

DEPARTMENT OF LABOUR

WRITTEN UNDERTAKING

PLEASE READ THIS FIRST



PURPOSE OF THIS FORM

To obtain a written undertaking from the employer in terms of Section 36 to comply with the requirements of the Employment Equity Act, 55 of 1998, as amended.

WHO COMPLETES THIS FORM?

An employer, assisted by a labour inspector.

WHO RECEIVES THIS FORM?

This form goes to the inspector.

PLEASE NOTE:

A labour inspector may request and obtain a written undertaking from a designated employer to comply with the provisions of Section 36 (1) within a specified period.

Failure to comply with this undertaking may result in the Director-General applying to the Labour Court, to make this undertaking, or any part thereof, an order of the Labour Court in terms of Section 36(2).

Employer Details

Trade name.....

DTI registration name

PAYE/SARS No.....

EE Ref. No.....

Industry/Sector.....

Tel No.....

Fax No.....

Postal address.....

Physical address.....

Name & Surname of the CEO/Accounting Officer

.....

Email address.....

Please tick the applicable box below as an undertaking to comply with the following provisions of the Act and its regulations.

- i. Consult with employees (section 16 read with section 17) ☐

Please specify

- ii. Conduct an analysis (section 19) ☐

Please specify

- iii. Publish report (section 22) ☐
- iv. Assign responsibility to one or more senior managers (section 24) ☐
- v. Inform employees (section 25) ☐
- vi. Keep records (section 26) ☐

1. You are required to comply with this written undertaking within.....days of receipt hereof. **Failure to comply with this undertaking may result in the Director-General applying to the Labour Court, to make this undertaking, or any part thereof, an order of the Labour Court in terms Section 36(2).**

OBTAINED ONDay of (Month).....Year

At (Place).....

SIGNED: EMPLOYER/ ON BEHALF OF EMPLOYER

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SIGNED: LABOUR INSPECTOR

CONTACT DETAILS OF INSPECTOR:

PHYSICAL ADDRESS.....

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