

# **CHIEF DIRECTORATE INFORMATION AND COMMUNICATION TECHNOLOGY**

## **RETURN ON EARNINGS (ROE) UPLOAD DOCUMENTS MANUAL**

- **ROE New Registration Document Upload**
- **ROE Submission Document Upload**
- **Flagged for Audit Document Upload**



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA




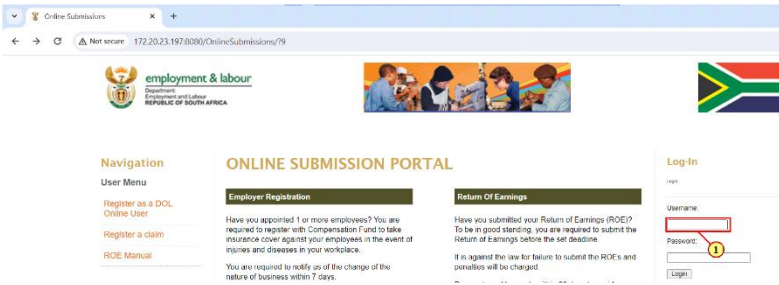
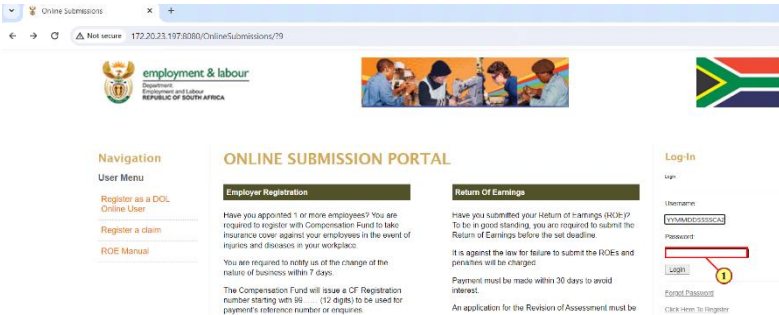

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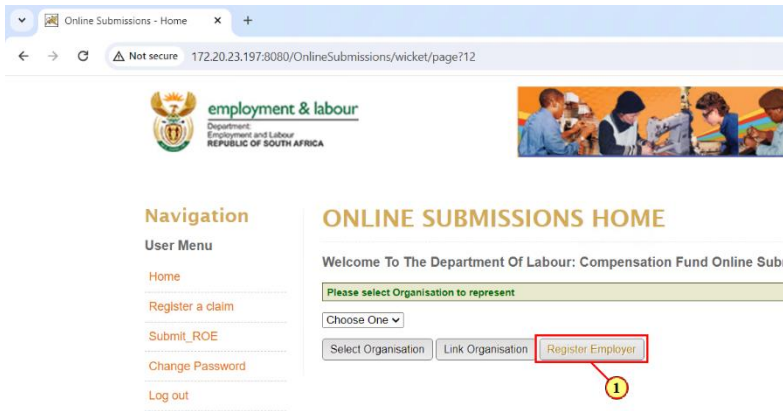
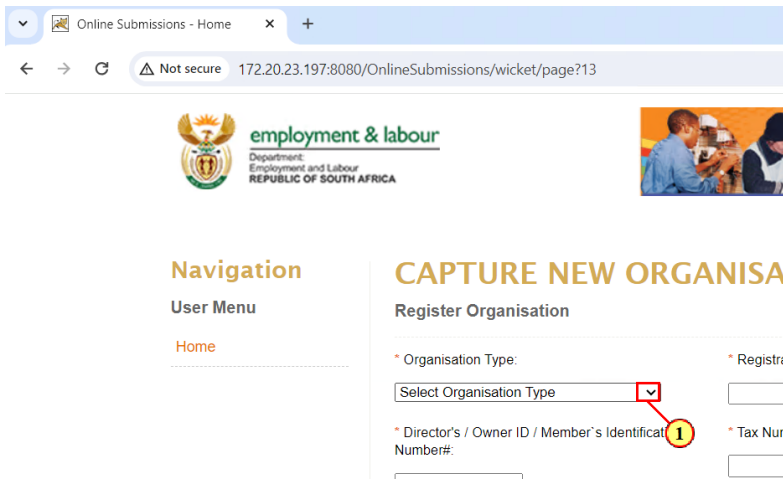

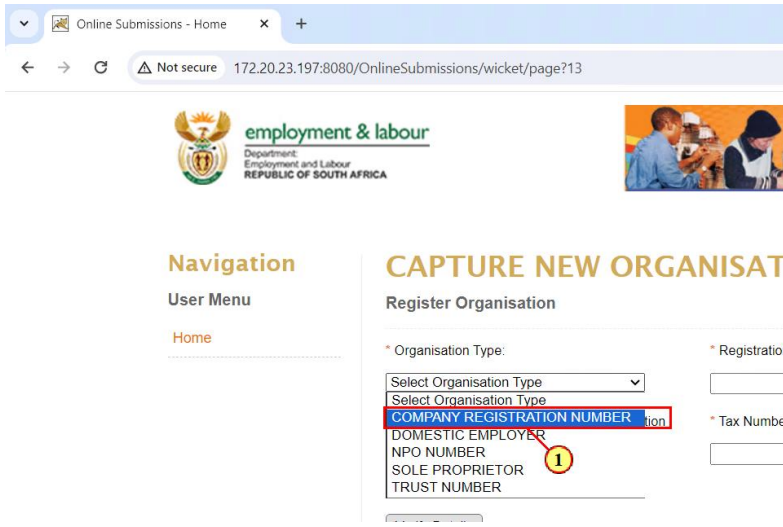
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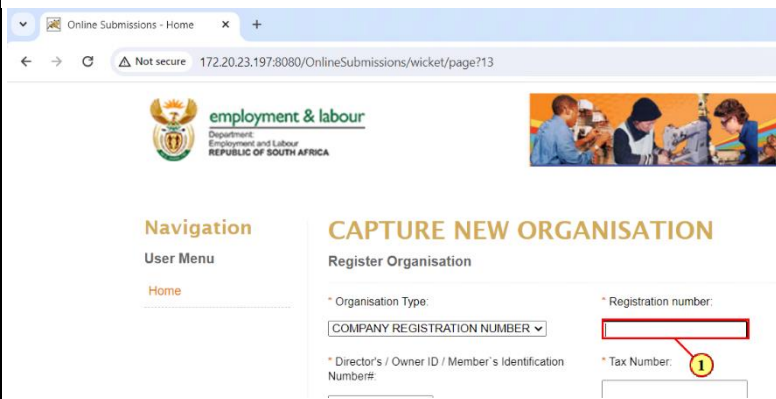
# 1. New Registration Upload of documents

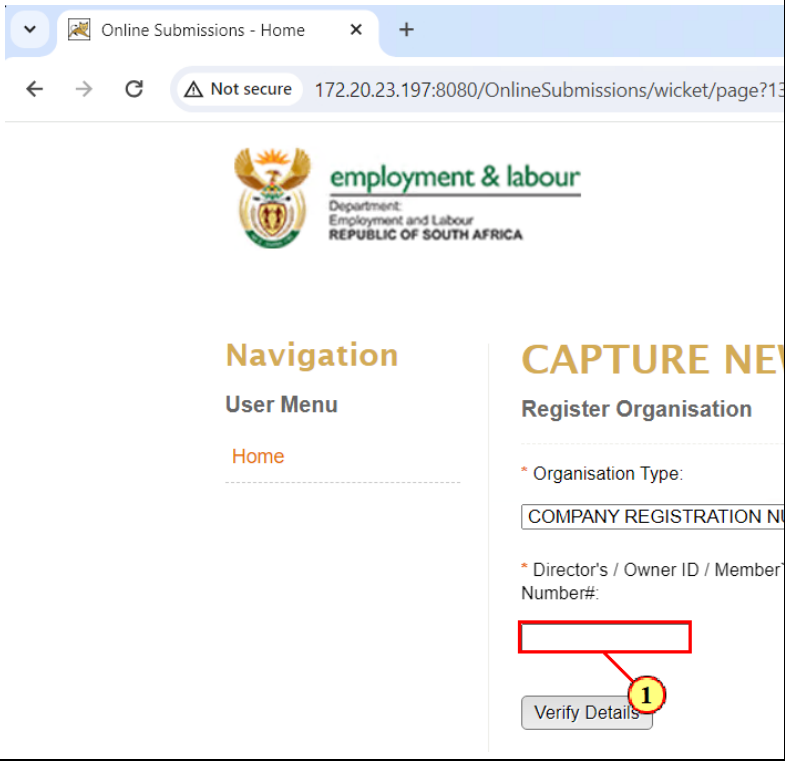
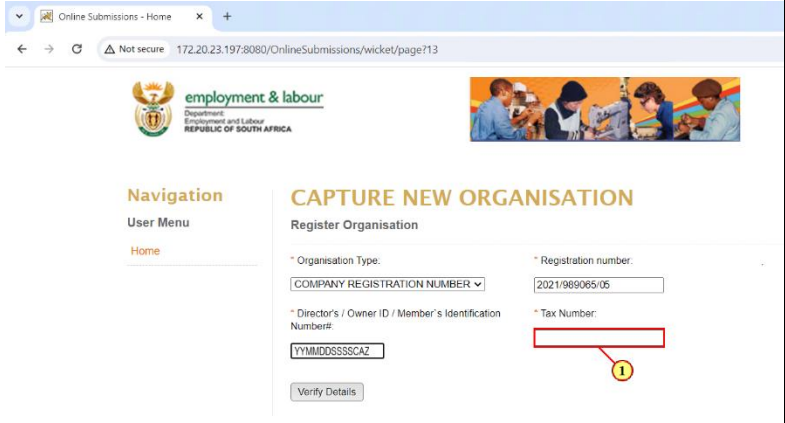
The following are the steps to be taken when uploading documents for a new registration.

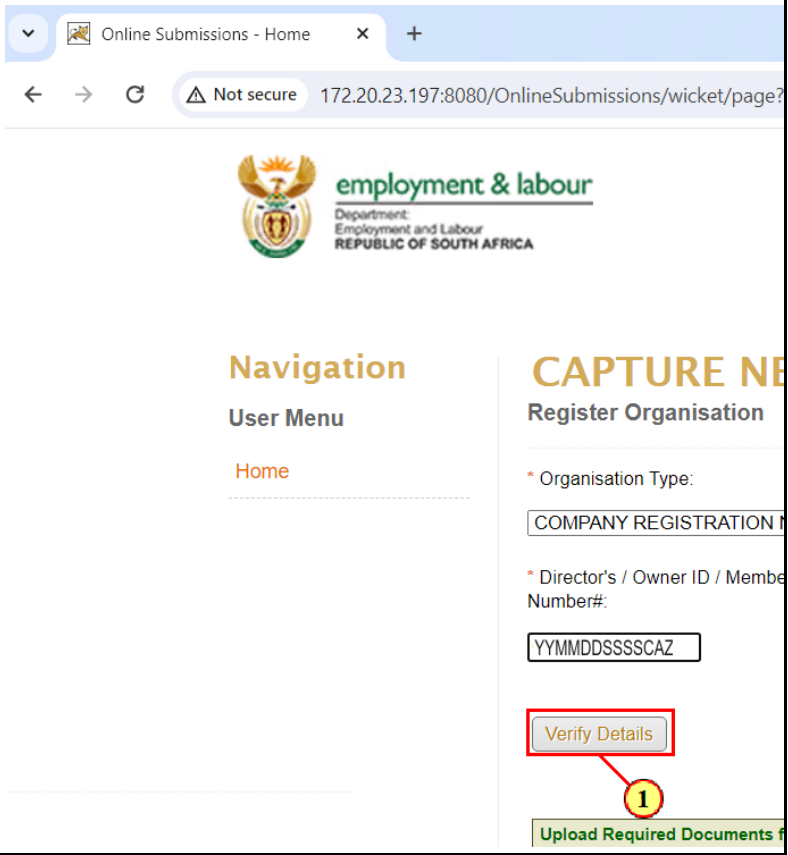

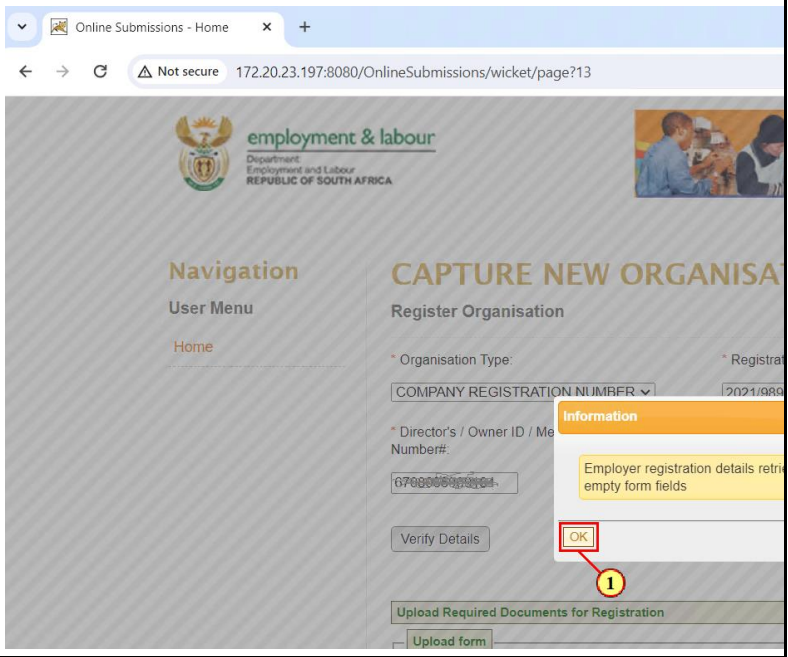
Explanation	Screenshot
<p></p> <p>Please note this step follows after you have been granted access to ROE, and you have your <b>Username</b> and <b>password</b> emailed to you by the Compensation Fund.</p> <p>(1) Enter your username in the <b>Username</b> field.</p>	
<p>(1) Enter your password in the <b>Password</b> field.</p>	
<p>(1) Click the <b>Login</b> button.</p>	

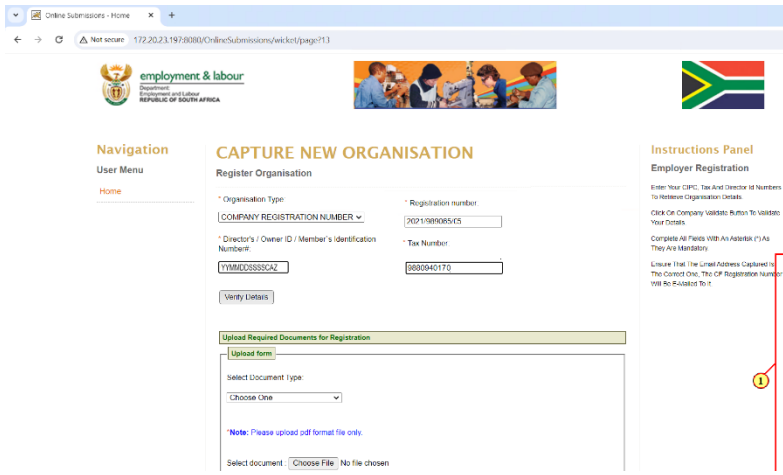
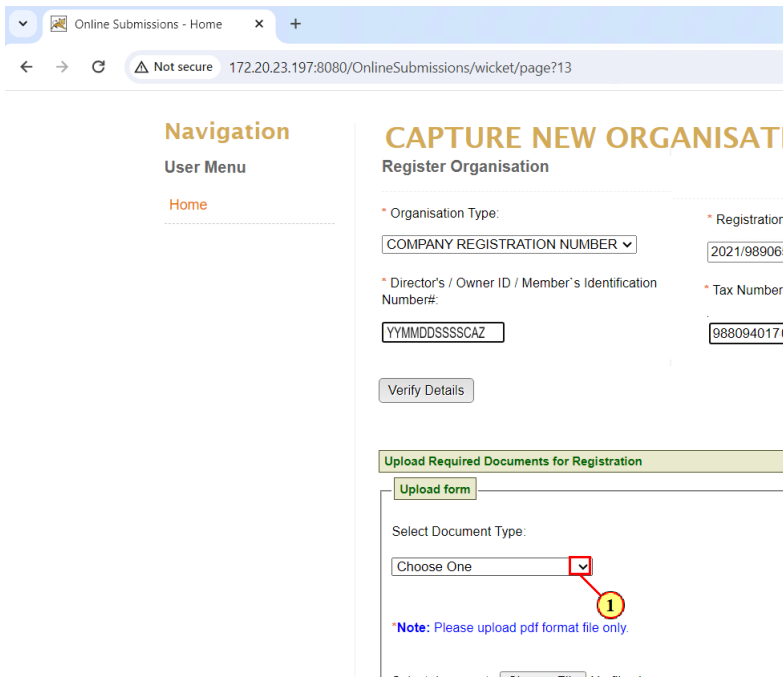
Explanation	Screenshot
<p>(1) Click the  button.</p>	
<p>(1) Click the Organisation Type ▼ downward arrow button.</p>	
<p> The <b>Organisation Type</b> will determine the documentation to be attached. The following are the available organisation types:</p> <p><b>Formal Business:</b></p> <ul style="list-style-type: none"> <li>• Id copy of any of the Directors</li> <li>• Copy of CIPC certificate</li> <li>• A proof of business address</li> </ul> <p><b>Business/Private Domestic Employers:</b></p> <ul style="list-style-type: none"> <li>• ID copy of the owner/s</li> <li>• A proof of business address</li> </ul> <p><b>NPO (Non-profit Organizations)</b></p> <ul style="list-style-type: none"> <li>• A proof of registration with Social Services Department</li> <li>• ID copy of any of the Directors</li> <li>• A proof of business address</li> </ul> <p><b>Trust</b></p>	


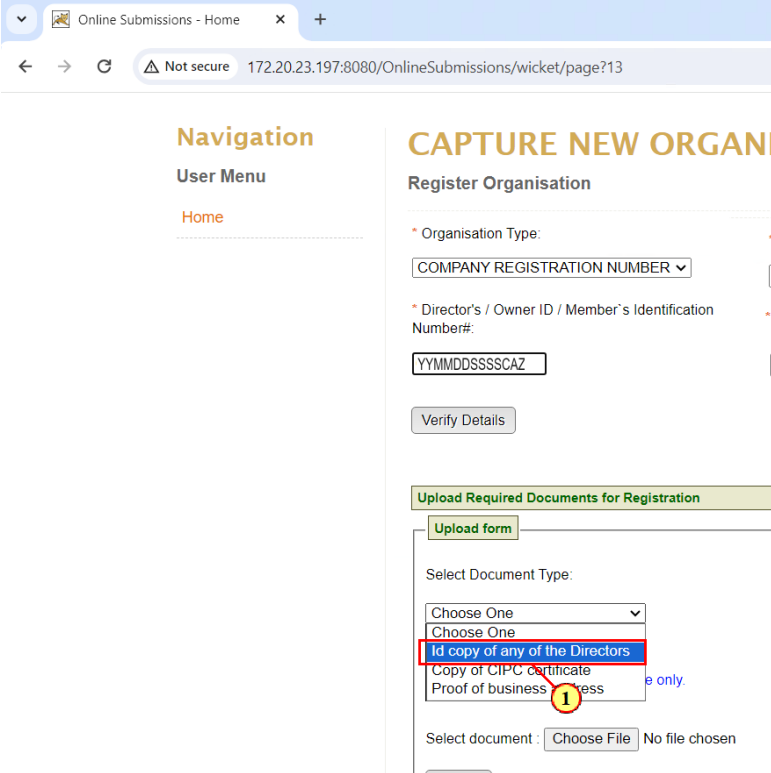

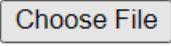
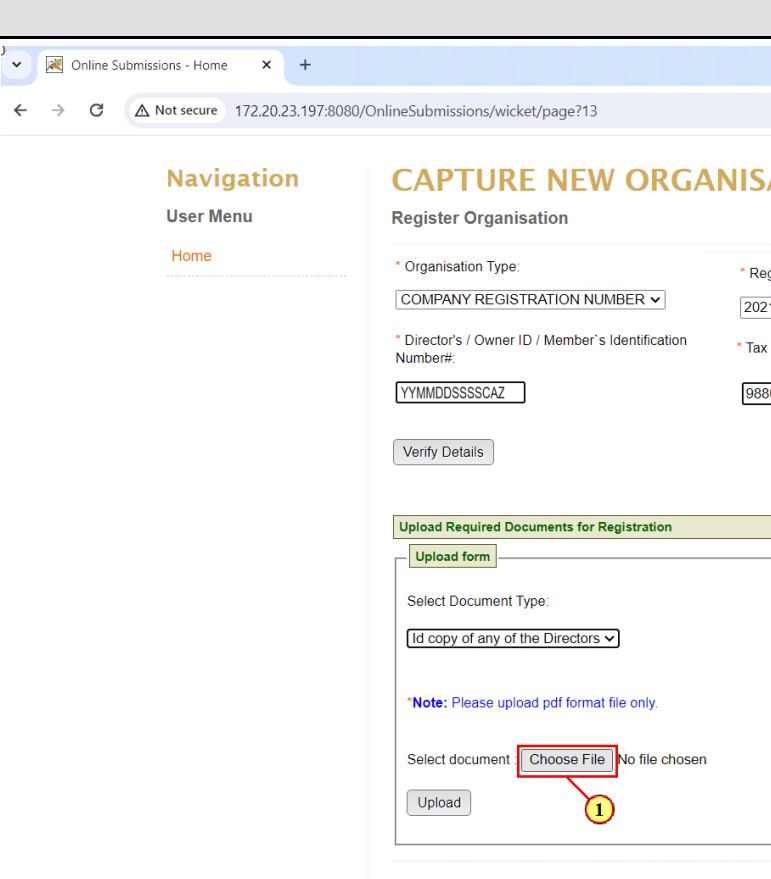



