



AHASA Membership Requirement Checklist

AHASA membership is not automatic. Health agencies that wish to apply for membership must meet certain minimum requirements. A list and purpose of the membership requirements are described below.

1. Companies and Intellectual Property Commission (CIPC)

CIPC replaced CIPRO when the Companies Act came into effect in April 2011. It is now compulsory for all companies to complete an annual return with CIPC. More information can be found by visiting www.cipc.co.za

2. Private Employment Agency (PEA) Certificate

This is a certificate issued to recruitment companies by the Department of Labour. According to the Skills Development Act, anyone who offers employment services for money must register with the Department of Labour. There is no cost attached to registration with the Department. Once you have applied the process includes site inspection and verification which takes up to 60 days to issue. The certificate is renewable every 2 years.

www.labour.gov.za

3. Tax Clearance Certificate

Valid **Tax Clearance Certificate** issued by SARS. This is a written confirmation from Revenue that a person's tax affairs are in order at the date of issue of the Certificate.

This certificate is issued free of charge by the SARS. Your company must be registered with SARS and be in possession of all **Income Tax, PAYE, SDL, UIF** and other reference numbers. These reference numbers will appear on the above mentioned Tax clearance Certificate

Visit www.sars.co.za for more information on obtaining your Tax Clearance Certificate.

4. COIDA Letter of Good Standing

All companies that have employees, whether permanent or temporary, are required to be registered with the Compensation Commissioner. ANASA will require a letter of good standing which is issued from the Compensation Commissioner.

For more information visit <https://www.labour.gov.za/find-more-info/all-about-workmens-compensation/>

5. UIF letter of Good Standing

The Unemployment Insurance Fund (UIF) Letter of Good Standing has been requested by the Department of Labour as part of their criteria when agencies apply or renew their PEO certificate. Based on this, it has been accepted as ANASA minimum requirement which all agencies need to meet.

The agency makes application to the National UIF office with a normal waiting period of 7-10 working days; this is provided that the agencies declarations and contributions are validated.

For further information to apply for this letter contact the Unemployment Insurance Fund on (012) 337 1627.

6. Proof of last Employment Equity submission

Employment Equity is about equal opportunities to all in the workplace, eliminating unfair treatment and implementing Affirmative Action measures.

In terms of the Employment Equity Act you must have an Employment Equity Plan for your organisation and you have to submit an Employment Equity Report to the Department of Labour. The Employment Equity Act has stipulated significant penalties for organisations that do not comply with these requirements with the first fine starting at R500,000.

Please refer to the Employment Equity Act, no. 55 of 1998 for more information in this regard. You can download the Act from the Employment Equity section on the Department of Labour's website www.labour.gov.za

7. Valid Proof of your agencies Professional Indemnity cover

The Labour Relations Act prescribes that the client company and the labour broker may be held jointly and severally liable for any contravention. It is for this reason that you are required to provide proof of policy from your insurer stating the period for which you are covered.

8. Copy of Registration/Application Form and Contracts

ANASA does not dictate terms and conditions of health agencies but members are required to be compliant with all prevailing legislation. The basic conditions of employment act require that all employers must have a contract in place with their employees. a registration form must be in place as it is a statutory requirement which ensures that the employer has the correct details for the employee e.g tax information, contact numbers etc.

If you are unsure of any of the requirements mentioned above or what you need to do to formally apply for membership, please contact us:

Leigh-Ann Georgiev
Administration and Communications Manager
Tel: 083 444 9227 Email: info@ahasa.org