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| **WRITTEN UNDERTAKING** | | |
| **PLEASE READ THIS FIRST** | **SECTION A: EMPLOYER DETAILS & INSTRUCTION** | |
| **PURPOSE OF THIS FORM**  To obtain a written undertaking from the **designated** 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?**  A **designated** employer, assisted by a labour inspector.  **WHO RECEIVES THIS FORM?**  This form goes to the **labour** 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). | Trade name |  |
| DTI registration name |  |
| DTI registration number |  |
| PAYE/SARS number |  |
| UIF reference number |  |
| EE reference number |  |
| Seta classification |  |
| Industry/Sector |  |
| Bargaining Council |  |
| Telephone number |  |
| **Postal address** |  |
|  |
| Postal code |  |
| City/Town |  |
| Province |  |
| **Physical address** |  |
|  |
| Postal code |  |
| City/Town |  |
| Province |  |
| **Details of CEO/Accounting Officer** | |
| Name and surname |  |
| Telephone number |  |
| Email address |  |

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

|  |  |
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| **(i) Consult with employees (section 16 read with section 17)** |  |
| Please specify: | |
|  | |
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| **(ii)** Conduct an analysis (section 19) |  |
| Please specify: | |
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| **(iii)** Preparation of an EE Plan (section 20) |  |
| Please specify: | |
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| **(iv)** Publish report (section 22) |  |

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| **(v)** Assign responsibility to one or more senior managers (section 24) |  |

|  |  |
| --- | --- |
| **(vi)** Inform employees (section 25) |  |

|  |  |
| --- | --- |
| **(vii)** Keep records (section 26) |  |

**I hereby undertake to comply with this written undertaking within days of being issued. Failure to**

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

**ISSUED ON ………………DAY OF (MONTH)……………………………. YEAR ……………… AT (PLACE)……………………………………………………………………………………………. SIGNED: DESIGNATED EMPLOYER/ ON BEHALF OF DESIGNATED EMPLOYER**

**………………………………………………………………………………..**

**SIGNED: LABOUR INSPECTOR ………………………………………………………………….**

**CONTACT DETAILS OF THE LABOUR INSPECTOR:**

**……………………………………………………………**

**PHYSICAL ADDRESS……………………………………………………………………………….……..................................**

**. …………………………………………………………………………………………….…………………………………………**

**…………………………………………………………………………………………………….…………………………………..**