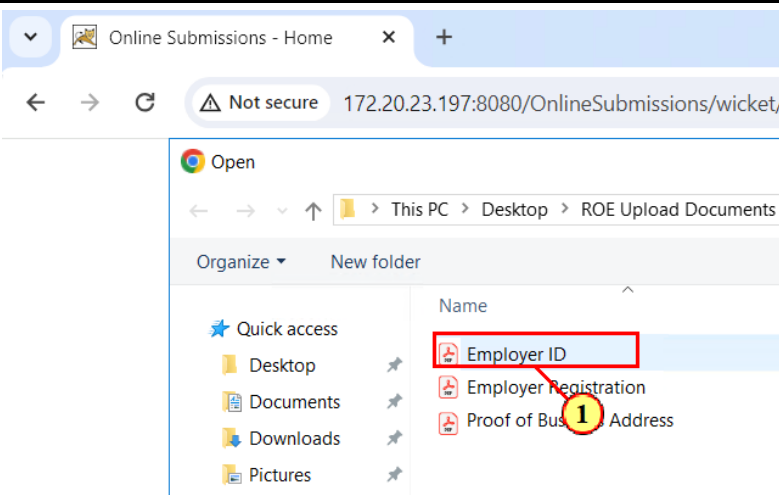
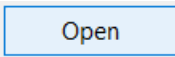
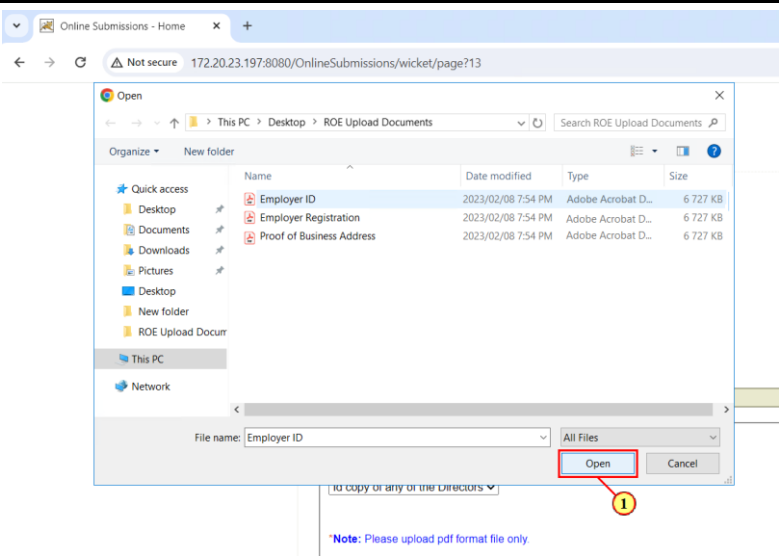
Explanation	Screenshot
<ul style="list-style-type: none"> <li>Letter of authority by the Court</li> <li>ID copy of any of the Trustees</li> <li>A proof of business address</li> </ul> <p><b>Body Corporates</b></p> <ul style="list-style-type: none"> <li>Sectional Title Certificate</li> <li>ID copy of any of the Title holders</li> <li>A proof of business address</li> </ul> <p><b>Partnerships / Joint Ventures</b></p> <ul style="list-style-type: none"> <li>Partnership Agreement</li> <li>ID copy of all the partners</li> <li>A proof of business address</li> <li>CIPC certificate in case of a Joint venture</li> </ul> <p><b>Public Entities / Local Authorities</b></p> <ul style="list-style-type: none"> <li>Cabinet memo establishing the entity / local authority</li> <li>ID copy of accounting officer</li> <li>Proof of business address</li> <li>EMIS Certificate for Public Schools</li> </ul> <p>(1) Select the relevant Registration type. This is the type of registered organisation in operation.</p>	
<p>(1) Enter the company registration number in the <b>Registration number</b> field.</p>	


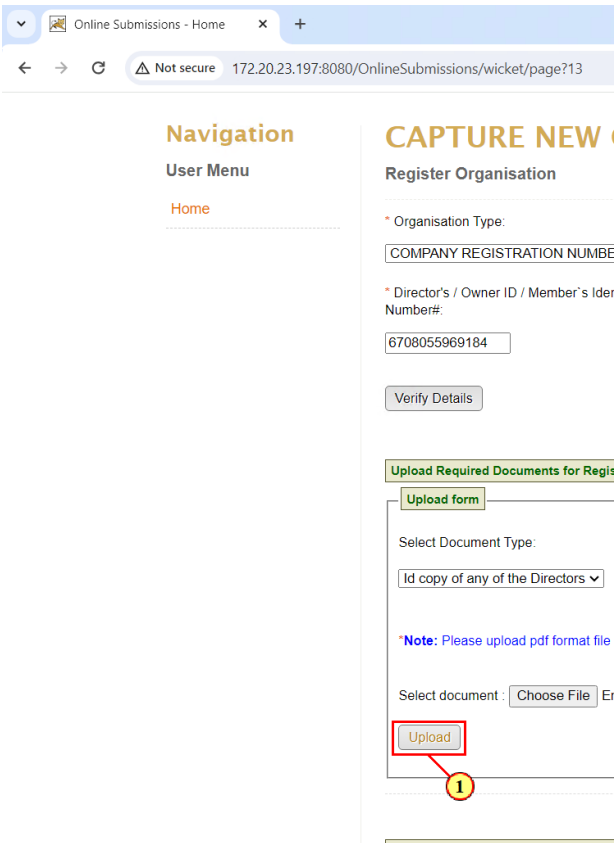


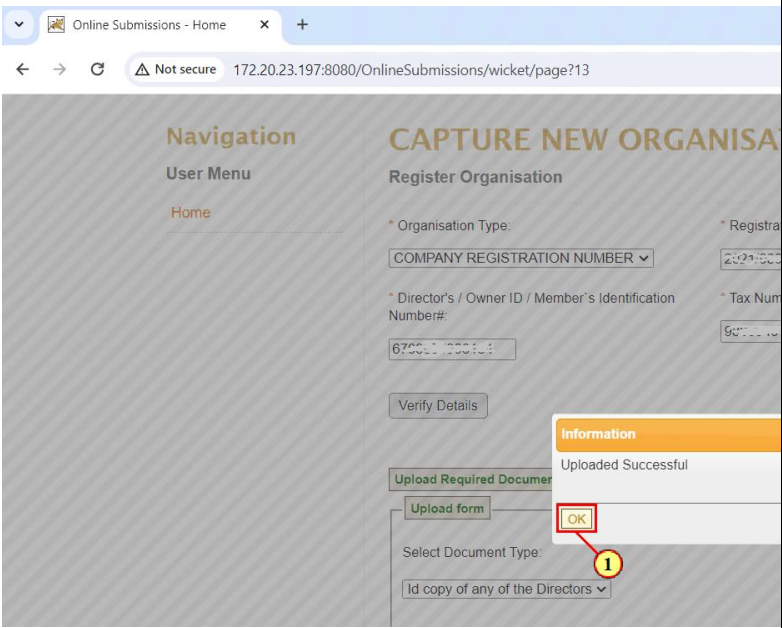
Explanation	Screenshot
(1) Enter the relevant identification number in the <b>Director's /Owner ID Number</b> field.	
(1) Enter the tax registration number in the <b>Tax Number</b> field.	

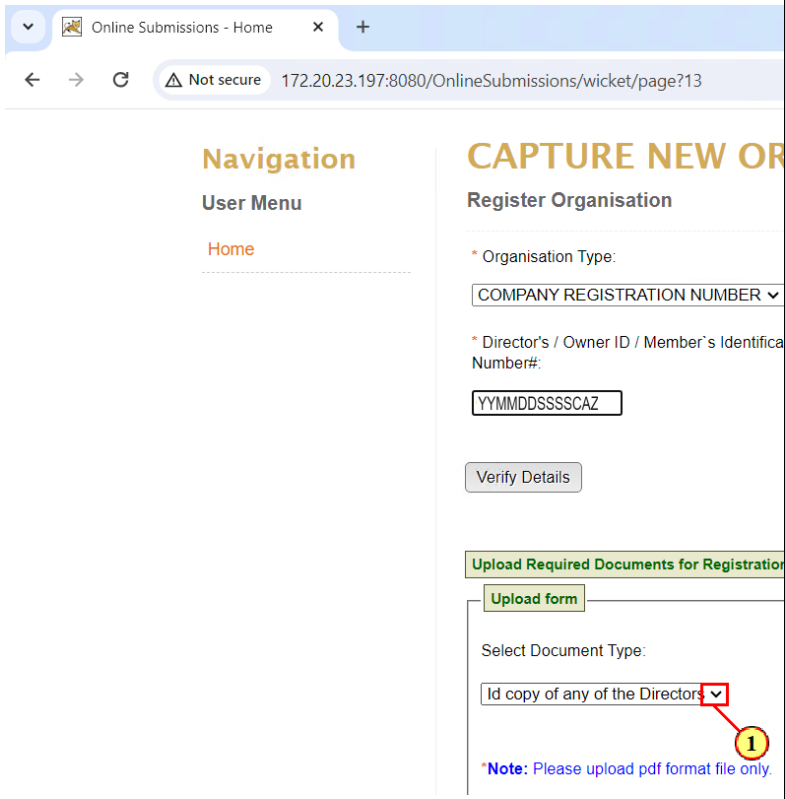
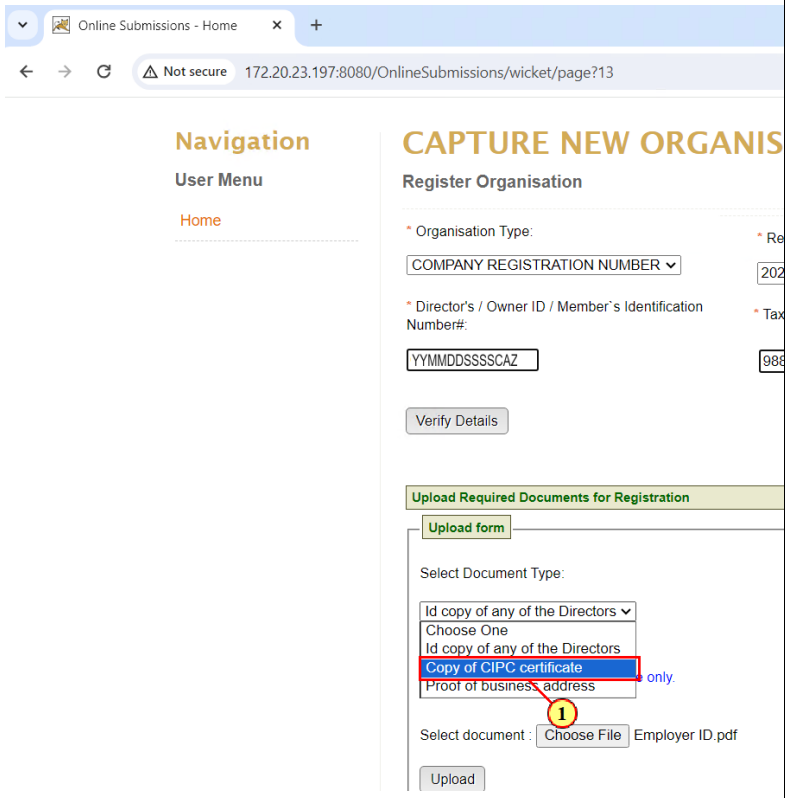
Explanation	Screenshot
<p>(1) Click the <b>Verify Details</b> button to verify.</p>	 <p>The screenshot shows a web browser window with the title 'Online Submissions - Home'. The address bar shows '172.20.23.197:8080/OnlineSubmissions/wicket/page?'. The page header includes the 'employment &amp; labour' logo and 'Department: Employment and Labour, REPUBLIC OF SOUTH AFRICA'. The main content area has a 'Navigation' section with 'User Menu' and 'Home'. The 'CAPTURE NEW ORGANISATION' section includes a 'Register Organisation' form with fields for 'Organisation Type' (set to 'COMPANY REGISTRATION'), 'Director's / Owner ID / Member Number#' (set to 'YYMMDDSSSSCAZ'), and a 'Verify Details' button highlighted with a red box and a yellow circle with the number 1. Below the button is a green bar that says 'Upload Required Documents for Registration'.</p>
<p> This message is displayed if the employer registration details have been successfully retrieved from the system.</p> <p>(1) Click the <b>OK</b> button to continue.</p>	 <p>The screenshot shows the same web browser window as the previous one, but with an 'Information' dialog box open. The dialog box has a yellow header and contains the text 'Employer registration details retrieved successfully. Empty form fields'. The 'OK' button in the dialog is highlighted with a red box and a yellow circle with the number 1. The background form is dimmed.</p>

Explanation	Screenshot
(1) Scroll <b>down</b> .	
(1) Click the <b>Select Document Type</b> ▾dropdown button to display document type options.	

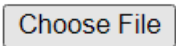
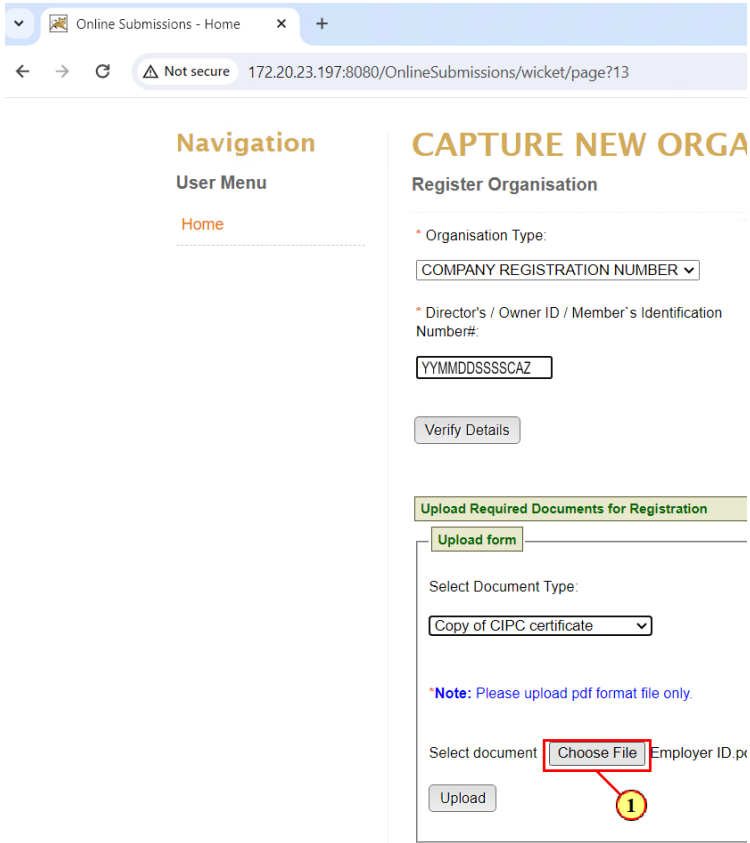
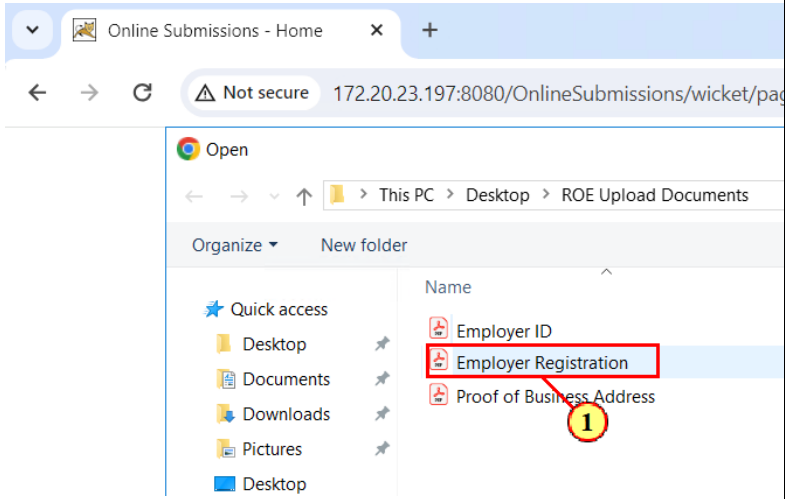
Explanation	Screenshot
<p>(1) Select the relevant option of the <b>Document Type</b> you want to upload.</p> <p></p> <p>The document types displayed are determined by the organisation type selected in the previous form tab.</p>	
<p></p> <p>Please note the documents uploaded must be in <b>pdf format</b>.</p> <p>(1) Click the  button.</p> <p>The system will point to your local <i>machine</i> folders/file to allow for document upload.</p>	

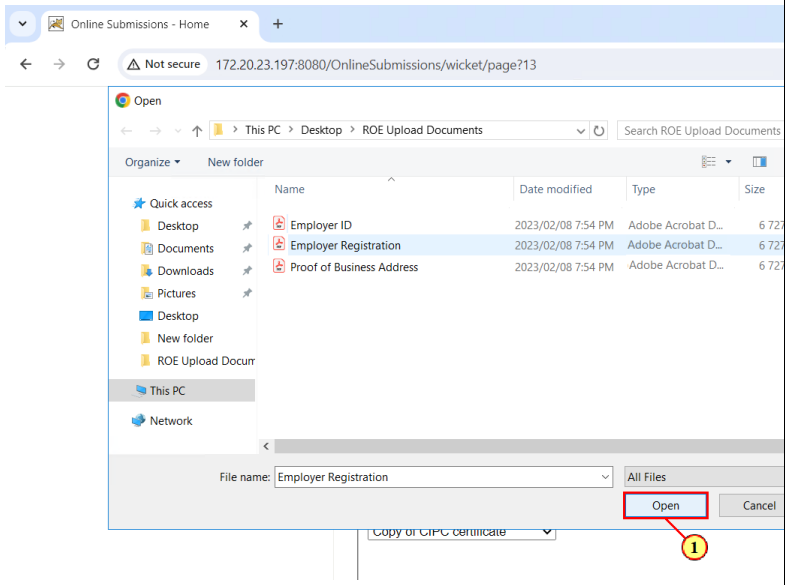
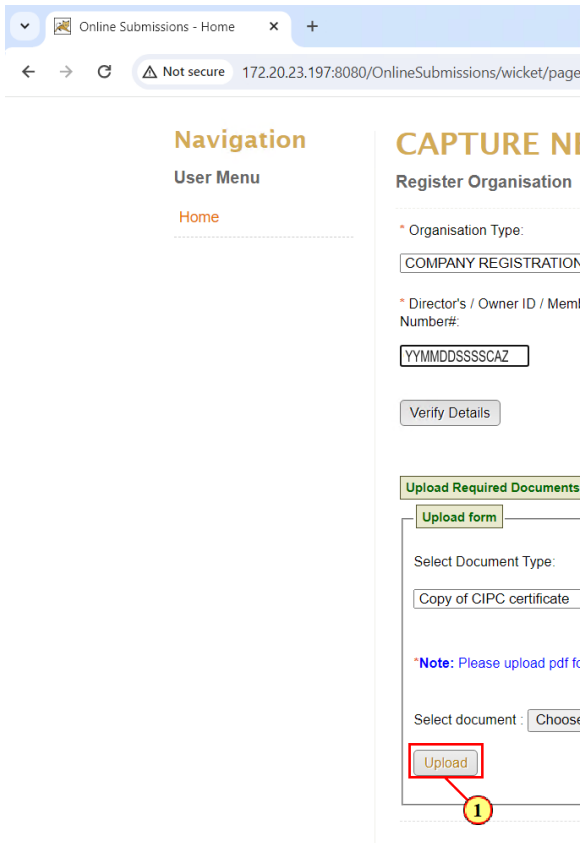
Explanation	Screenshot
<p> The ROE system will point to your local machine. You must navigate to the file location where you have saved the ROE files for upload.</p> <p>(1) Select the relevant document file by clicking it to upload.</p>	
<p>(1) Click the  button to upload.</p>	



