACCOUNT TYPE (CURRENT ACCOUNT).
- I HAVE RETURNED TO WORK:** This section has a 'YES' button (selected) and a 'NO' button, followed by a field for 'INDICATE DATE RETURNED TO WORK'.
- LABOUR CENTRE:** This section has dropdown menus for 'LABOUR REGION' and 'LABOUR CENTRE'.
- DECLARATION OF UNEMPLOYMENT:** This section contains the text: 'I DECLARE THAT I HAVE NOT WORKED SINCE THE DATE OF MY APPLICATION AND HAVE NOT BEEN ENTITLED TO MY NORMAL REMUNERATION NOR WILL RECEIVE A PORTION OF MY NORMAL REMUNERATION AS DECLARED BY MY EMPLOYER ON PRESCRIBED FORM UI 2.7 SUBMITTED WITH MY APPLICATION FORM. I FURTHERMORE DECLARE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. I AM AWARE THAT IT IS AN OFFENCE TO WILLFULLY MAKE A FALSE STATEMENT.'
- TERMS AND CONDITIONS:** This section has two buttons: 'I Disagree' and 'I Agree' (selected).

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Notice of Appeal

Appeal against a decision made by the UIF on claims and payments

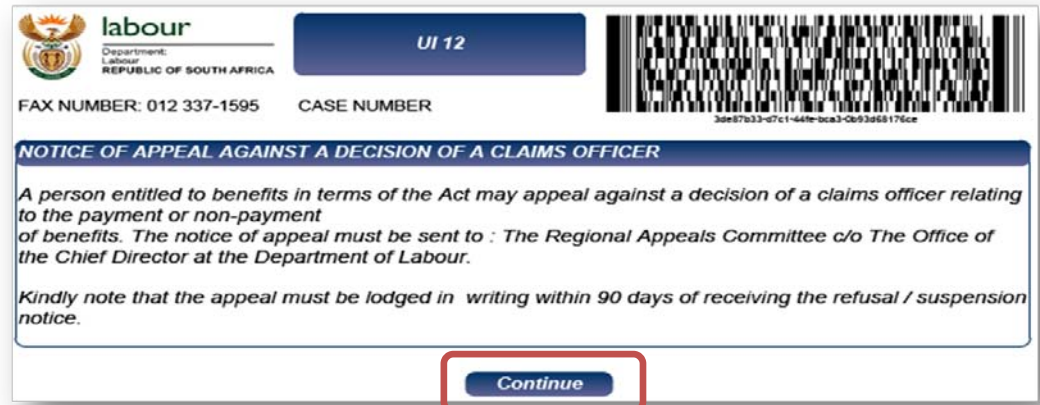
Step 1

To submit an appeal to the UIF, select the “Notice of Appeal” tab under the Benefits menu



Step 2

Carefully read the Notice of Appeal notice and then click "Continue"



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

UI 12

FAX NUMBER: 012 337-1595 CASE NUMBER

NOTICE OF APPEAL AGAINST A DECISION OF A CLAIMS OFFICER

A person entitled to benefits in terms of the Act may appeal against a decision of a claims officer relating to the payment or non-payment of benefits. The notice of appeal must be sent to : The Regional Appeals Committee c/o The Office of the Chief Director at the Department of Labour.

