

Description	Requirements	Governing Body	Act
Skills Development	The Skills Development Act aims to develop the skills of the South African workforce and to improve the quality of life of workers and their prospects of work. To improve productivity in the workplace and the competitiveness of employers and to promote self-employment.	Department of Labour and relevant SETA	Skill Development Act No. 97 of 1998 (SDA 97 of 1998)
SETA Registration	All employers are required to register with the SETA that represents their industry sector and pay a levy that amounts to one percent of their total payroll to the SA Revenue Service (SARS), which acts as collection agent for the SETAs.	Department of Labour and relevant SETA	Skill Development Levies Act No. 9 of 1999 (SDL Act 9 of 1999)
Skills Development Levies	All employers are required to pay a Skills Development Levy (SDL) that amounts to one percent of the organizations total payroll. The payment of SDL was implemented to fund education and training as envisaged in the SDA 97 of 1998.	The Commissioner of the South African Revenue Service (SARS)	Skill Development Levies Act No. 9 of 1999 (SDL Act 9 of 1999)
Skills Development Facilitator	The organisation must register a trained and accredited Skills Development Facilitator (SDF) who will be responsible for spearheading a training committee and complete the required documentation in terms of Grant Applications.	Relevant SETA	
<u>Mandatory Grant Applications:</u>			
- Annual Training Report (ATR)	The ATR for the period 1 April to 31 March is due on 31 May each year and submitted at relevant SETA	The Commissioner of the South African Revenue Service (SARS)	Skill Development Levies Act No. 9 of 1999 (SDL Act 9 of 1999)
- Workplace Skills Plan (WSP)	The WSP for the period 1 April to 31 March is due on 30 June each year and submitted at relevant SETA	The Commissioner of the South African Revenue Service (SARS)	Skill Development Levies Act No. 9 of 1999 (SDL Act 9 of 1999)
<u>Discretionary Grant Applications:</u>			
- Strategic Cash Grant (SCG)	The SCG for the period 1 January to 31 December is due on 31 March each year and is submitted at relevant SETA.	The Commissioner of the South African Revenue Service (SARS) and relevant SETA	Skill Development Levies Act No. 9 of 1999 (SDL Act 9 of 1999)
- Learnership Cash Grants (LCG)	The LCG for the period 1 January to 31 December is due on 31 March each year and submitted at relevant SETA. (R17 500 - R25 000 may be claimed with a signed learnership agreement and a further R25 000 when studies are completed).	The Commissioner of the South African Revenue Service (SARS) and relevant SETA	Skill Development Levies Act No. 9 of 1999 (SDL Act 9 of 1999)
Employment Equity	If an organisation has more than 50 employees or its annual turnover equals the amounts in schedule 4 of the EEA, it is regarded as a "designated employer" and need to submit Employment Equity documents to the Department of Labour.	Department of Labour	Employment Equity Act, No. 55 Of 1998
Employment Equity Reports	1 October 2011 is the deadline for submission of Employment Equity Reports.	Department of Labour	Employment Equity Act, No. 55 Of 1999
Black Economic Empowerment	Enterprises with revenue of less than R5m have been exempted from BBBEE regulations and automatically qualify for Level 4 recognition. Qualifying Small Enterprises (QSEs) with revenues ranging between R5m and R35m will be judged by a more lenient scorecard (4 out of 7) Organizations with an annual revenue exceeding R35m have to consider all seven elements of the scorecard		
Workman's Compensation Fund	All employers must register with the Compensation Fund so that their workers can claim compensation for occupational injuries and diseases. All registered employers (with a few exceptions) pay an annual assessment fee. Return of earnings should be submitted by employers annually on or before 31 March .	Department of Labour	Compensation for Occupational Injuries and Diseases Act, No. 130 Of 1993

Annual Company Returns	A Company / Close Corporation is required to lodge its Annual Return with CIPRO within the anniversary month of its incorporation up until the end of the month thereafter . A penalty fee will be incurred for a period of six months after such lodgement period expires.	Department of Trade and Industry / Companies and Intellectual Property Registration Office (CIPRO)	Companies Act 61 of 1973 AND Close Corporation Act 69 of 1984
Provisional Tax	Companies automatically fall into the provisional tax system – a system that makes taxpayers provide for their final tax liability by paying at least two amounts in the course of the year of assessment. Final liability, however, is determined upon assessment.	The Commissioner of the South African Revenue Service (SARS)	Income Tax Act, 58 of 1962
- First Payment	The first provisional tax payment must be made within six months of the year of assessment .	The Commissioner of the South African Revenue	Income Tax Act, 58 of 1962
- Second Payment	The second payment must be made no later than the last working day of the year of assessment .	The Commissioner of the South African Revenue Service (SARS)	Income Tax Act, 58 of 1962
- Third Payment	The third payment is voluntary and may be made: - within seven months of the year of assessment, where the year of assessment is February, and - within six months of the year of assessment, for any other year of assessment.	The Commissioner of the South African Revenue Service (SARS)	Income Tax Act, 58 of 1962
Annual Tax Return	Income tax returns are available annually after the end of each year of assessment to registered taxpayers, and must be completed and submitted to SARS each year within 12 months of the year end of the Corporation	The Commissioner of the South African Revenue Service (SARS)	Income Tax Act, 58 of 1962