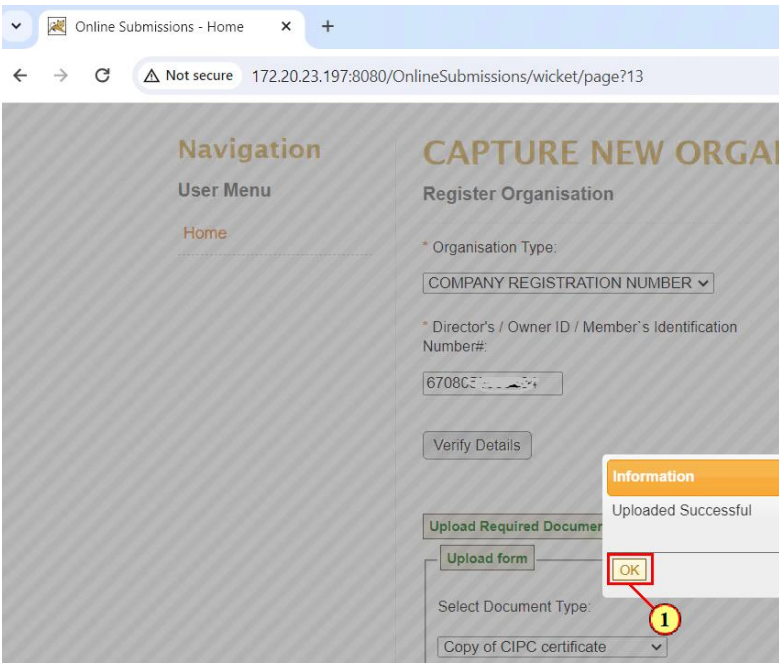
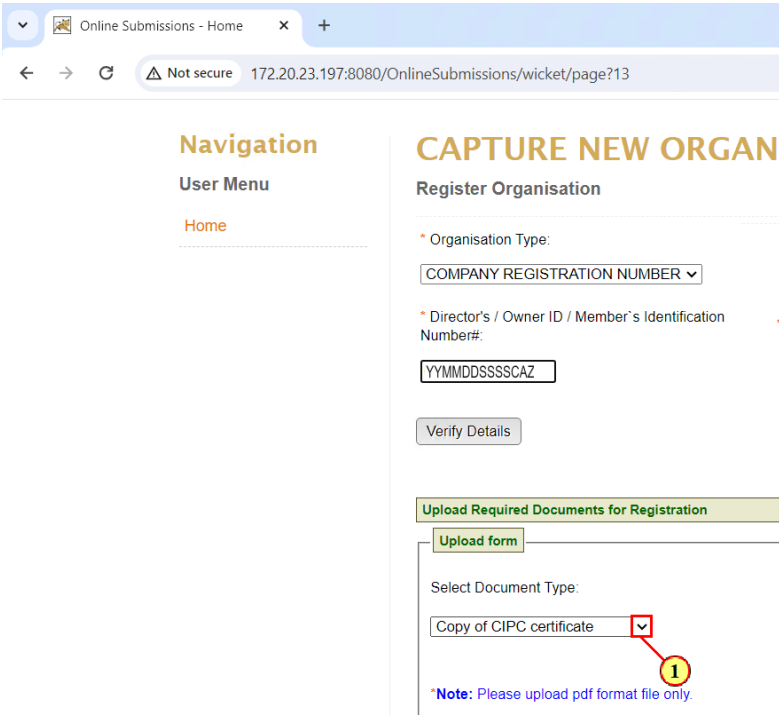
Explanation	Screenshot
<p>(1) Click the  button to upload to the ROE system.</p>	
<p>(1) Click the  button to continue.</p> <p> The message displayed shows the document has been uploaded to the ROE system successfully.</p>	

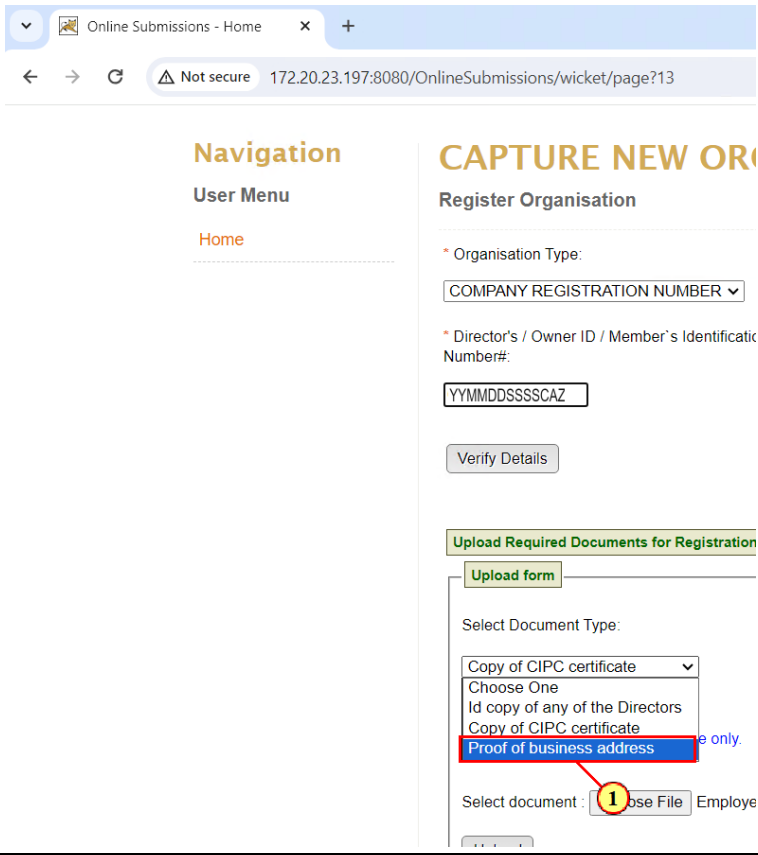
Explanation	Screenshot
(1) Click the <b>Select Document Type</b> downward arrow. ▼	
(1) Select the relevant <b>document type</b> by clicking on it.	

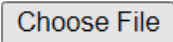
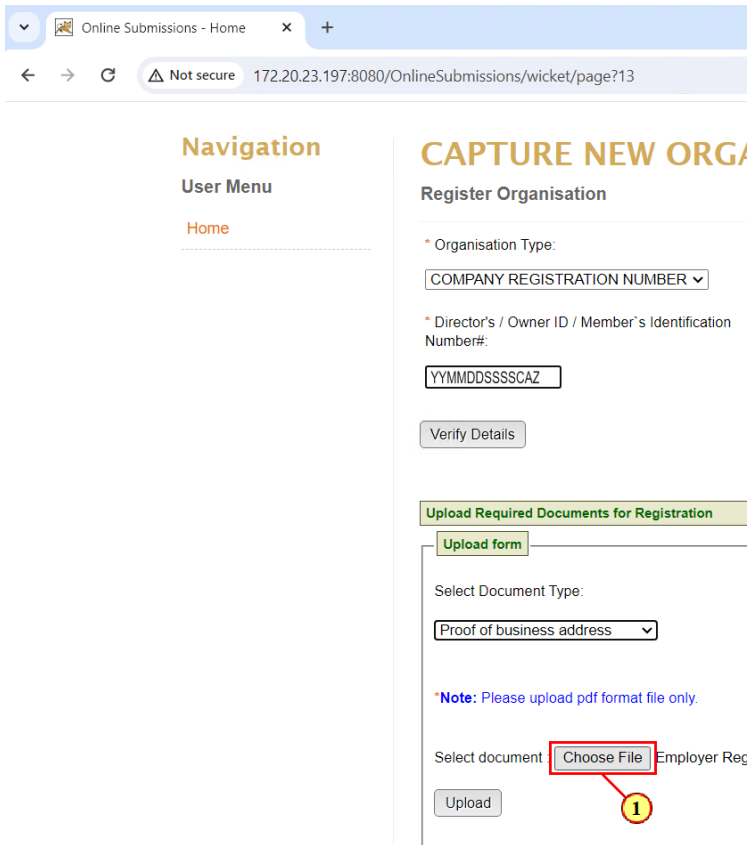
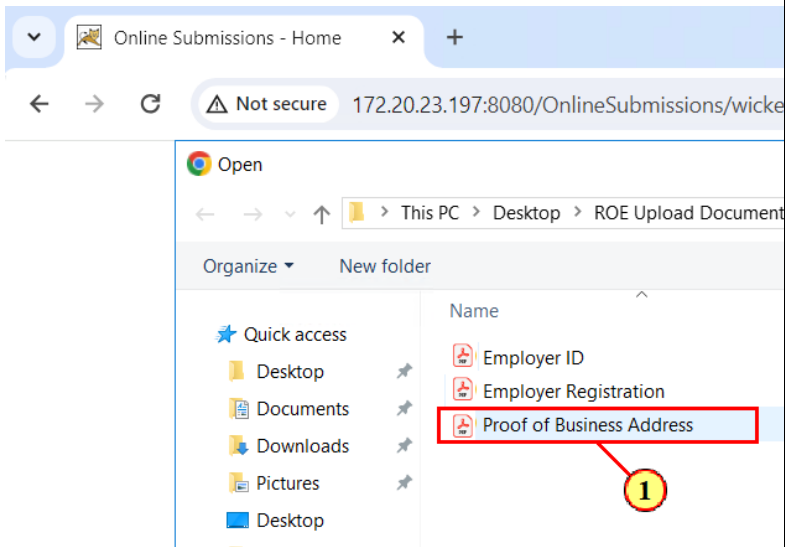


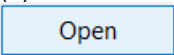
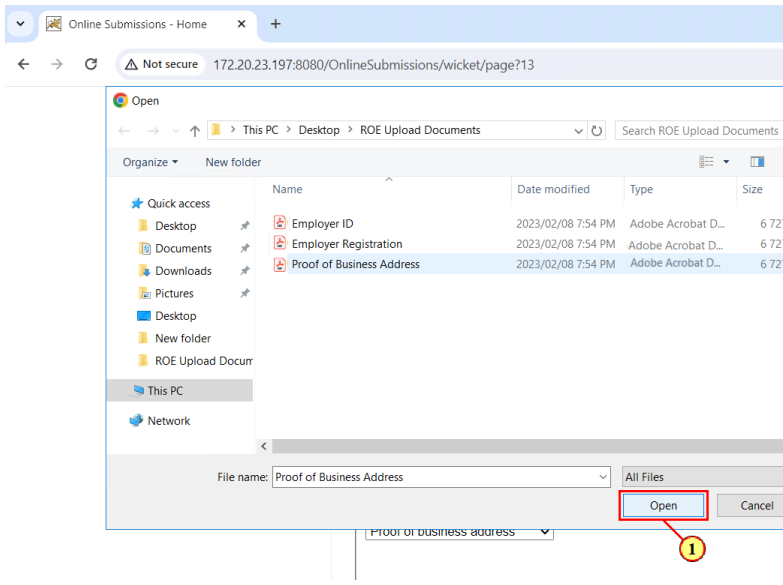

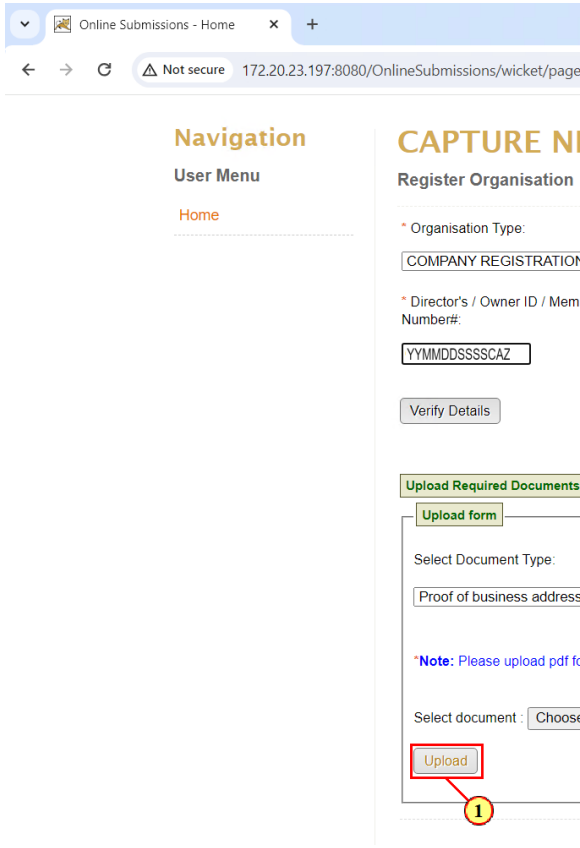
Explanation	Screenshot
<p>(1) Click the  button. Note it must be in pdf format.</p>	
<p>(1) Select the relevant document file by clicking it to upload.</p>	



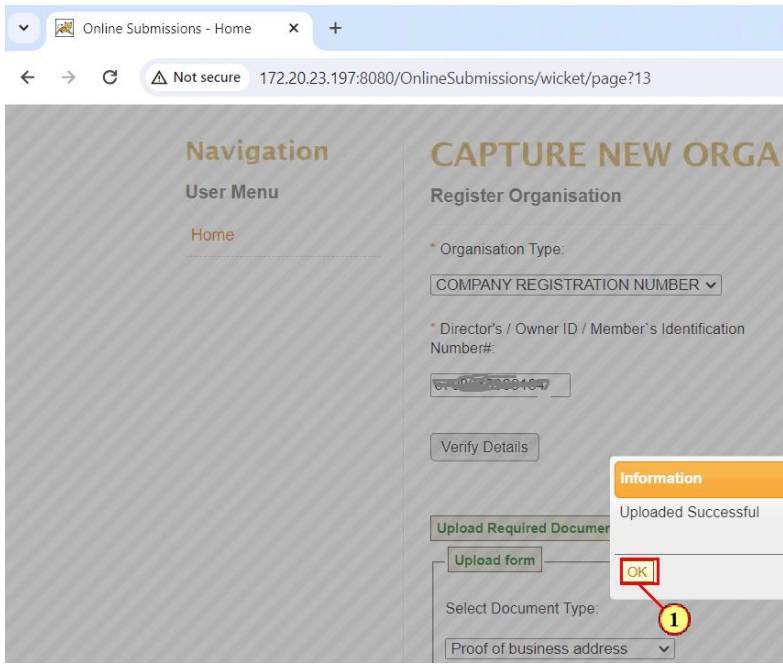


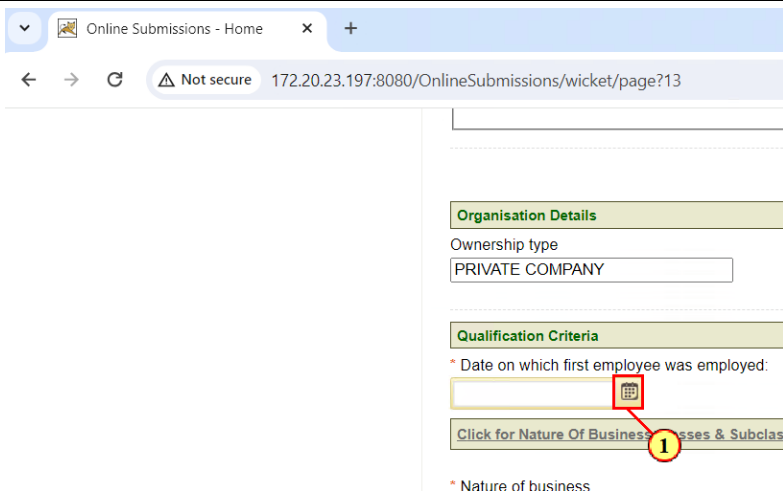
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button to upload.</p>	
<p>(1) Click the <b>Upload</b> button to upload to the ROE system.</p>	


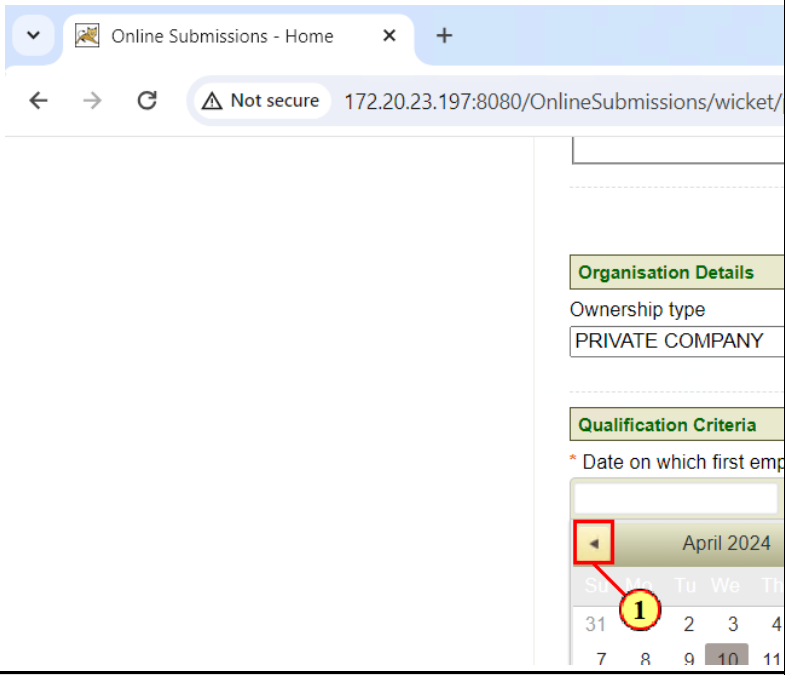
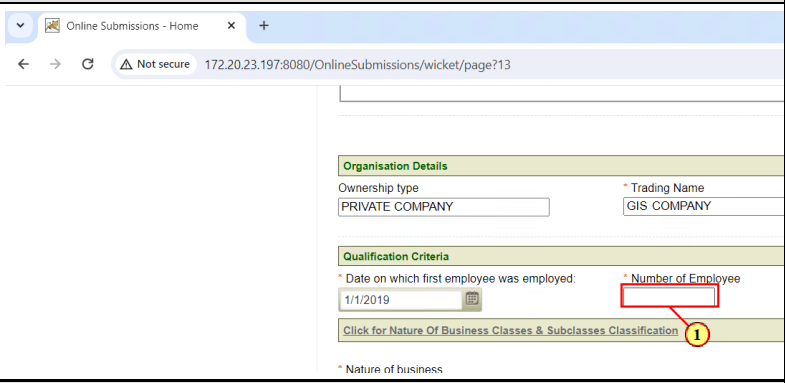
Explanation	Screenshot
<p></p> <p>The message displayed shows the document has been uploaded to the ROE system successfully.</p> <p>(1) Click the  button to continue.</p>	
<p>(1) Click the <b>Select Document Type</b> ▼ dropdown button to display options.</p>	

Explanation	Screenshot
(1) Select the relevant <b>document type</b> by clicking on it.	