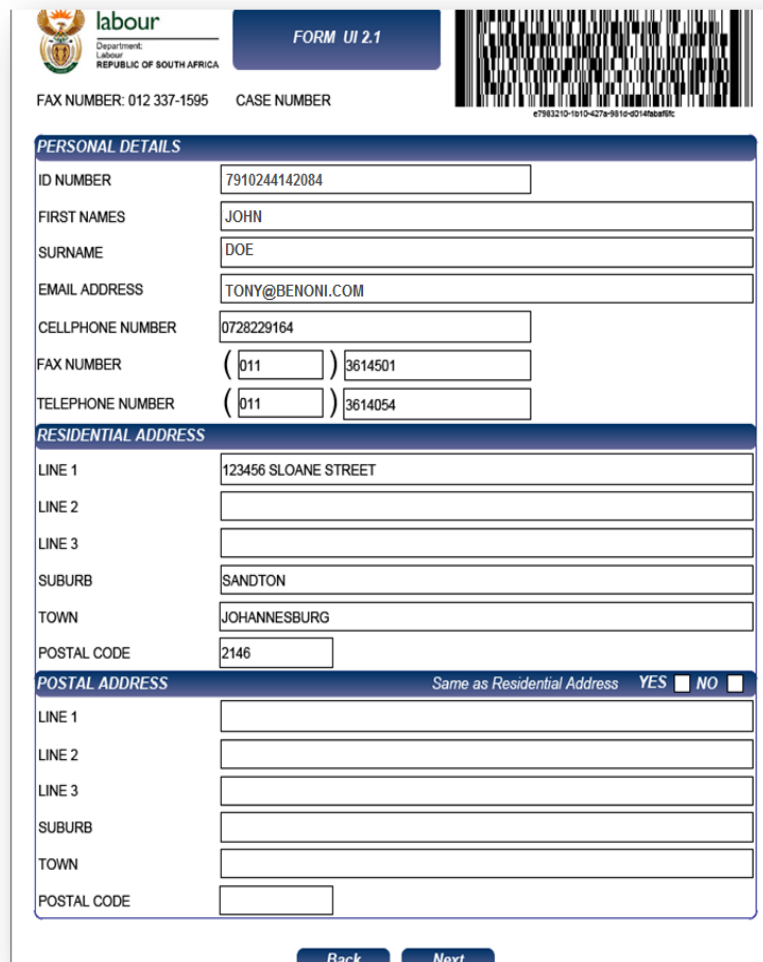
Kindly note that the appeal must be lodged in writing within 90 days of receiving the refusal / suspension notice.

Continue

Step 3

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address will be copied over to the postal address section.



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FORM UI 2.1

FAX NUMBER: 012 337-1595 CASE NUMBER

PERSONAL DETAILS

ID NUMBER: 7910244142084

FIRST NAMES: JOHN

SURNAME: DOE

EMAIL ADDRESS: TONY@BENONI.COM

CELLPHONE NUMBER: 0728229164

FAX NUMBER: (011) 3614501

TELEPHONE NUMBER: (011) 3614054

RESIDENTIAL ADDRESS

LINE 1: 123456 SLOANE STREET

LINE 2:

LINE 3:

SUBURB: SANDTON

TOWN: JOHANNESBURG

POSTAL CODE: 2146

POSTAL ADDRESS Same as Residential Address YES ☐ NO ☐

LINE 1:

LINE 2:

LINE 3:

SUBURB:

TOWN:

POSTAL CODE:

