

SERVICE AGREEMENT

I understand that:

- ✓ Once my application has been submitted to the Department of Labour the processing of the application is up to their discretion.
- ✓ UIF Connect cannot be held responsible for any delays due to incomplete information supplied by me.
- ✓ I must inform UIF Connect immediately should my circumstances or details change from the original information as given to them.
- ✓ All changes in information for my employees / declarations must be sent to UIF Connect by the 5th of each month.
- ✓ Invoices for services must be paid to UIF Connect in full before services may commence.

UIF Connect undertakes to do the following:

- ✓ We will supply you with the forms that you need for your registration as well as assistance with filling out the forms.
- ✓ We will check all forms which you completed for any errors and gaps to avoid any delays with submission.
- ✓ We will submit all your documentation to the relevant Department and follow up on the registration thereof.

FEES

We charge a once-off administration fee of R250, and thereafter additional services are charged as follows:

- ✓ **Administration fee – R250 once off**
 - Registration of employer with UIF, if you do not already have a registration number – R250 once off
 - Registration of employees with UIF – R150 per employee, once off
 - Facilitating arrears payments – R200 per employee, per year of arrears

Please note the above does not serve as a quote, we will issue you with a formal quote once the specifics of your case has been discussed.

BANKING DETAILS

UIF Connect
First National Bank (Gold Business Account)
Branch Code: 250655
Account number: 62676556510
REF: Your ID Number



I, the undersigned

Name and Surname: _____

ID number: _____

hereby appoints UIF Connect, as my lawful agent, in managing and transacting my UIF registrations.

This is in terms of Section 25 of the Unemployment Insurance Act 63, of 2001.

I hereby authorise UIF Connect to:

- ✓ Submit all necessary UIF forms to the Department of Labour
- ✓ Make all necessary enquiries in relation to my application.
- ✓ Submit any outstanding documentation on my behalf.
- ✓ Update my password and/or username on my Ufiling account.
- ✓ Change the email address on my Ufiling account to one required by UIF Connect.
- ✓ Request my ID to be unlocked by the Department of Labour

SIGNED and EXECUTED at _____ (place) on _____ (date)

Signature of applicant