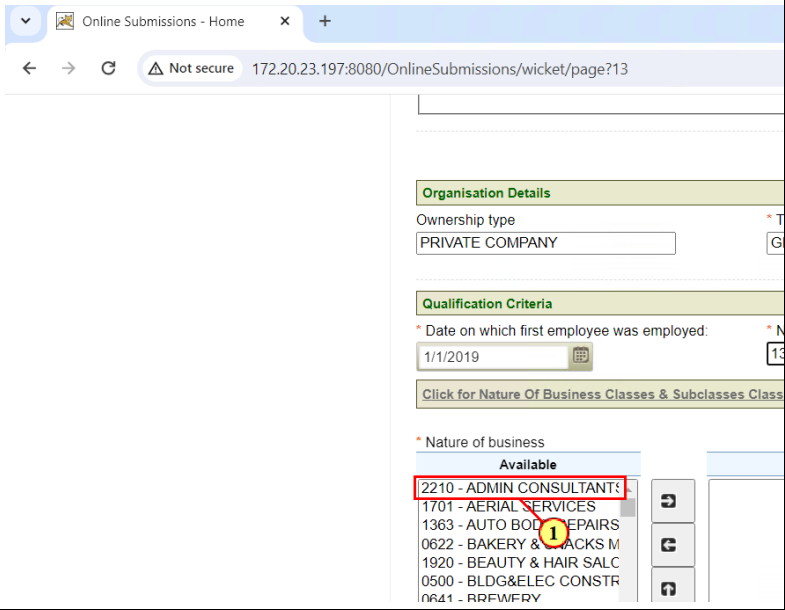

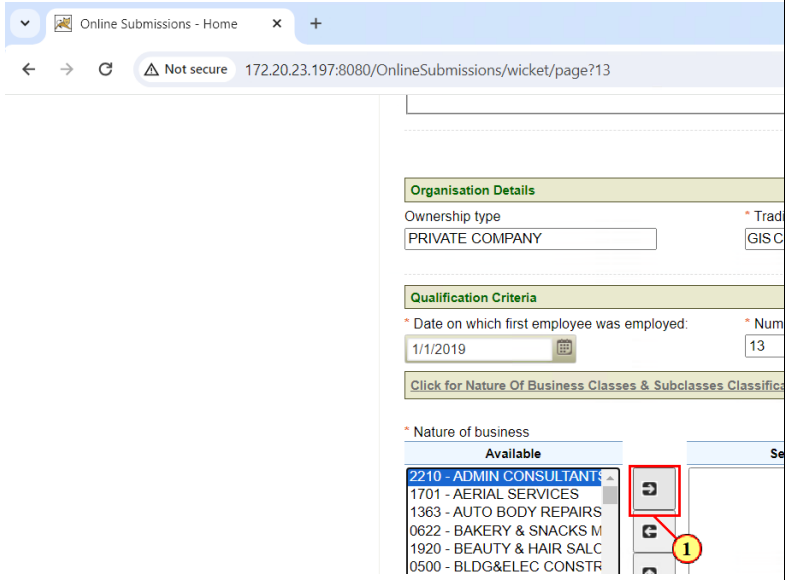
Explanation	Screenshot
<p>(1) Click the  button. The document must be in pdf.</p>	
<p>(1) Select the relevant document file by clicking it to upload.</p>	

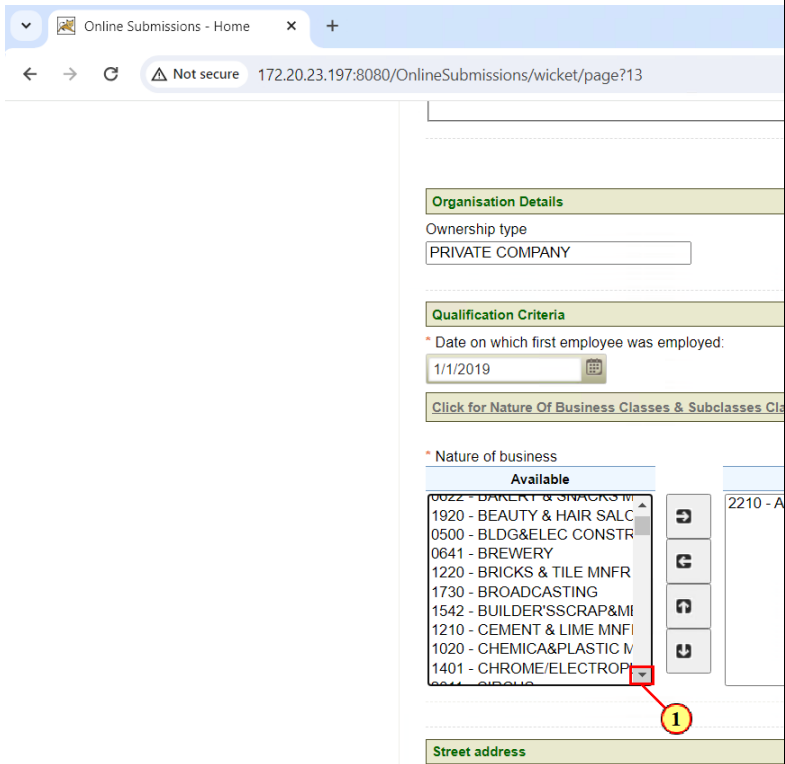
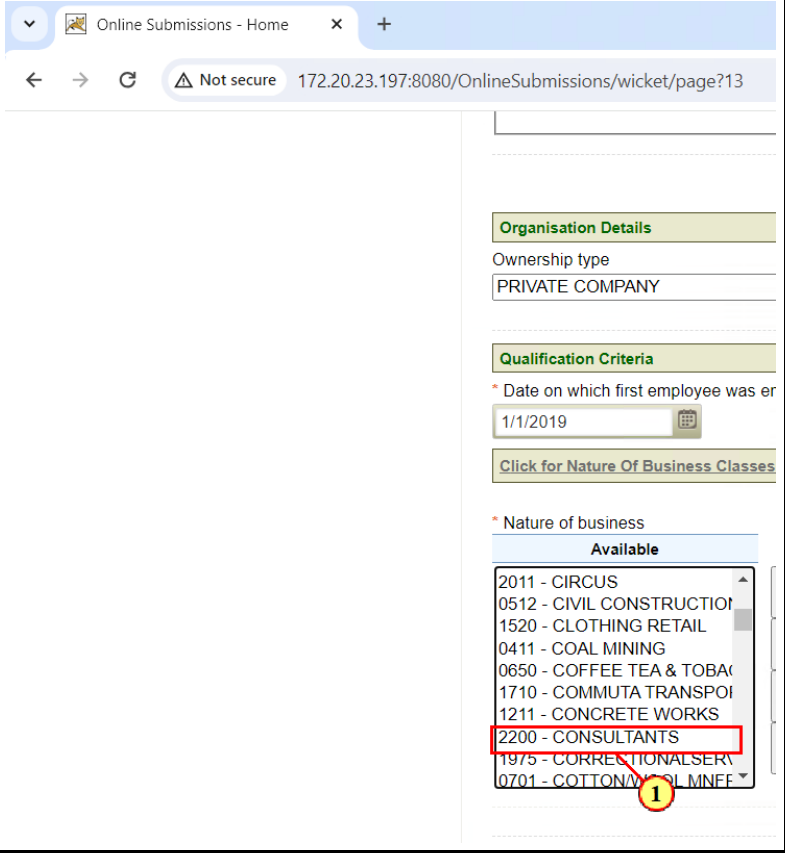
Explanation	Screenshot
<p>(1) Click the  button.</p>	
<p>(1) Click the  button to upload to the ROE system.</p>	


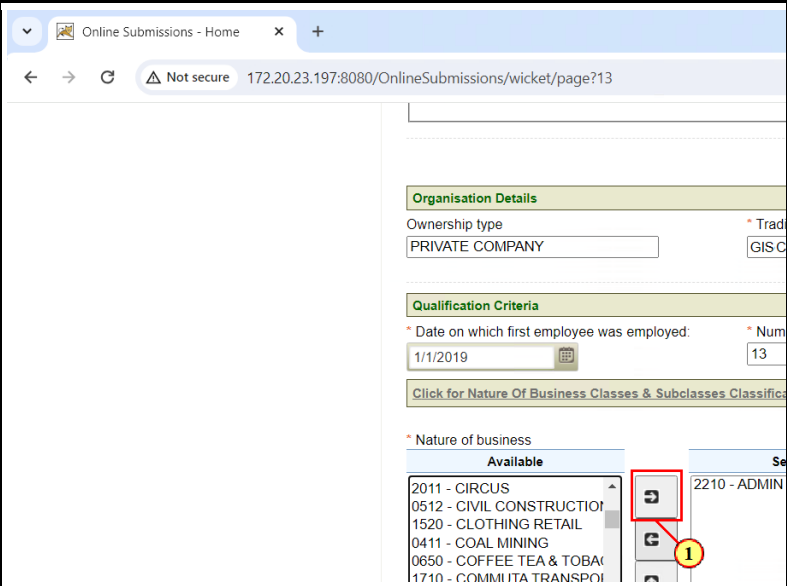
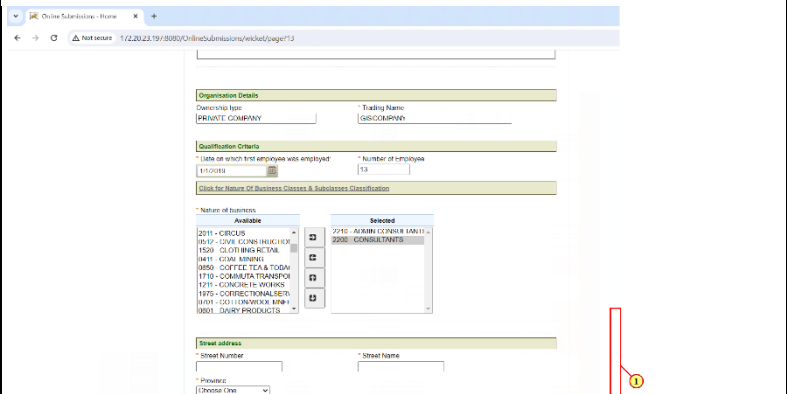
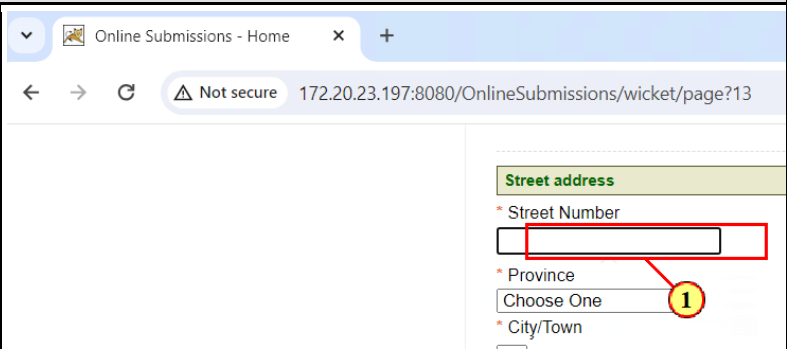
Explanation	Screenshot
<p></p> <p>The message displayed shows the document has been uploaded to the ROE system successfully.</p> <p>(1) Click the  button to continue.</p>	
<p>(1) Scroll <b>down</b>.</p>	
<p>(1) Click the <b>Calendar icon</b> .</p>	

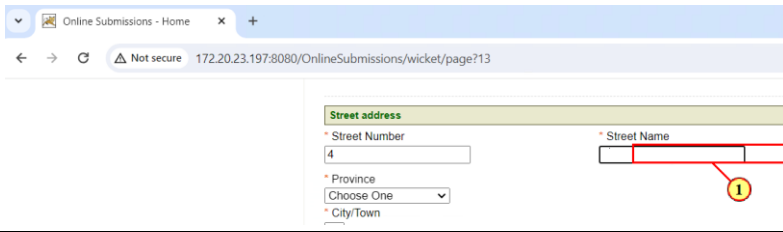
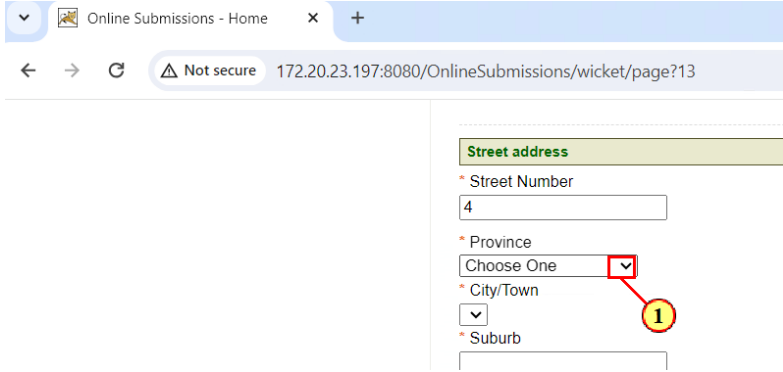
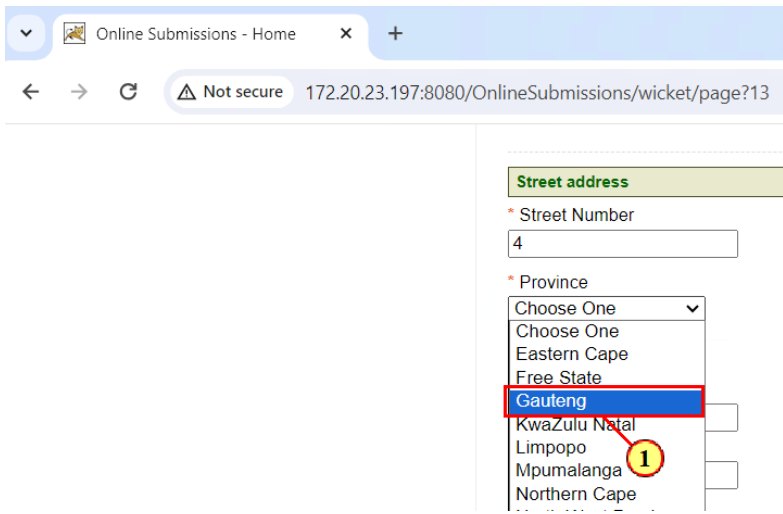
Explanation	Screenshot
(1) Click the  arrow to navigate to the relevant month/year.	
(1) Enter the number of employees in the <b>Number of Employee</b> field.	

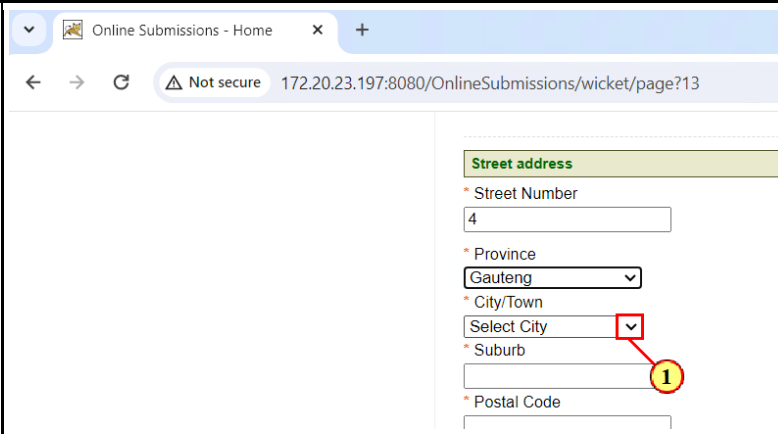
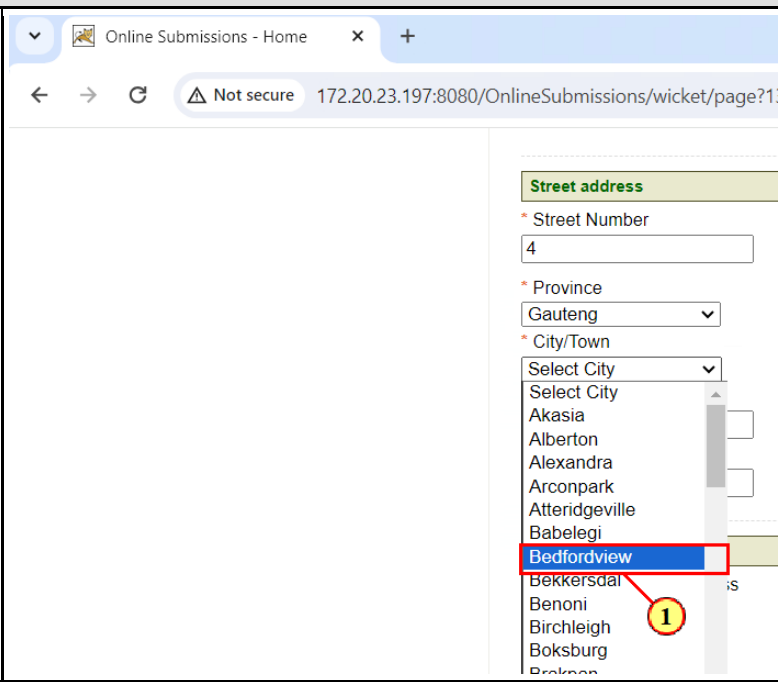


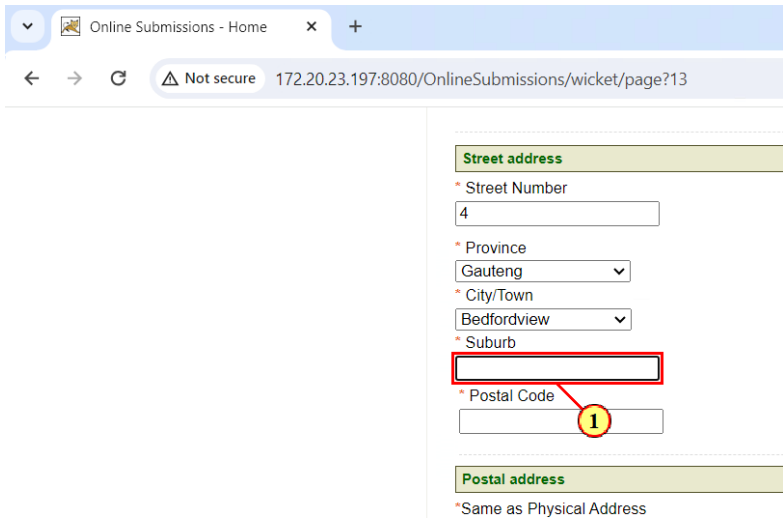
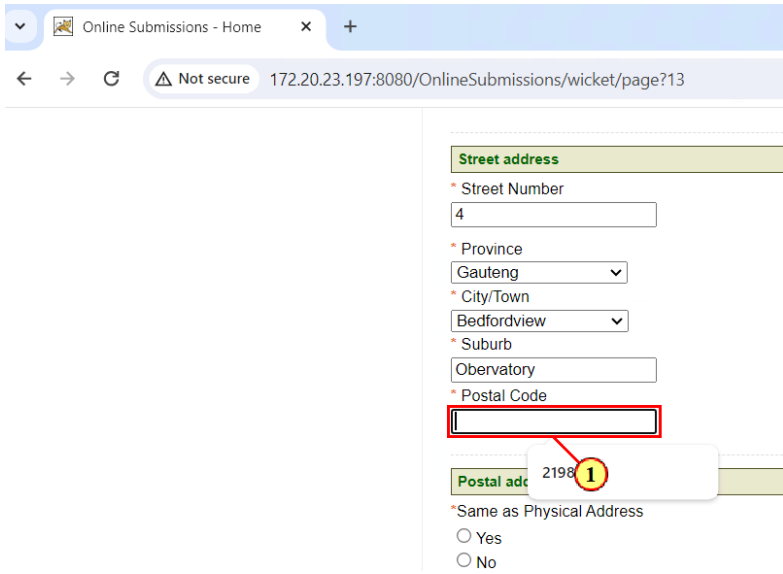
Explanation	Screenshot
(1) Select the relevant <b>Nature of Business</b> your company is engaged in.	
(1) Click the  right sideways arrow to make a selection.	

