



Contractor's questionnaire for a Labour Broker

Labour Broker = Provides persons to a client

1. Name:
2. Do you or your entity provide people to render services to UCT? <i>If "YES", please complete this form.</i> <i>If "NO", you need to complete the contractor's questionnaire for either an Individual/Sole Proprietor or Private Company/Close Corporation/Trust or other legal entity.</i>
3. Are you, or is your entity, in possession of a current Exemption Certificate (IRP30) from SARS? YES <input type="checkbox"/> <i>If "YES", please attach a copy</i> NO <input type="checkbox"/> <i>If "NO", you are classed as DEPENDANT and need to fill in the necessary HR ad hoc payment forms. See FG002, 3. Payment via HR</i>

I declare that the information furnished in this questionnaire is true and correct and undertake to advise UCT within 7 days should any of the answers provided by me above change. I furthermore acknowledge that the information provided above will be used by UCT to determine whether payments to me will be subject to the withholding of employees' tax

Name in block letters *Signature* *Date*

To be completed by Area Finance Manager or duly delegated senior area finance staff member

Independent? YES <input type="checkbox"/> NO <input type="checkbox"/> Refer / complete Appendix B for assistance	
If independent, attach a signed copy of this questionnaire and assessment to the invoice, remembering to keep a copy of such documentation on record.	
If dependent, let the contractor complete the relevant HR form ASAP and submit to HR dept before the relevant payroll deadline. See FG002 , 3. Payment via HR.	
Date of assessment:	
<i>Name:</i>	<i>Position</i>
<i>Tel Ext</i>	<i>Signature</i>



UCT's guide to the classification of contractors (Extracted from FG002, APPENDIX B – Section 3)

URL: <http://www.uct.ac.za/usr/finance/policies/fg002.pdf>

Labour Broker

<p>1. Does the contractor provide persons to University of Cape Town? <i>If "YES", please complete this form.</i> <i>If "NO", you need to complete the contractor's questionnaire for either an Individual/Sole Proprietor or Private Company/Close Corporation/Trust or other legal entity.</i></p>
<p>2. Has the contractor provided you with a valid and current tax exemption certificate (IRP30)?</p> <p>YES <input type="checkbox"/> <i>If "YES", please ensure copy attached.</i></p> <p>NO <input type="checkbox"/> <i>If "NO", contractor is classed as DEPENDANT and the necessary HR ad hoc payment forms need to be completed. See FG002, 3. Payment via HR. PAYE to be deducted according to the statutory tables</i></p>

Classification of Contractor:		Tax rate to apply:	
Name (in block letters):			
Signature		Date:	