



U-I-EASY MEMBERSHIP APPLICATION

EMPLOYER INFORMATION

Surname:		
Names:	ID Number:	Cell Number:
Email Address:		
Physical Address:		
Postal Address:		
City:	Province:	Postal Code:
Bank Name:	Account Number:	Account Type: C <input type="checkbox"/> S <input type="checkbox"/>

EMPLOYEE 1 INFORMATION

Surname:		
Names:		
Physical Address:		
Postal Address:		
City:	Province:	Postal Code:
Date of Birth:	ID Number:	Copy of ID: Y <input type="checkbox"/> N <input type="checkbox"/>
Gender:	Marital Status:	Job Title:
Date Engaged:	Working Days Per Week:	Monthly Salary:
Bank Name:	Account Number:	Account Type: C <input type="checkbox"/> S <input type="checkbox"/>

EMPLOYEE 2 INFORMATION

Surname:		
Names:		
Physical Address:		
Postal Address:		
City:	Province:	Postal Code:
Date of Birth:	ID Number:	Copy of ID: Y <input type="checkbox"/> N <input type="checkbox"/>
Gender:	Marital Status:	Job Title:
Date Engaged:	Working Days Per Week:	Monthly Salary:
Bank Name:	Account Number:	Account Type: C <input type="checkbox"/> S <input type="checkbox"/>

EMPLOYEE 3 INFORMATION

Surname:		
Names:		
Physical Address:		
Postal Address:		
City:	Province:	Postal Code:
Date of Birth:	ID Number:	Copy of ID: Y <input type="checkbox"/> N <input type="checkbox"/>
Gender:	Marital Status:	Job Title:
Date Engaged:	Working Days Per Week:	Monthly Salary:
Bank Name:	Account Number:	Account Type: C <input type="checkbox"/> S <input type="checkbox"/>



PACKAGE SELECTION		
<p>1. UIF ONLY <input type="checkbox"/> R25.00 per employee R100.00 once off administration fee</p> <p>Includes:</p> <ul style="list-style-type: none"> • UIF contribution calculation and payment to SARS • Registration at the Department of Labour • Payslip sent via email at the end of each month 	<p>2. UIF, Payslip Deductions <input type="checkbox"/> R35.00 per employee R100.00 once off administration fee</p> <p>Includes:</p> <ul style="list-style-type: none"> • UIF contribution calculation and payment to SARS • Registration at the Department of Labour • Overtime, Bonus, Loans, Advances, Damages to display on Payslip • Payslip sent via email at the end of each month 	<p>3. UIF, Payslip and Leave <input type="checkbox"/> R45.00 per employee R100.00 once off administration fee</p> <p>Includes:</p> <ul style="list-style-type: none"> • UIF contribution calculation and payment to SARS • Registration at the Department of Labour • Overtime, Bonus, Loans, Advances, Damages to display on Payslip • Record of Leave Balances to display on Payslip • Payslip sent via email at the end of each month
ONCE OFF ADMINISTRATION FEE PER EMPLOYEE		
Number of Employees: _____	Total Administration Fee: _____	Debit Order: <input type="checkbox"/> Cash: <input type="checkbox"/> EFT: <input type="checkbox"/>
SIGNATURES		
<p>I, _____ hereby declare the I am the employer of the above mentioned employees, and that I have the following responsibilities regarding the employees:</p>		
1. Payment of the Net Salary to the employee	Signed: _____	
2. Ensure acceptable working conditions for the employee	Signed: _____	
3. Ensure acceptable working hours as agreed upon	Signed: _____	
Date: _____	Place: _____	Sign: _____

Please email the completed forms to michelle@uieasy.co.za.