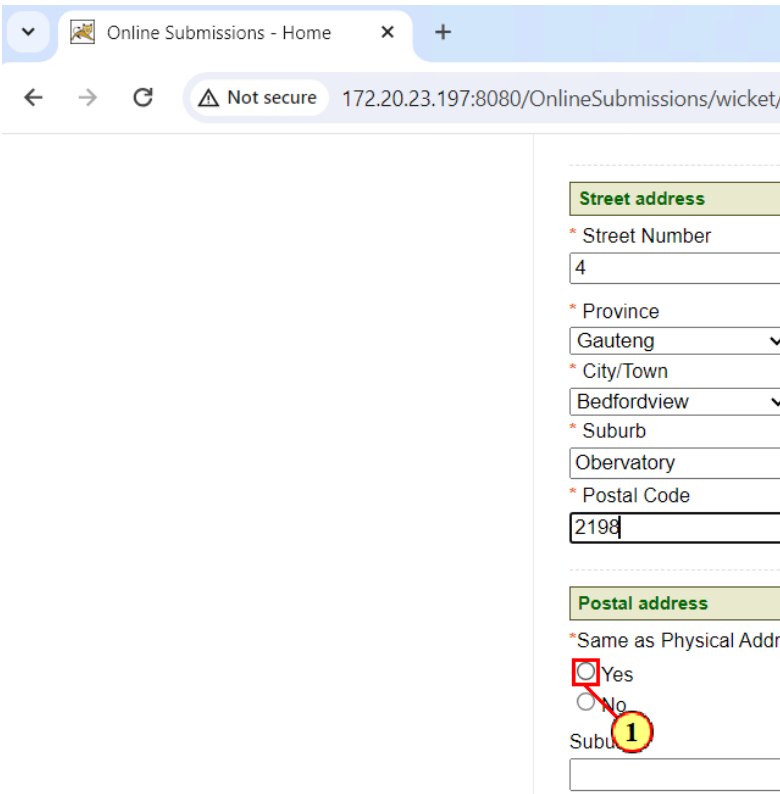
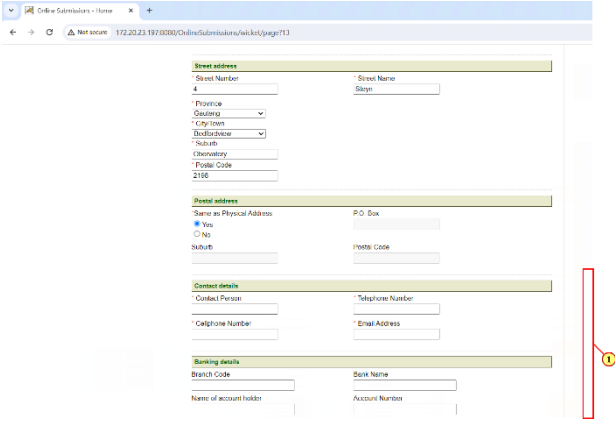
Explanation	Screenshot
(1) Scroll <b>down</b> ▾.	
(1) Select the relevant <b>Nature of Business</b> your company is engaged in.	

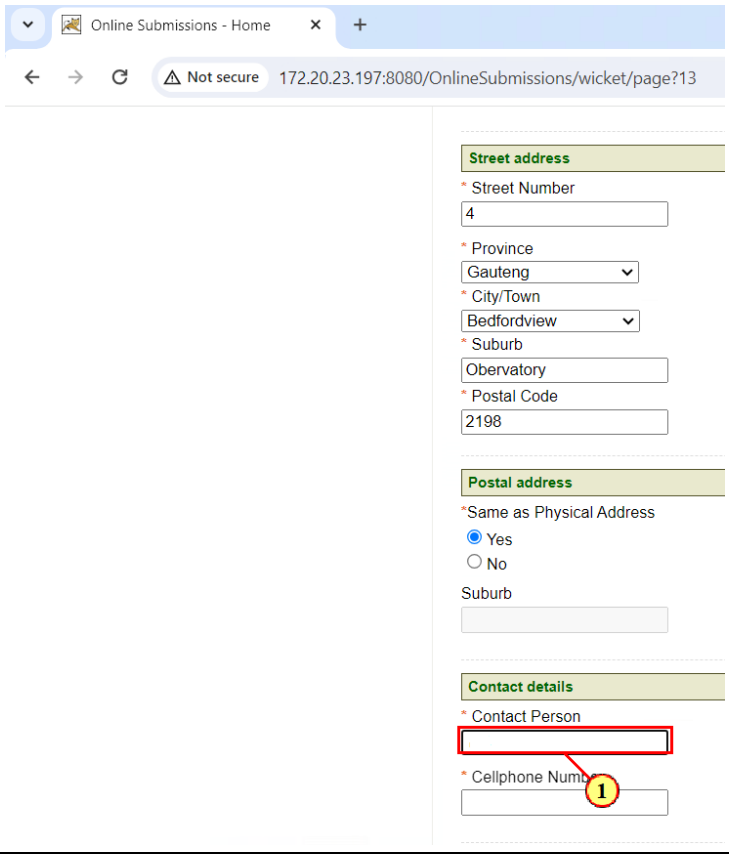
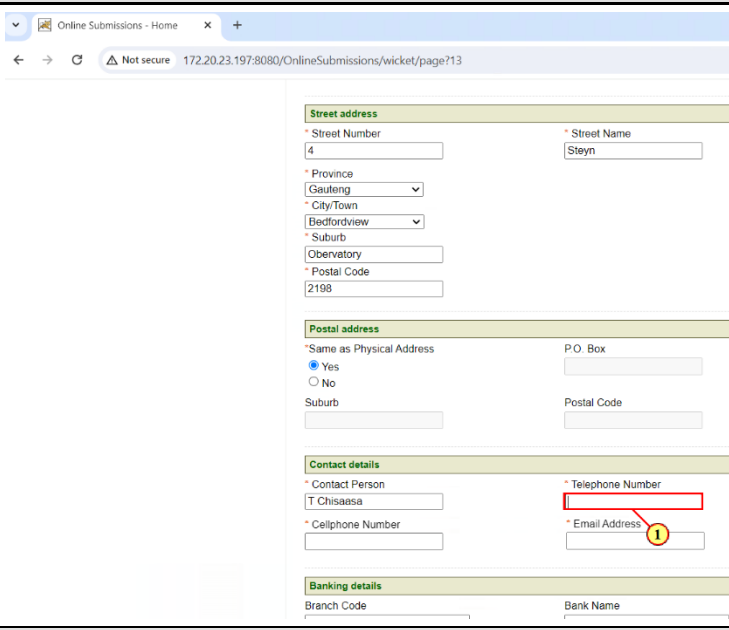
Explanation	Screenshot
(1) Click the  right sideways arrow to make a selection.	
(1) Scroll <b>down</b>	
(1) Enter your street number in the <b>Street Number</b> field.	

Explanation	Screenshot
(1) Enter your street name in the <b>Street Name</b> field.	 <p>The screenshot shows a web browser window with the address bar displaying '172.20.23.197:8080/OnlineSubmissions/wicket/page?13'. The page contains a form titled 'Street address'. The form has four fields: 'Street Number' (containing '4'), 'Province' (a dropdown menu with 'Choose One' selected), 'City/Town' (a dropdown menu with 'Choose One' selected), and 'Suburb' (a text input field). The 'Street Name' field is highlighted with a red box, and a yellow circle with the number 1 is placed next to it.</p>
(1) Click the <b>Province</b> ▼ downwards arrow to the province.	 <p>The screenshot shows the same web browser window. The 'Province' dropdown menu is open, showing a list of provinces. The downwards arrow is highlighted with a red box, and a yellow circle with the number 1 is placed next to it.</p>
(1) Select the relevant <b>Province</b> by clicking on it.	 <p>The screenshot shows the same web browser window. The 'Province' dropdown menu is open, and 'Gauteng' is selected and highlighted with a red box. A yellow circle with the number 1 is placed next to it.</p>

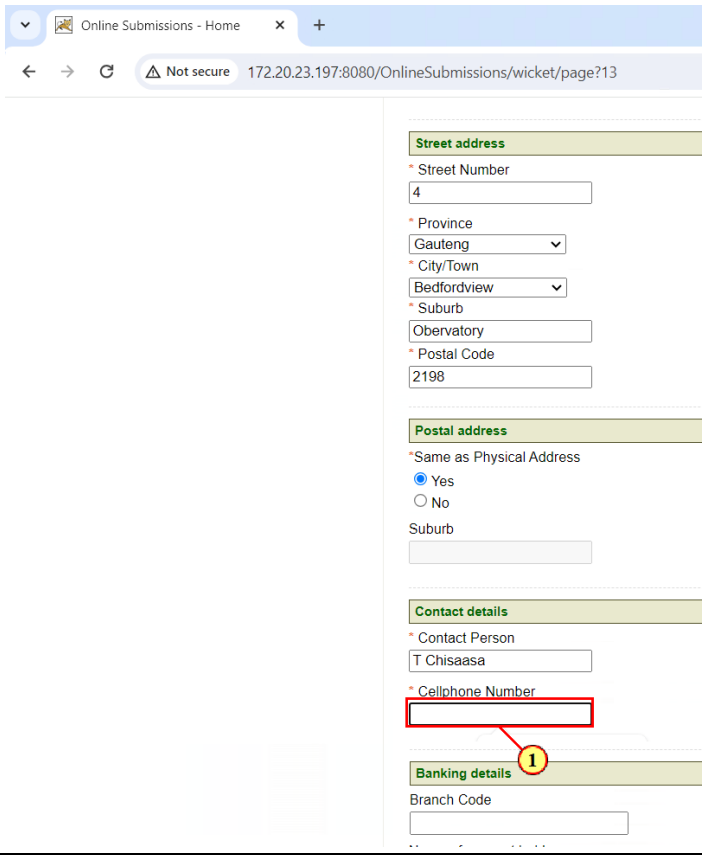
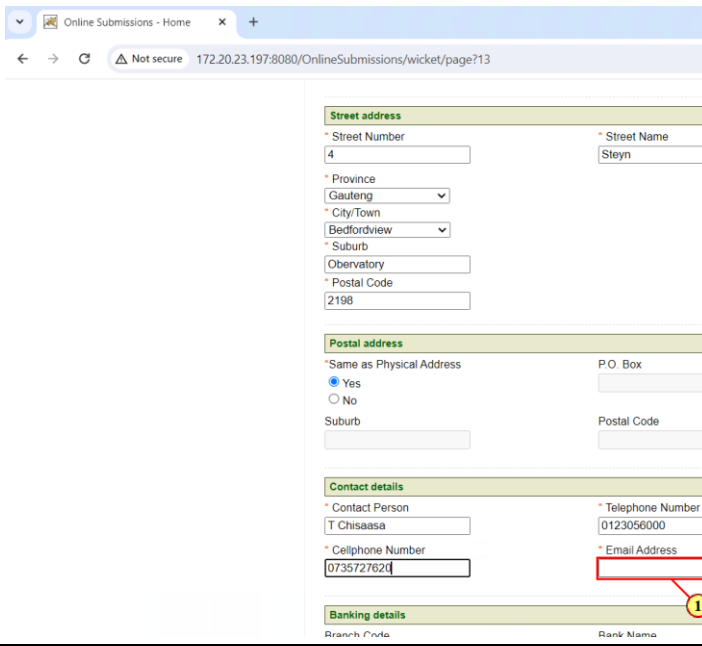
Explanation	Screenshot
<p>(1) Click the <b>City/Town</b> ▼ downward arrow to select city or town.</p>	 <p>The screenshot shows a web browser window with the title 'Online Submissions - Home'. The address bar displays '172.20.23.197:8080/OnlineSubmissions/wicket/page?13'. The page contains a form with the following fields:</p> <ul style="list-style-type: none"> <li><b>Street address</b> (header)</li> <li><b>* Street Number</b>: Input field with '4'.</li> <li><b>* Province</b>: Dropdown menu with 'Gauteng' selected.</li> <li><b>* City/Town</b>: Dropdown menu with 'Select City' selected. A red box highlights the dropdown arrow, and a yellow circle with the number '1' points to it.</li> <li><b>* Suburb</b>: Input field.</li> <li><b>* Postal Code</b>: Input field.</li> </ul>
10.120.82.148 - Remote Desktop Connection	
<p>(1) Select the relevant city or town.</p>	 <p>The screenshot shows the same web browser window as the previous one. The 'City/Town' dropdown menu is open, displaying a list of cities. A red box highlights the 'Bedfordview' option, and a yellow circle with the number '1' points to it.</p>

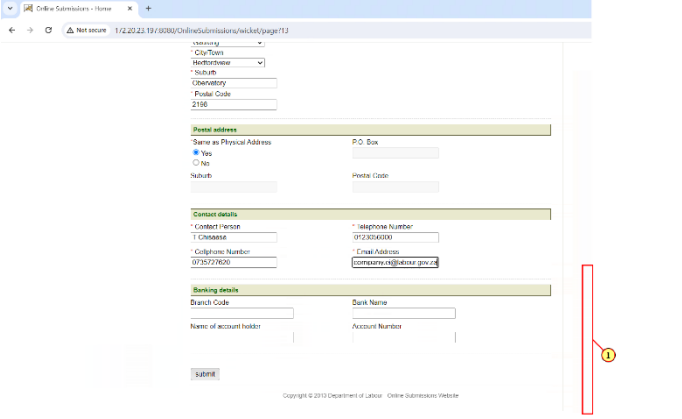

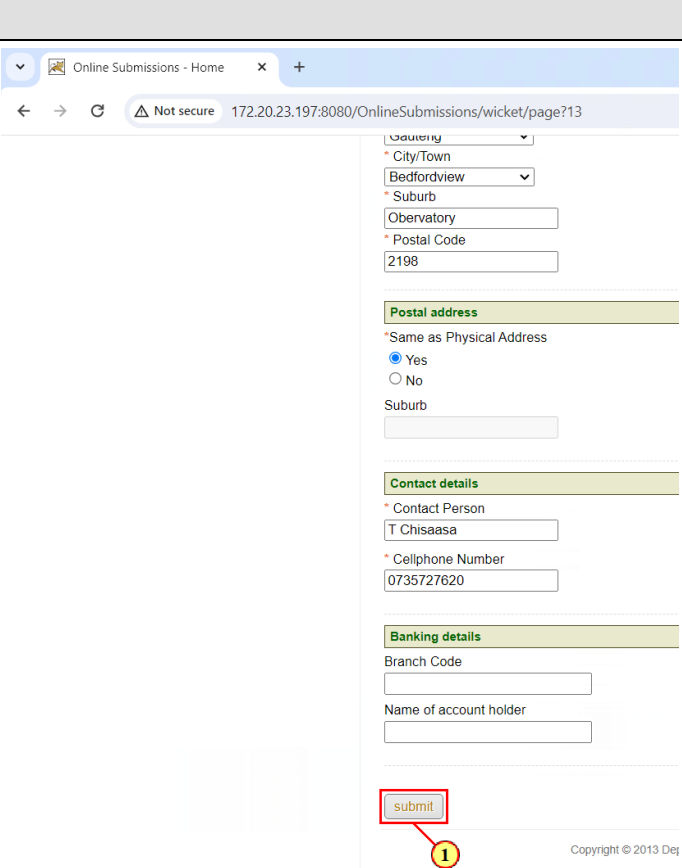
Explanation	Screenshot
(1) Enter your relevant suburb in the <b>Suburb</b> field.	 <p>The screenshot shows a web browser window with the address bar displaying '172.20.23.197:8080/OnlineSubmissions/wicket/page?13'. The page contains a form section titled 'Street address'. The form includes fields for 'Street Number' (containing '4'), 'Province' (dropdown menu showing 'Gauteng'), 'City/Town' (dropdown menu showing 'Bedfordview'), and 'Suburb' (empty text field). The 'Suburb' field is highlighted with a red box and a yellow circle with the number 1. Below the 'Suburb' field is the 'Postal Code' field, which is also highlighted with a red box and a yellow circle with the number 1. The 'Postal address' section below indicates 'Same as Physical Address'.</p>
(1) Enter the area postal code in the <b>Postal Code</b> field.	 <p>The screenshot shows the same web browser window and form section. The 'Postal Code' field is now highlighted with a red box and a yellow circle with the number 1. The 'Suburb' field now contains the text 'Observatory'. The 'Postal address' section below indicates 'Same as Physical Address' with radio buttons for 'Yes' and 'No'.</p>


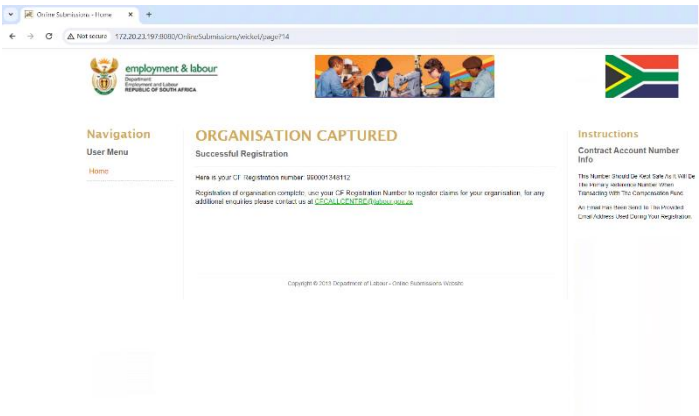
Explanation	Screenshot
<p>(1) Click <b>Same as Physical Address</b> radio button if the address is the same as postal address.</p> <p>Alternatively, if different, enter your postal address.</p>	
<p>(1) Scroll <b>down</b>.</p>	

Explanation	Screenshot
(1) Enter the contact person name in the <b>Contact Name</b> field.	
(1) Enter your landline telephone number in the <b>Telephone Number</b> field.	



Explanation	Screenshot
(1) Enter your preferred cellphone number in the <b>Cellphone Number</b> field.	
(1) Enter your contact email in the <b>Email Address</b> field.	