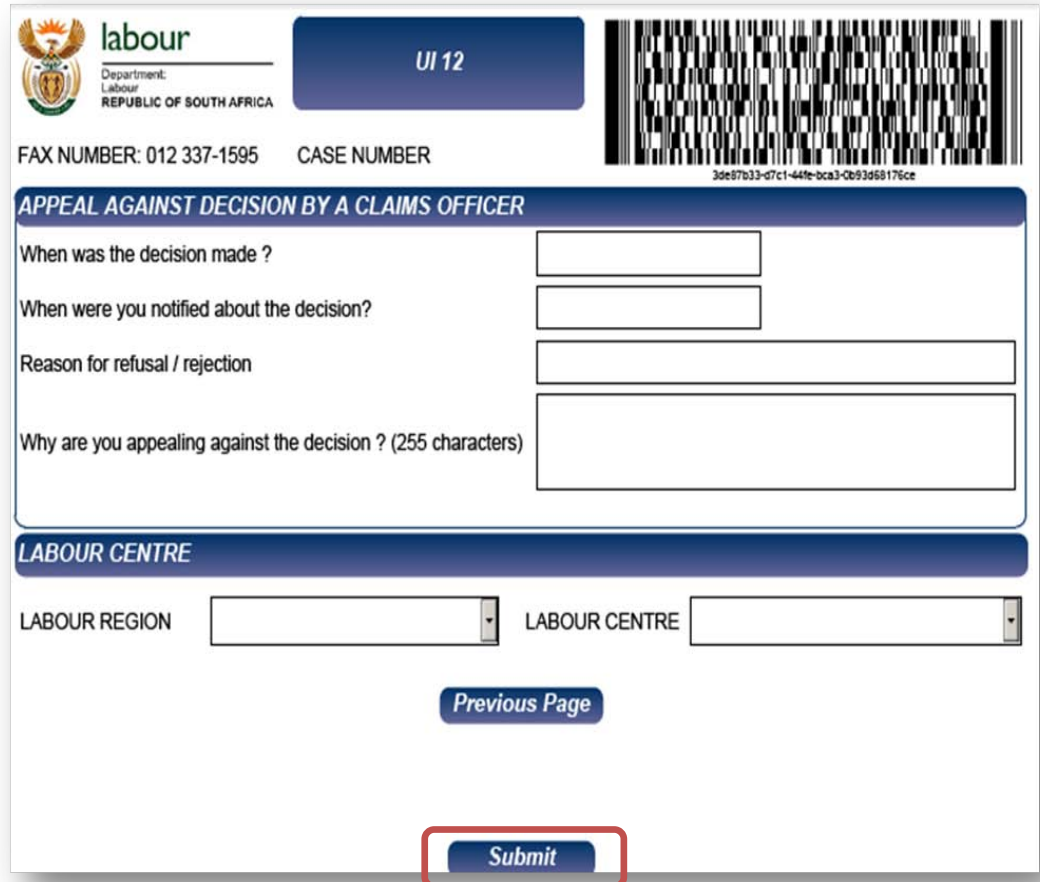
Back Next

Step 4

Lastly you can capture your appeal against the decision by a claims officer by:

- Entering the date the decision was made
- When you were notified about the decision
- Reason for the refusal or rejection
- Why you are appealing against the decision
- Select your labour centre and region

Submit your appeal to the UIF



The screenshot shows the 'APPEAL AGAINST DECISION BY A CLAIMS OFFICER' form. At the top, there is a header with the South African coat of arms, the word 'labour', and 'Department: Labour REPUBLIC OF SOUTH AFRICA'. To the right is a blue box with 'UI 12' and a barcode with the alphanumeric string '3de07b33-d7c1-44fe-bca3-0b93d58176ce' below it. Below the header, it says 'FAX NUMBER: 012 337-1595' and 'CASE NUMBER'. The main form area has a blue header 'APPEAL AGAINST DECISION BY A CLAIMS OFFICER'. It contains four text input fields: 'When was the decision made ?', 'When were you notified about the decision?', 'Reason for refusal / rejection', and 'Why are you appealing against the decision ? (255 characters)'. Below this is a blue header 'LABOUR CENTRE'. Underneath are two dropdown menus: 'LABOUR REGION' and 'LABOUR CENTRE'. At the bottom of the form area are two buttons: 'Previous Page' and 'Submit' (which is highlighted with a red rectangle).

[Back to Quick Links](#)

Document History

Step 1

To access your document history and view the statuses thereof, click on the Document History tab under the History menu



Step 2

Your Document history will store your documents such as Application for Benefits, Continuation of benefits and notice of appeal forms submitted to the UIF.

It will also show the dates when documents were submitted and statuses thereof.

Document History

ID Number	Case No	Process Name	Modified date	Status
6707160476085	7130860927	Continuation of Benefits	2012/05/10	Sent to Paymaster
6707160476085	7130860927	Continuation of Benefits	2012/05/10	Awaiting Supporting Docs
6707160476085	7130860927	Ufiling Continuation	2012/05/10	Received

[Back to Quick Links](#)

Call Centre Support

UIF aims to increase uptake of uFiling through education and support at each step of the way. We accomplish this by providing real time support and assistance to all uFiling customers. A call centre has been established with trained consultants ready to take your call or e-mail and should you wish, they will assist you with activation, filing returns and by answering any questions that you may have regarding the system and its benefits.

If you have any queries please contact our helpdesk on:

Share call: 0860-345-464 **OR** 012-3371680 and select option **3** for uFiling queries

Email: uFilingsupport@uif.gov.za

Helpdesk operating hours: 07h30 - 16h00 (excluding weekends and public holidays)

Queries emailed to uFilingsupport@uif.gov.za could take up to 24 hours (excluding weekends and public holidays) for a response.

For urgent queries, please call the helpdesk immediately.

System Goals

The uFiling system has been established to achieve the following goals and objectives:

- To provide a single, controlled point of contact between the employer and the UIF.
- To encourage employers to comply with UIF legislation by making the process simple and efficient.
- This will increase the contribution base of the UIF.
- To reduce the amount of back-office administration performed at the UIF, especially in terms of:
 - Reduced paper handling processes
 - Reduced amount of data capturing from paper / faxed forms
 - Reduced effort spent on reconciling bank account statements with contribution declarations
- To reduce the amount of monthly contributions requiring manual allocation.

[Back to Quick Links](#)