

# UNEMPLOYMENT INSURANCE ACT 63 OF 2001

## Information about employees supplied by employer

FAX NO (012) 337-1943/1944

Information to be supplied in terms of Section 56(1) and read with Regulation 13(1)

Employers must complete this form within 7 days of commencing activities as an employer and submit it to the UI Commissioner at the Unemployment Insurance Fund, 94 Church Street, Pretoria, 0001. **PLEASE NOTE; UI-19 MUST BE COMPLETED FOR CHANGE OF INFORMATION ABOUT EMPLOYEES**

**1. EMPLOYER DETAILS**

1.1 UIF Employer Reference. No \_\_\_\_\_ Branch No \_\_\_\_\_ 1.2 Name of employer: \_\_\_\_\_  
 1.3 Physical address \_\_\_\_\_ 1.4 Postal address: \_\_\_\_\_  
 1.5 Address where employees listed in Item 2 work \_\_\_\_\_ 1.6 PAYE Reference No. \_\_\_\_\_  
 (if different to the above address) \_\_\_\_\_ (if registered with SARS) \_\_\_\_\_  
 1.7 Company Registration No: \_\_\_\_\_  
 1.8 E mail address \_\_\_\_\_ 1.9 Fax number \_\_\_\_\_ 1.10 Tel number \_\_\_\_\_ 1.11 **Authorised person**<sup>1</sup> \_\_\_\_\_

**2. EMPLOYEE DETAILS**

A. Surname	B. Name	C. Clock No	D. ID Number (13 Digit RSA ID No.)	E. Remuneration <sup>2</sup>		F. Frequency <sup>3</sup>	G. Contribution Amount <sup>4</sup>		H. Starting Date				
				R	c		R	c					

I, \_\_\_\_\_, ID NO \_\_\_\_\_, declare that the above information is true and correct. I understand that it is an offence to make a false statement.  
 (Name of Employer)

EMPLOYER SIGNATURE \_\_\_\_\_  
 \_\_\_\_\_

DATE \_\_\_\_\_

<sup>1</sup> If the employer is not resident in the RSA, or is a body corporate not registered in the RSA, an authorised person must carry out the duties of the employer in terms of this Act.  
<sup>2</sup> Remuneration is defined in terms of section 1 of the Unemployment Insurance Contributions Act  
<sup>3</sup> Frequency of salary/wage payment ie. M=Monthly, W=Weekly, D=Daily and H=Hourly  
<sup>4</sup> Total contribution = the amount payable by both employer and employee i.e. 2% X amount of column G  
<sup>5</sup> Employers may also submit these details electronically from their payrolls or on the UIF's Website at [www.uif.gov.za](http://www.uif.gov.za) – Telephone no (012) 337 1680.