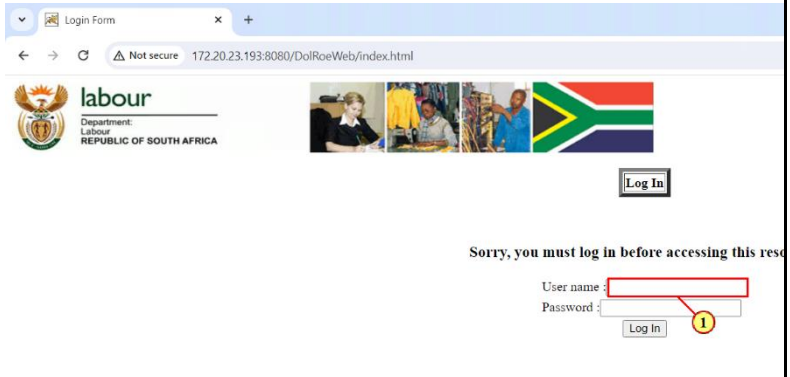
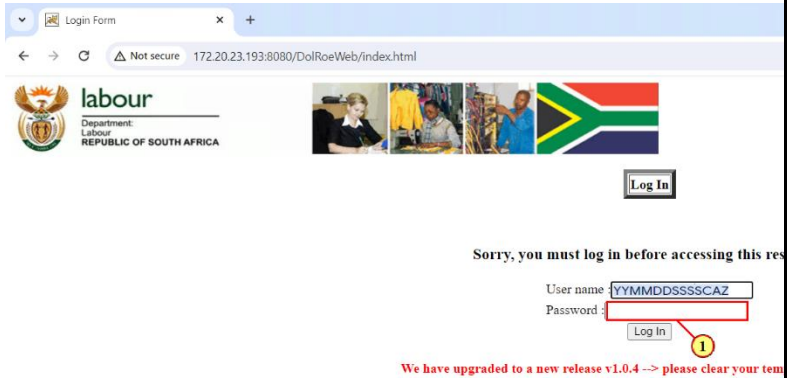
Explanation	Screenshot
(1) Scroll <b>down</b> .	 <p>The screenshot shows a web browser window with the URL '172.20.23.197:8080/OnlineSubmissions/wicket/page?13'. The form contains sections for 'Postal address', 'Contact details', and 'Banking details'. At the bottom of the form, there is a 'submit' button. A red rectangular box highlights the 'submit' button, and a yellow circle with the number '1' points to it.</p>
(1) Click the  button to submit the application.	 <p>The screenshot shows the same web browser window and form as the previous one. The 'submit' button at the bottom of the form is highlighted with a red rectangular box. A yellow circle with the number '1' points to this button.</p>



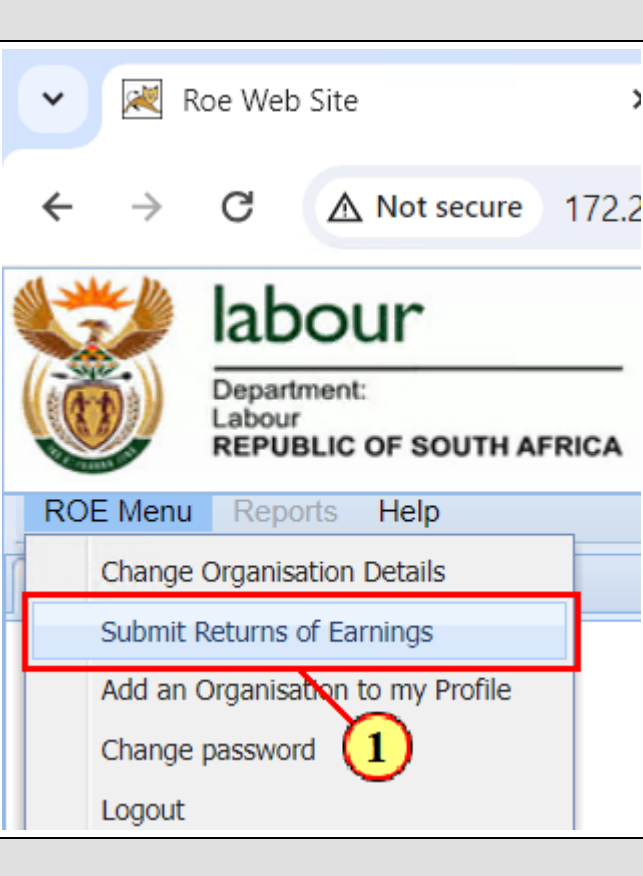
Explanation	Screenshot
<p> The CF Registration number starting with 99... is issued and shows the registration was successful.</p>	 <p>The screenshot shows a web browser window with the URL <a href="https://172.20.23.197:8080/OnlineSubmissions/Welcome/WelcomePage14">https://172.20.23.197:8080/OnlineSubmissions/Welcome/WelcomePage14</a>. The page header includes the Department of Labour logo, the text "employment &amp; labour", and the South African flag. The main content area is titled "ORGANISATION CAPTURED" and "Successful Registration". It displays the message: "Here is your CF Registration number: 990001348152". Below this, it states: "Registration of organisation complete: use your CF Registration Number to register claims for your organisation. for any additional enquiries please contact us at <a href="mailto:CSQA@CCTCFP.org.za">CSQA@CCTCFP.org.za</a>". The footer includes the copyright notice: "Copyright © 2019 Department of Labour - Online Submissions Module".</p>

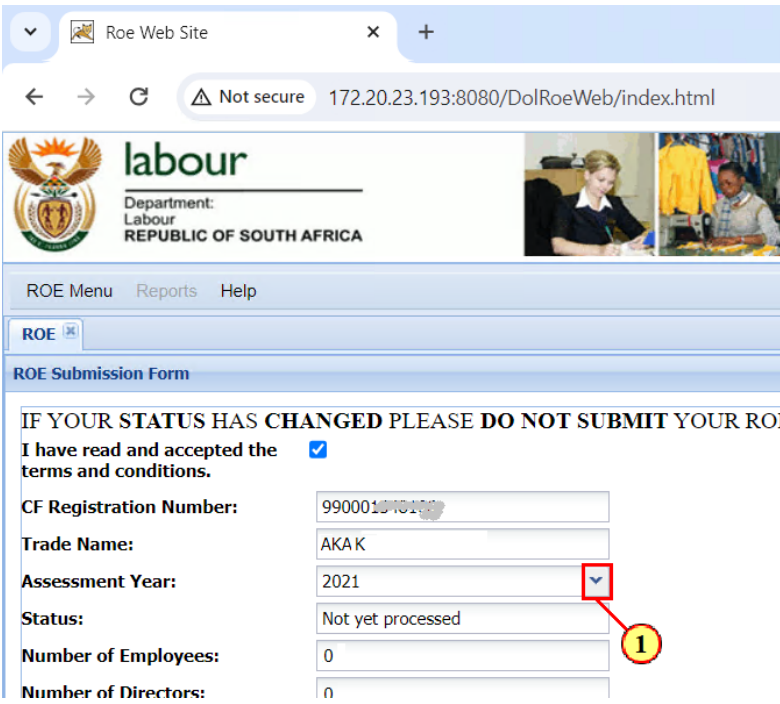

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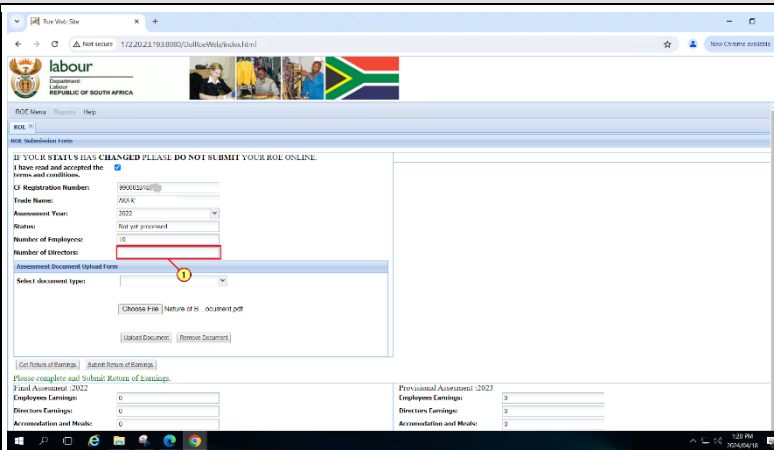
# 2. Submission of ROE

The following are the step to taken when uploading document during submission of your annual ROE for assessment.



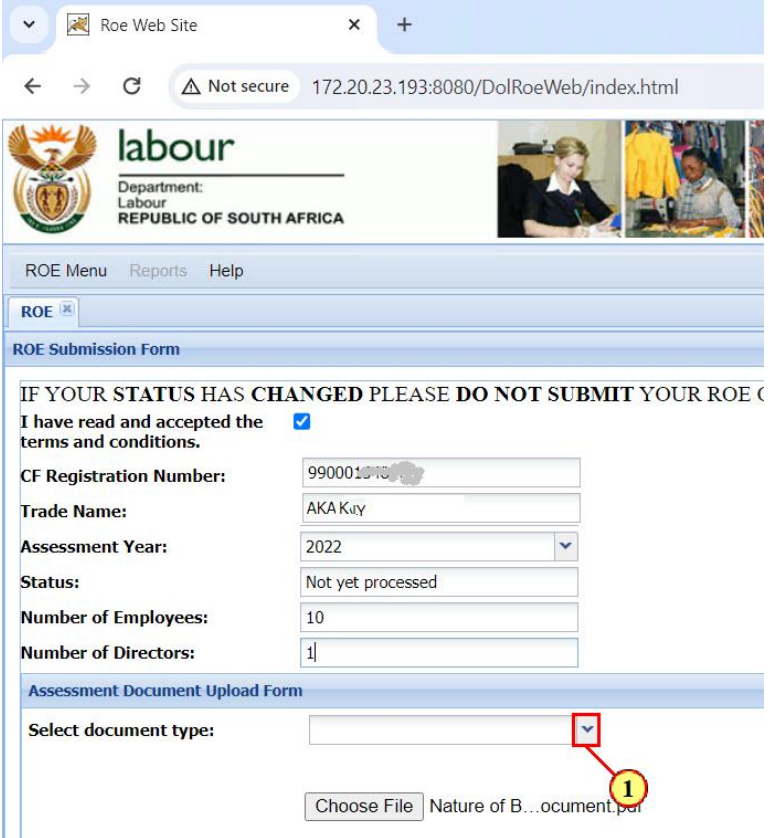
Explanation	Screenshot
<p> Please note, before proceeding to submit your ROE, you must first apply for access and register the entity if its your first time.</p> <p>You will receive a <b>CF Registration number</b>.</p> <p>(1) Enter your username in the <b>Username</b> field.</p>	
<p>(1) Enter your password in the <b>Password</b> field.</p>	

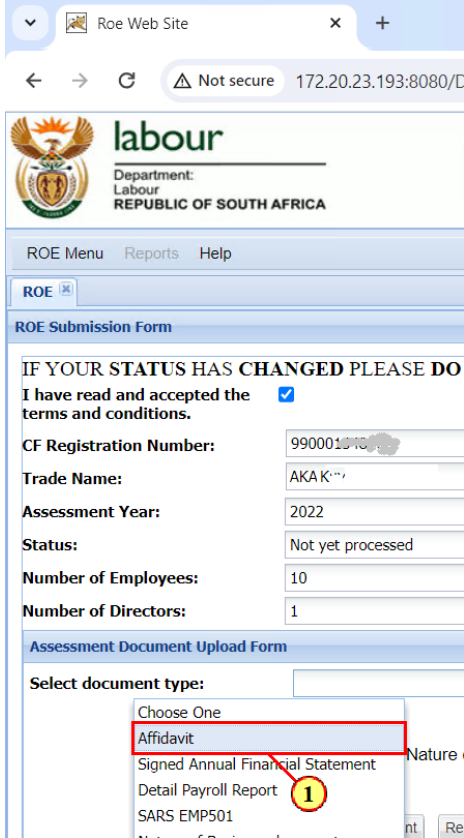
Explanation	Screenshot
<p> Read the terms and conditions of the Compensation Fund.</p> <p>(1) Click the <b>ROE Menu</b> to submit your ROE return.</p>	
<p>(1) Click the <b>Submit Returns of Earnings</b> button.</p>	


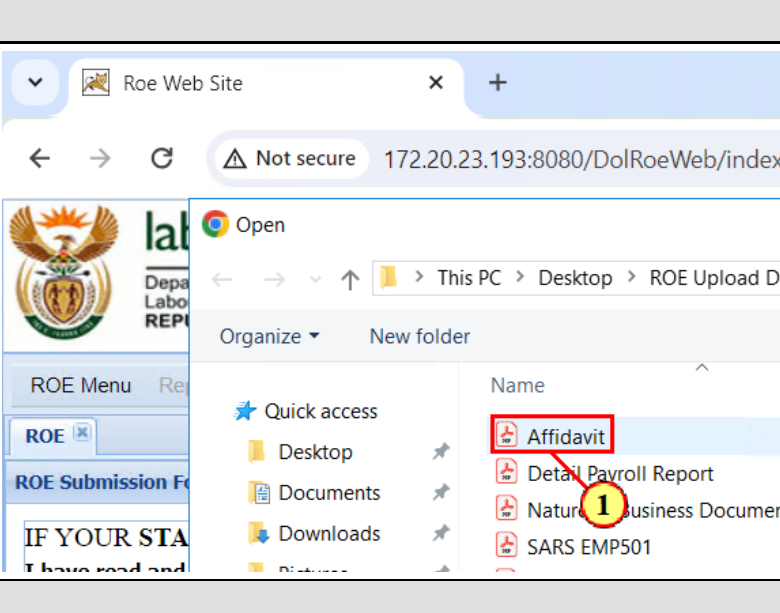
Explanation	Screenshot
(1) Click the <b>Assessment Year</b> downward arrow to select the year.	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The form includes fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. The 'Assessment Year' dropdown menu is open, showing the year '2021' selected. A red box and a yellow circle with the number '1' highlight the dropdown arrow.</p>
(1) Select the <b>Assessment Year</b> for ROE submission by clicking on it.	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The form includes fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. The 'Assessment Year' dropdown menu is open, showing the year '2021' selected. A red box and a yellow circle with the number '1' highlight the '2021' option.</p>

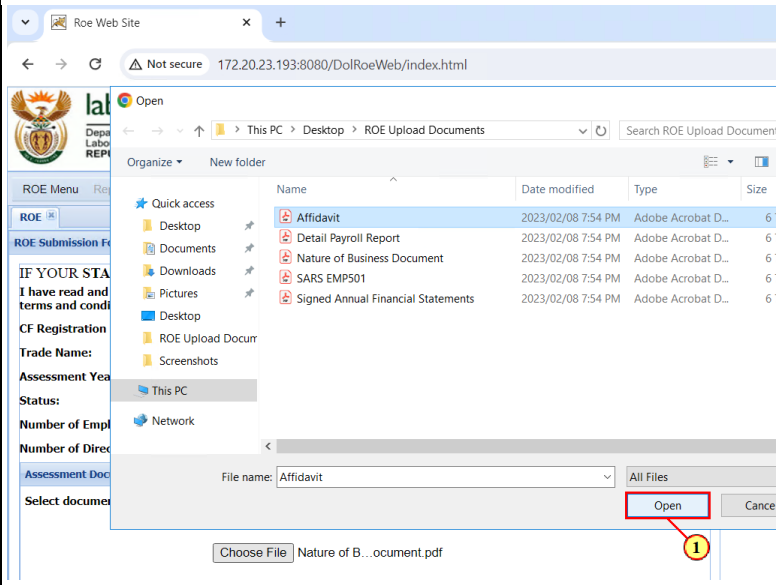


Explanation	Screenshot
<p>The status displays. If the status shows <b>Not yet processed</b>, you can proceed to submit your submission.</p> <p>(1) Enter the total number of employees in the <b>Number of Employees</b> field.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page header includes the Department of Labour logo and the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. The navigation menu has 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form'. It contains a section 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT SUBMIT YOUR ROE ONLINE.' with a checkbox 'I have read and accepted the terms and conditions.' which is checked. Below this are input fields for 'CF Registration Number' (9900010410), 'Trade Name' (AKA K), 'Assessment Year' (2022), 'Status' (Not yet processed), 'Number of Employees' (highlighted with a red box and a yellow circle labeled '1'), and 'Number of Directors' (0). At the bottom, there is a section for 'Assessment Document Upload Form'.</p>
<p>(1) Enter the total number of directors in the <b>Number of Directors</b> field.</p>	 <p>The screenshot shows the same web browser window as the previous one. The 'Number of Directors' field is now highlighted with a red box and a yellow circle labeled '1'. The 'Number of Employees' field is still highlighted with a red box. The 'Assessment Document Upload Form' section is visible, showing a 'Select document type' dropdown and a 'Choose File' button. At the bottom, there are sections for 'Final Assessment: 2022' and 'Provisional Assessment: 2022', each with input fields for 'Employees Earnings', 'Directors Earnings', and 'Accommodation and Meals'.</p>



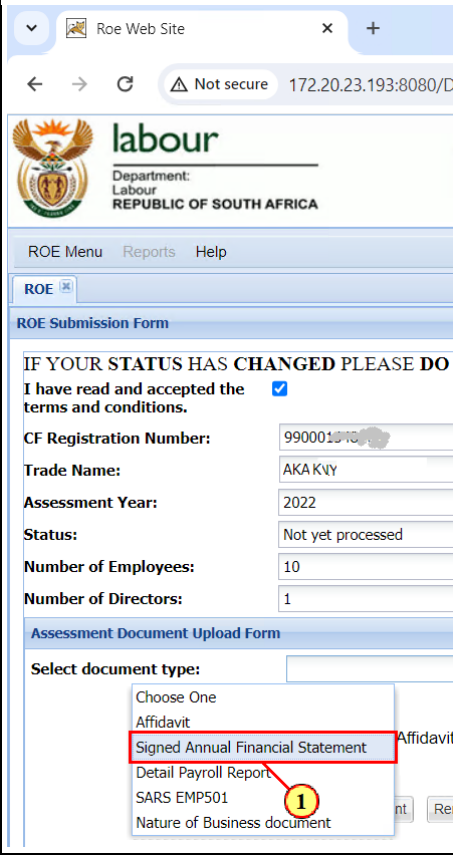
Explanation	Screenshot
<p> You can upload different formats of documents which include word, excel, pdf, etc.</p> <p>(1) Click the <b>Select document type</b>  downward arrow.</p>	


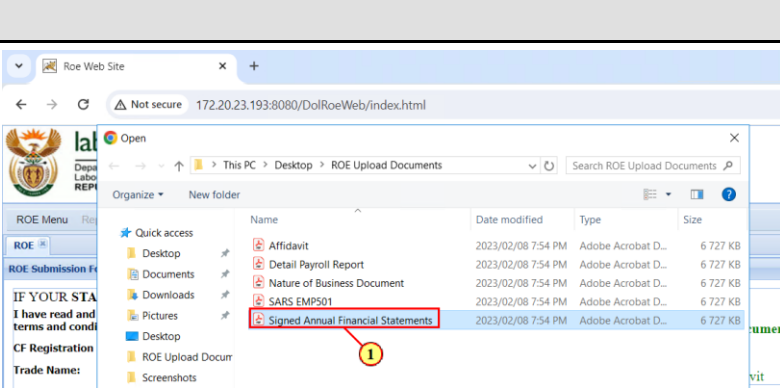
Explanation	Screenshot
<p>For normal ROE submission the document types uploads are <i>not</i> mandatory.</p> <p>You may submit the documents that are relevant.</p> <p>(1) Select the <b>Affidavit</b> option by clicking on it.</p>	

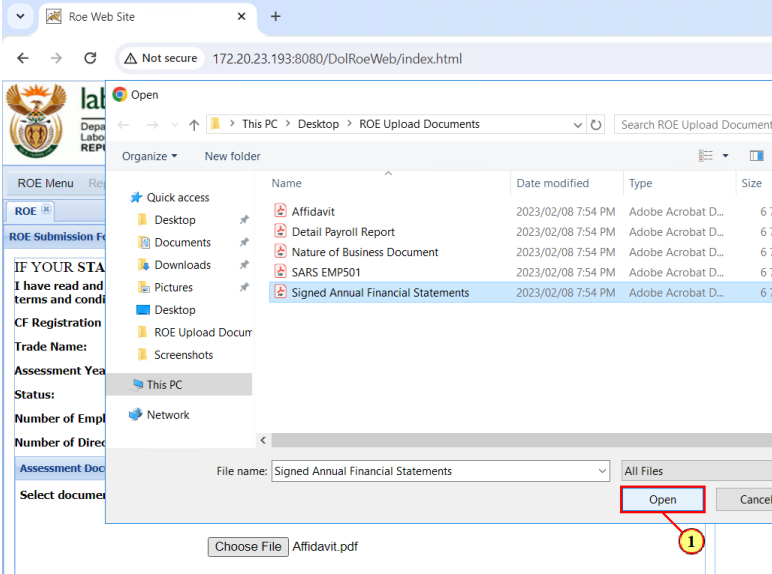
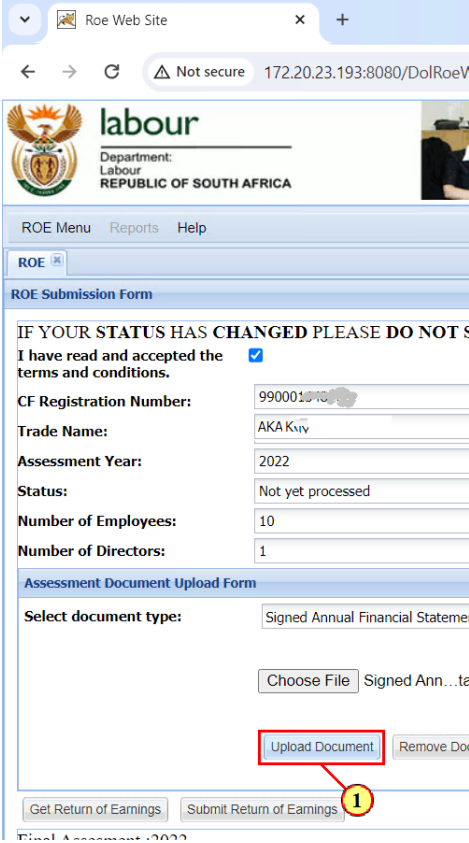
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>The ROE system will point to your local machine. You must navigate to the file location where you have saved the ROE files for upload.</p> <p>(1) Select the <b>Affidavit</b> file by clicking on it.</p>	

Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p> You can also remove a document uploaded in error by clicking the <b>Remove Document</b> button.</p> <p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	



Explanation	Screenshot
<p>Once uploaded, the documents are displayed on the right side of the screen.</p> <p>(1) Click the <b>Select document type</b>  downward arrow.</p>	

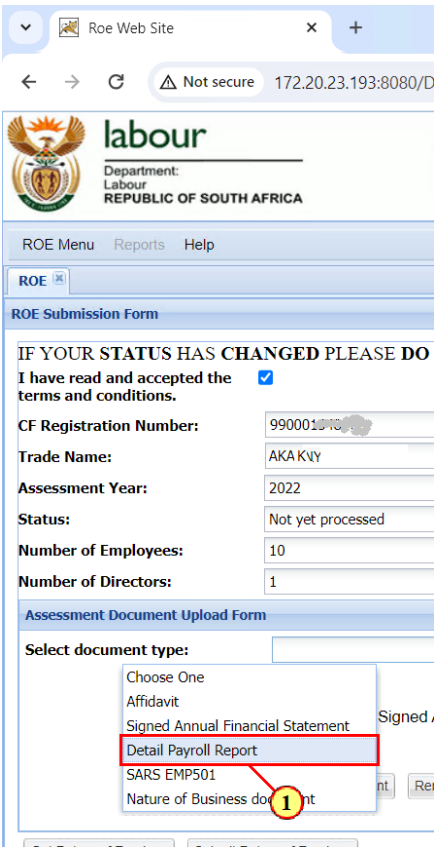
Explanation	Screenshot
(1) Select the Signed Annual Financial Statement option by clicking on it.	

