

Quality Payroll Services

Payroll and Human Resources Outsourcing

Tel: (031) 916 1595
Fax (086) 2768258
Cell: 076 092 6052

[www. qualitypay.wixsite.com/qualitypay](http://www.qualitypay.wixsite.com/qualitypay)
info: qualitypay@mweb.co.za

CLIENT TAKE ON DETAILS

Company Name

Registration Number

Business Address

.....

.....

Postal Address

.....

.....

Contact Telephone No.

Fax No.

E-mail address

Contact Person

Industry

Revenue Office

PAYE Reference Number

Exempt from Skills Levy?

Seta (If Applicable)

SDL Reference Number

UIF Reference Number

PAYE Number

COIDA (WCA) Ref. No.

Retirement Fund

Contribution Employer Employee

Medical Aid

Contribution Employer Employee

Bargaining Council

Contribution Employer Employee

Method of Payment

Leave Allocation

Sick Leave Allocation

Do you Require the Following:

Leave Pay Provision Yes ☐ No ☐

Bonus Provision Yes ☐ No ☐

COIDA Provision Yes ☐ No ☐

Signed (On behalf of)