

DEPARTMENT OF LABOUR

RECEIPT

BASIC CONDITIONS OF EMPLOYMENT ACT, 1997

Section 66(3)(b)

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is proof of records received from employer.

WHO FILLS IN THIS FORM?

The inspector.

WHERE DOES THIS FORM GO?

The employer.

INSTRUCTIONS

- Must be issued to employer on receipt of any record document, article, substance or machinery removed from employer's possession.
- Anything removed must be returned within a reasonable time.

Ref/Case no:

Enquiries:

Official Stamp

TO: _____

I, an inspector in the Department of Labour appointed in terms of the Act acknowledge receipt of the following documents/article/substance/machinery:

- Attendance register
- Wage register
- Clock cards
- Log books
- UIF – Blue cards
- Other – specify

Received by: _____

Signature of Employer /
Authorised Representative: _____

Date: _____