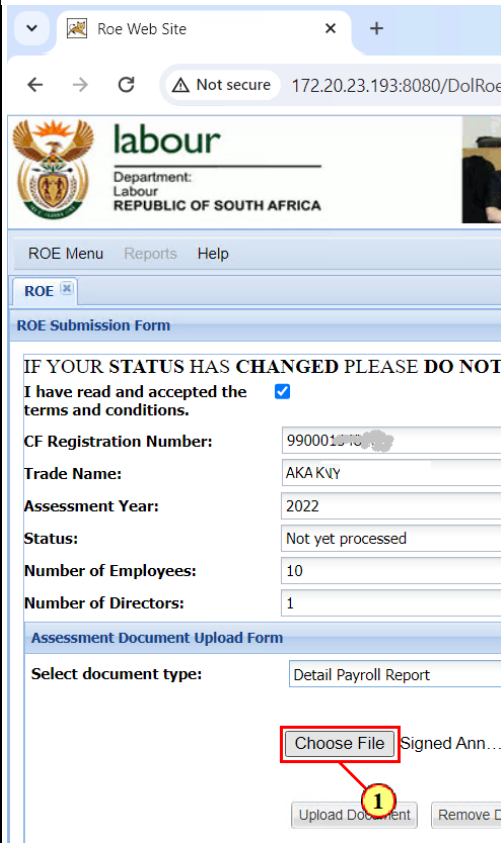
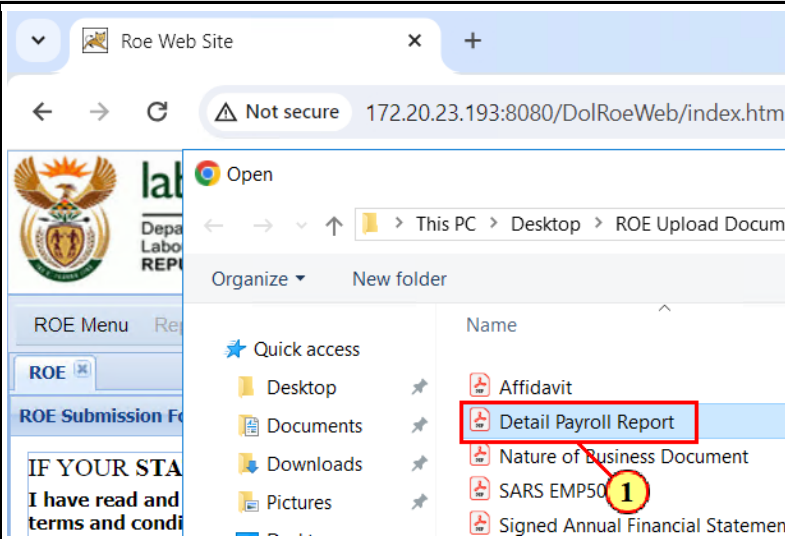
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Signed Annual Financial Statements</b> file by clicking on it.</p>	

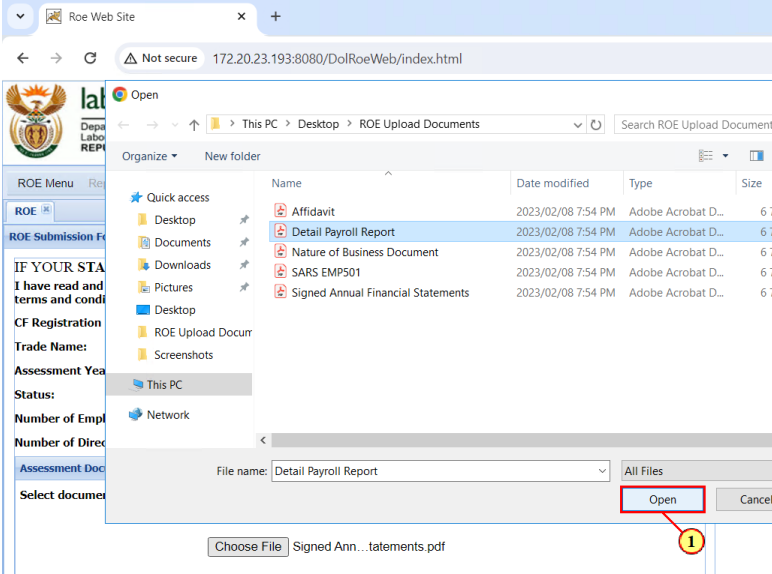
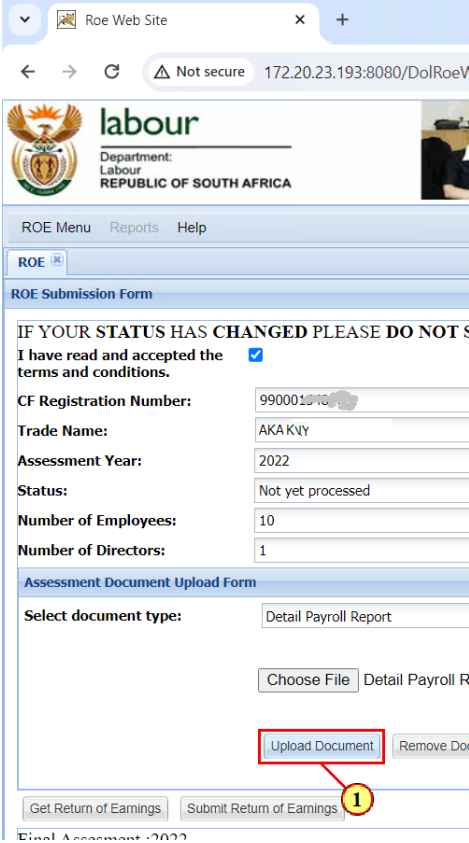
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	




Explanation	Screenshot
<p>(1) Click the <b>Select document type</b>  downward arrow.</p>	



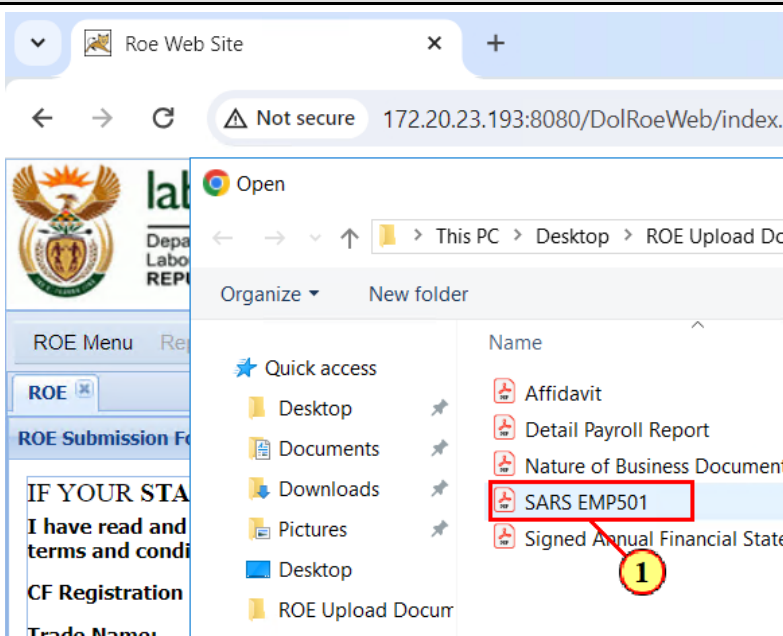
Explanation	Screenshot
(1) Select the Detail Payroll Report option by clicking on it.	

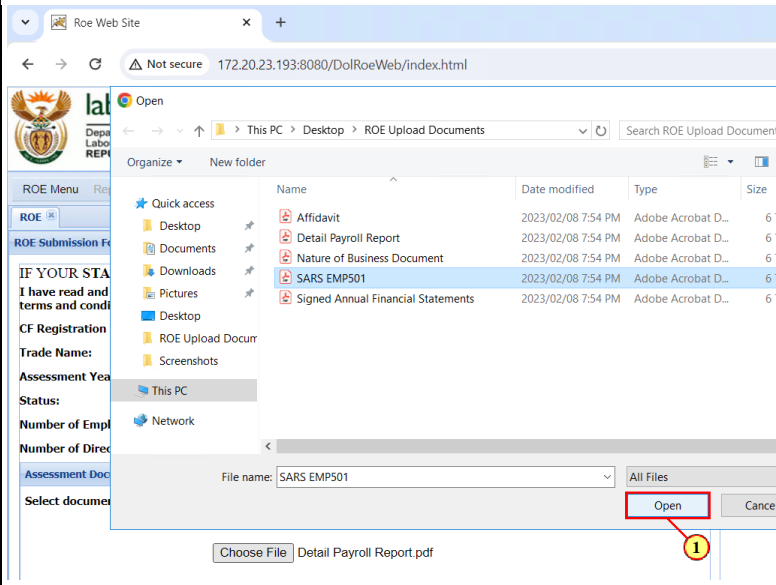

Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Detail Payroll Report</b> file by clicking on it.</p>	

Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	

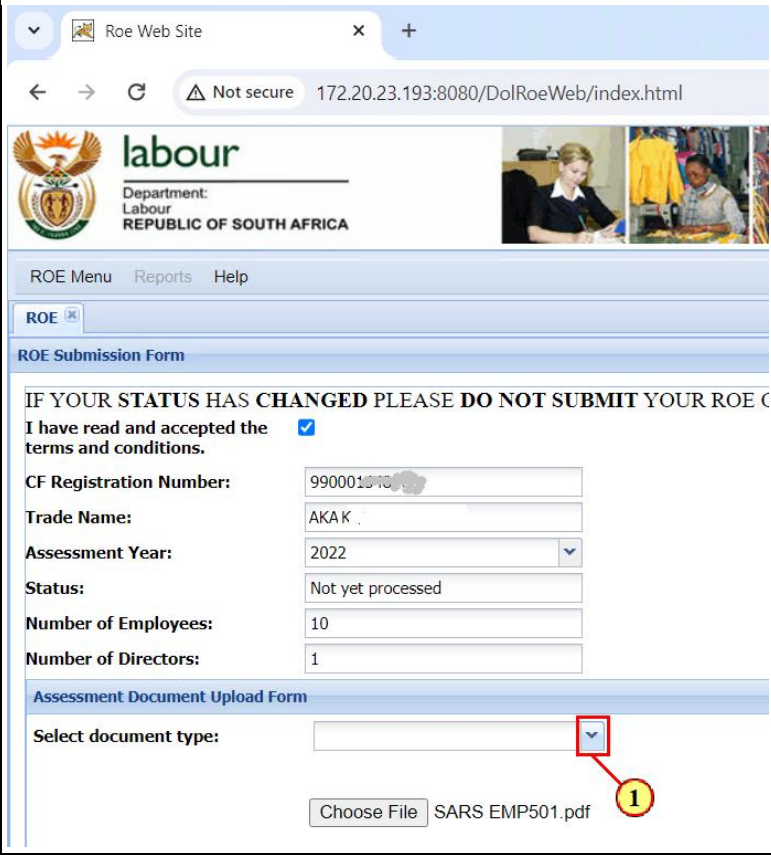
Explanation	Screenshot
<p>(1) Click the <b>Select document type</b>  downward arrow.</p>	

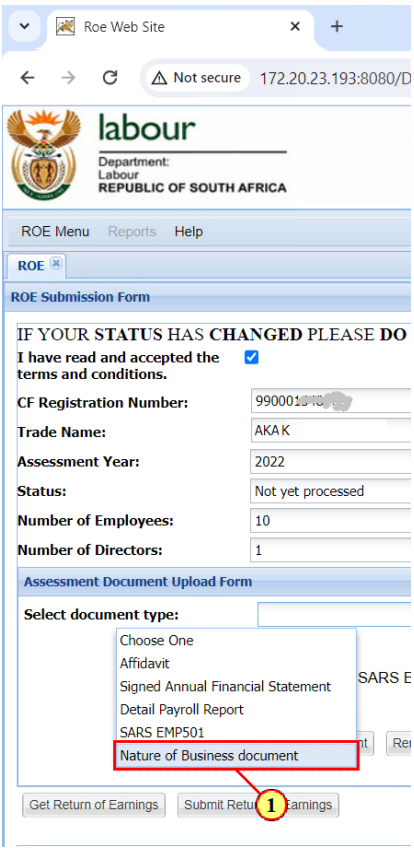
Explanation	Screenshot
(1) Select the SARS EMP501 option by clicking on it.	<p>The screenshot shows the 'labour' Department of Labour website for the Republic of South Africa. The user is on the 'ROE Submission Form'. A dropdown menu for 'Select document type:' is open, showing options: 'Choose One', 'Affidavit', 'Signed Annual Financial Statement', 'Detail Payroll Report', 'SARS EMP501' (highlighted with a red box and a yellow circle with the number 1), and 'Nature of Business document'. The 'SARS EMP501' option is the correct selection.</p>

Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the  SARS EMP501 file by clicking on it.</p>	

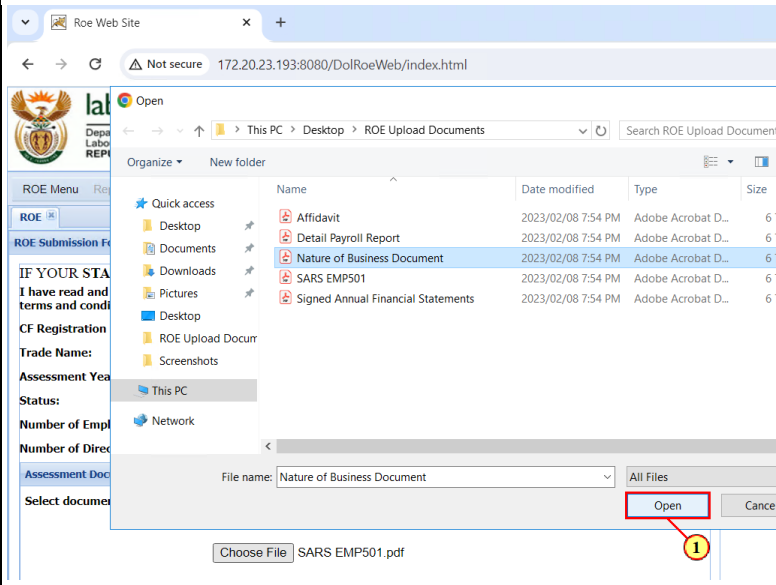
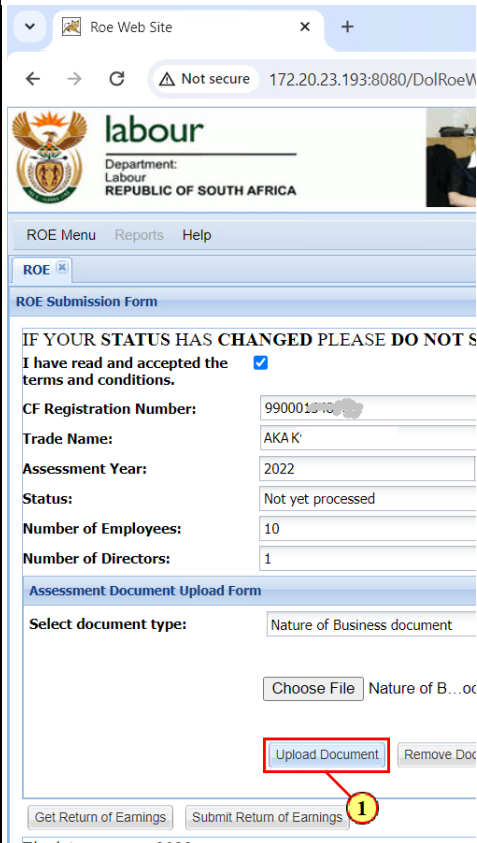
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	

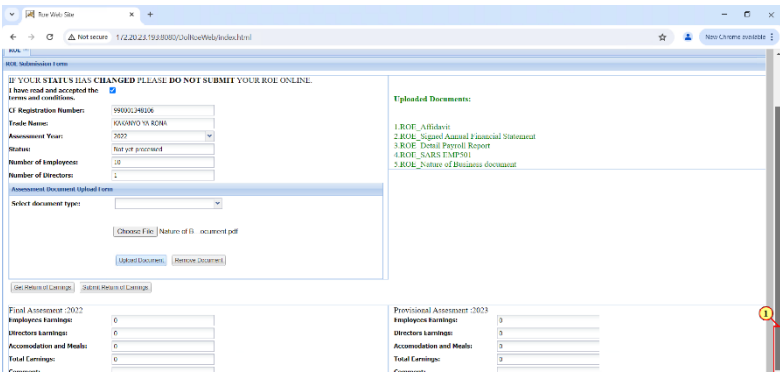
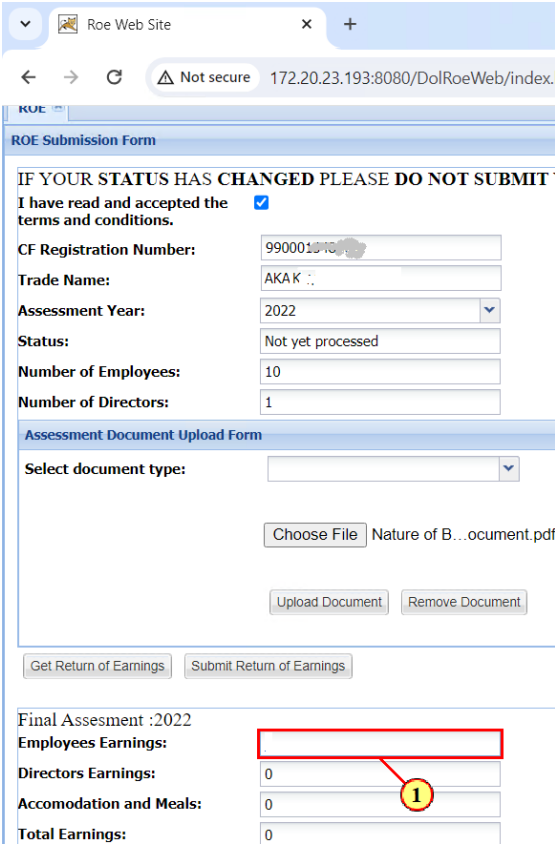


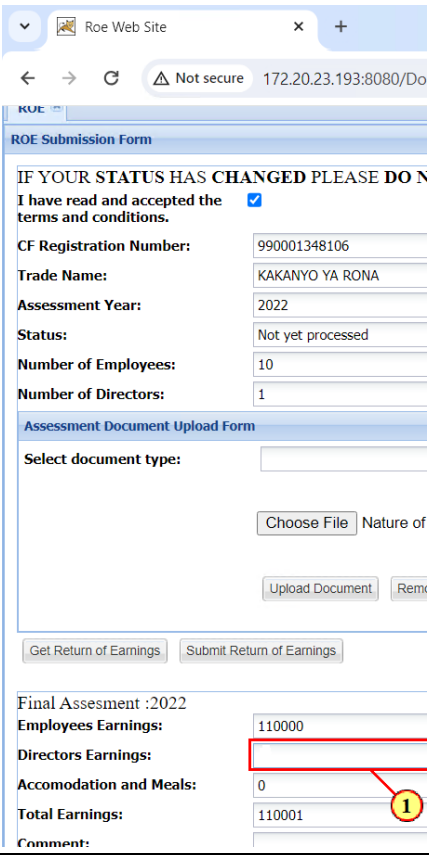
Explanation	Screenshot
<p>(1) Click the <b>Select document type</b>  downward arrow.</p>	

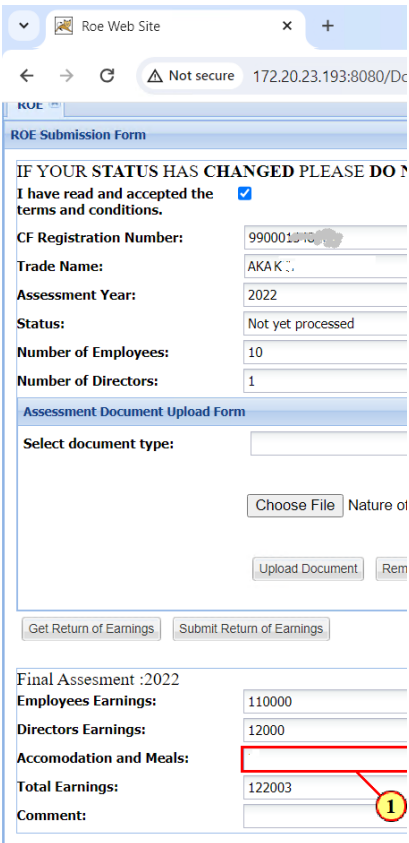
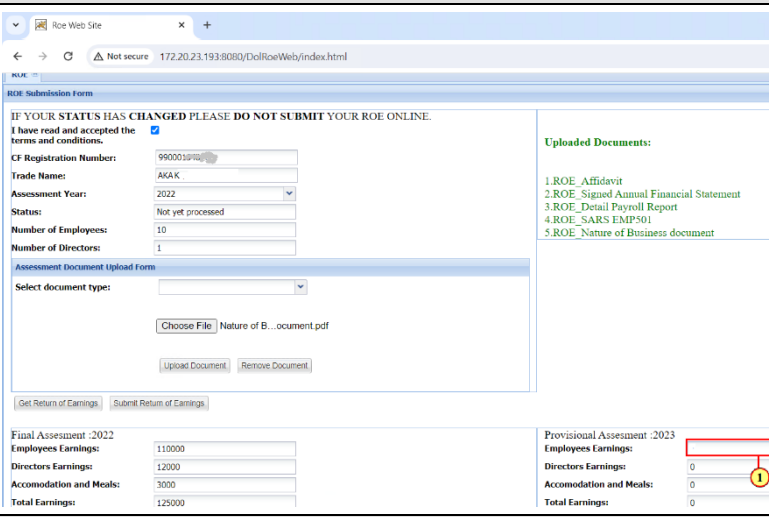
Explanation	Screenshot
<p>(1) Select the Nature of Business document option by clicking on it.</p>	

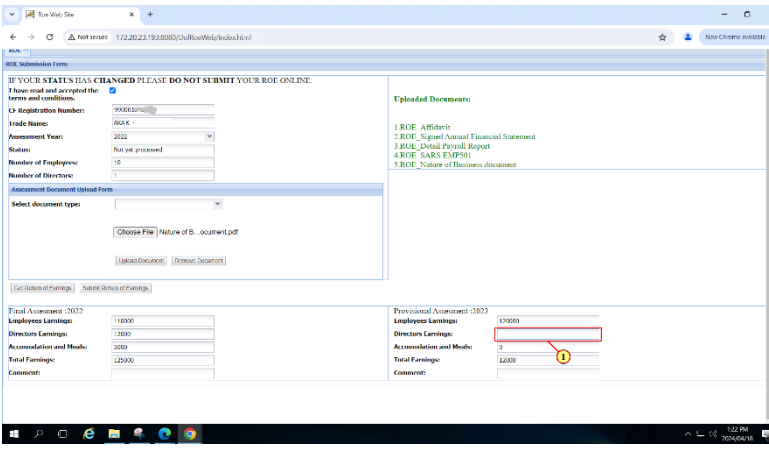
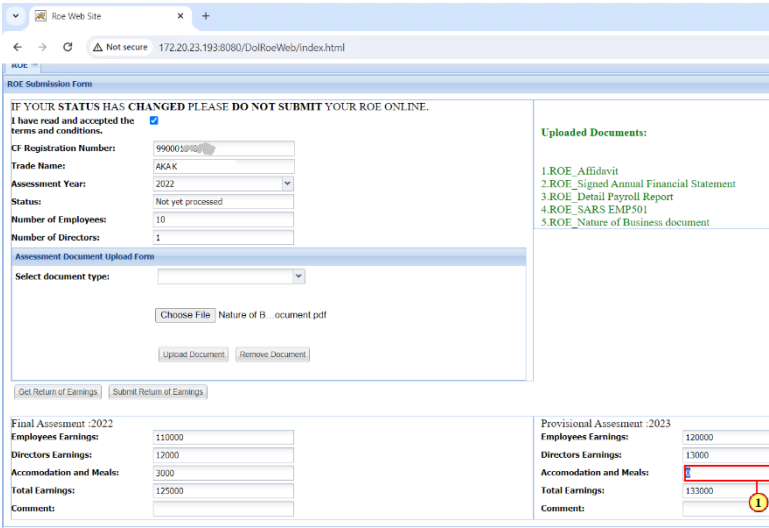
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Nature of Business Document</b> file by clicking on it.</p>	

Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	


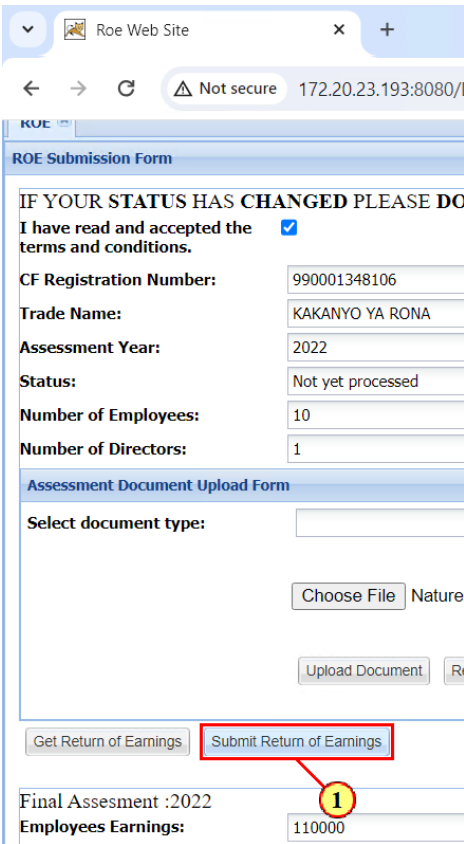
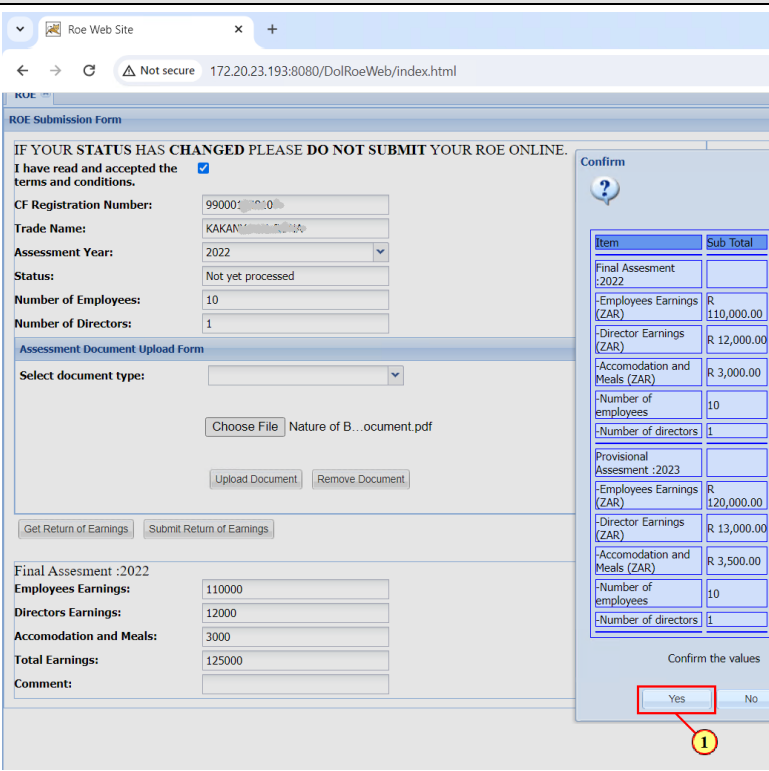
Explanation	Screenshot
(1) Scroll down.	
(1) Enter the employees' total annual earnings in the <i>Final Assessment Employees Earnings</i> field for the current year.	


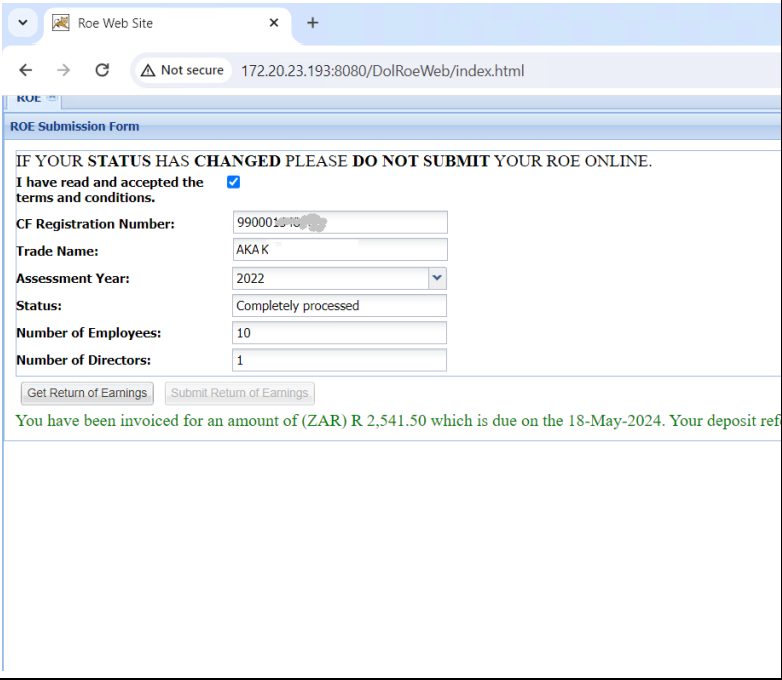
Explanation	Screenshot
(1) Enter the directors' total annual earnings in the <i>Final Assessment Directors Earnings</i> field for the current year.	 <p>The screenshot shows a web browser window titled 'Roe Web Site'. The page is the 'ROE Submission Form'. It contains a section for 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT' with a checkbox for 'I have read and accepted the terms and conditions.' Below this are fields for 'CF Registration Number' (990001348106), 'Trade Name' (KAKANYO YA RONA), 'Assessment Year' (2022), 'Status' (Not yet processed), 'Number of Employees' (10), and 'Number of Directors' (1). There is an 'Assessment Document Upload Form' section with a 'Select document type' dropdown, a 'Choose File' button, and 'Upload Document' and 'Remove' buttons. At the bottom, there are 'Get Return of Earnings' and 'Submit Return of Earnings' buttons. The 'Final Assessment :2022' section includes 'Employees Earnings' (110000), 'Directors Earnings' (highlighted with a red box and a yellow circle with the number 1), 'Accommodation and Meals' (0), 'Total Earnings' (110001), and a 'Comment' field.</p>

Explanation	Screenshot
<p>(1) Enter the total annual expense on accommodation and meals in the <i>Final Assessment</i> <b>Accommodation and Meals</b> field for the current year.</p>	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The 'Final Assessment :2022' section contains the following fields:</p> <ul style="list-style-type: none"> <li>Employees Earnings: 110000</li> <li>Directors Earnings: 12000</li> <li>Accommodation and Meals: (highlighted with a red box and a yellow circle with the number 1)</li> <li>Total Earnings: 122003</li> <li>Comment: (empty)</li> </ul>
<p>(1) Enter the employees' total annual earnings in the <i>Provisional Assessment</i> year <b>Employees Earnings</b> field.</p>	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The 'Provisional Assessment :2023' section contains the following fields:</p> <ul style="list-style-type: none"> <li>Employees Earnings: (highlighted with a red box and a yellow circle with the number 1)</li> <li>Directors Earnings: 0</li> <li>Accommodation and Meals: 0</li> <li>Total Earnings: 0</li> </ul>

Explanation	Screenshot
(1) Enter the directors' total annual earnings in the <i>Provisional Assessment Directors Earnings</i> field for the next year.	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The 'Provisional Assessment :2023' section is visible on the right. The 'Directors Earnings' field is highlighted with a red box, and a yellow circle with the number '1' is placed next to it. The 'Final Assessment :2022' section is visible on the left, showing values for Employees Earnings (11000), Directors Earnings (1200), Accommodation and Meals (200), and Total Earnings (12000).</p>
(1) Enter the total annual expense on accommodation and meals in the <i>Provisional Assessment Accommodation and Meals</i> field for the next year.	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The 'Provisional Assessment :2023' section is visible on the right. The 'Accommodation and Meals' field is highlighted with a red box, and a yellow circle with the number '1' is placed next to it. The 'Final Assessment :2022' section is visible on the left, showing values for Employees Earnings (11000), Directors Earnings (12000), Accommodation and Meals (3000), and Total Earnings (125000).</p>



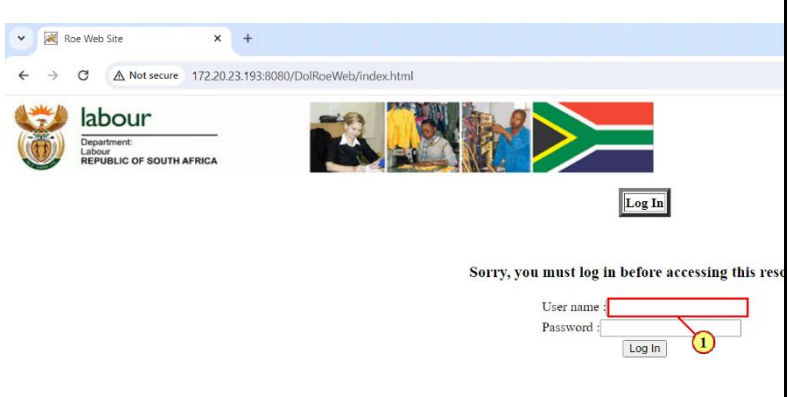
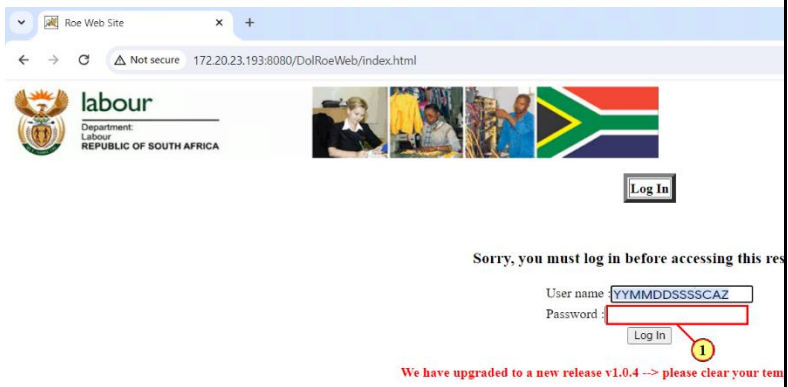
Explanation	Screenshot
<p> You may enter a comment in the <b>Comment</b> field if there is a big variance in your assessment for the year.</p> <p>(1) Click the <b>Submit Return of Earnings</b> button.</p>	
<p>(1) Click the <b>Yes</b> button if you agree with the figures and calculations.</p>	



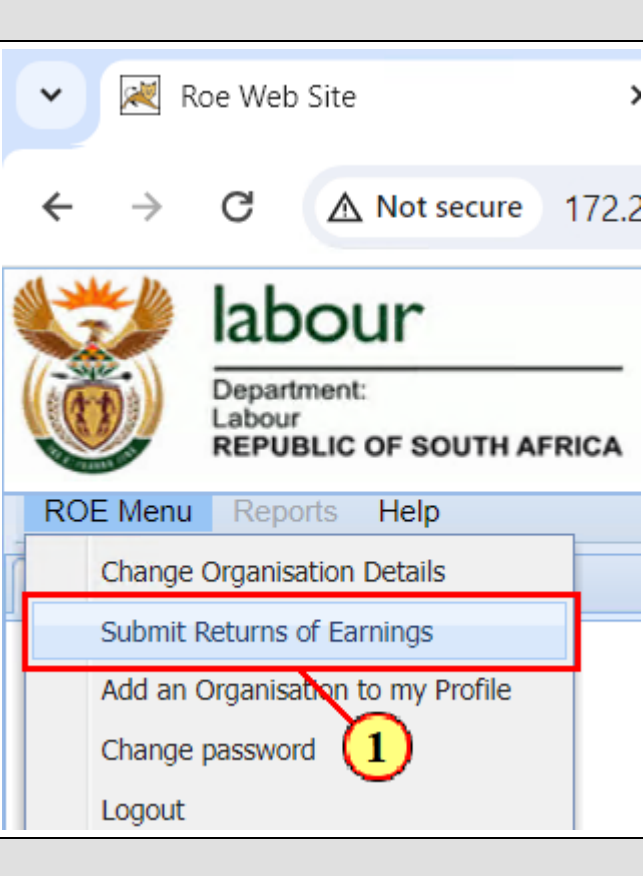
Explanation	Screenshot
 <p>Once the documents are uploaded and you finish your submission, you will get a message showing your invoice amount, due date, banking and contact details of the Compensation Fund.</p>	 <p>The screenshot shows a web browser window with the title 'Roe Web Site'. The address bar shows '172.20.23.193:8080/DolRoeWeb/index.html'. The page content includes a header 'ROE Submission Form' and a warning: 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT SUBMIT YOUR ROE ONLINE.' Below this, there is a checkbox 'I have read and accepted the terms and conditions.' which is checked. The form fields are: 'CF Registration Number' (990001510), 'Trade Name' (AKA K), 'Assessment Year' (2022), 'Status' (Completely processed), 'Number of Employees' (10), and 'Number of Directors' (1). At the bottom, there are two buttons: 'Get Return of Earnings' and 'Submit Return of Earnings'. A green message at the bottom states: 'You have been invoiced for an amount of (ZAR) R 2,541.50 which is due on the 18-May-2024. Your deposit ref'.</p>

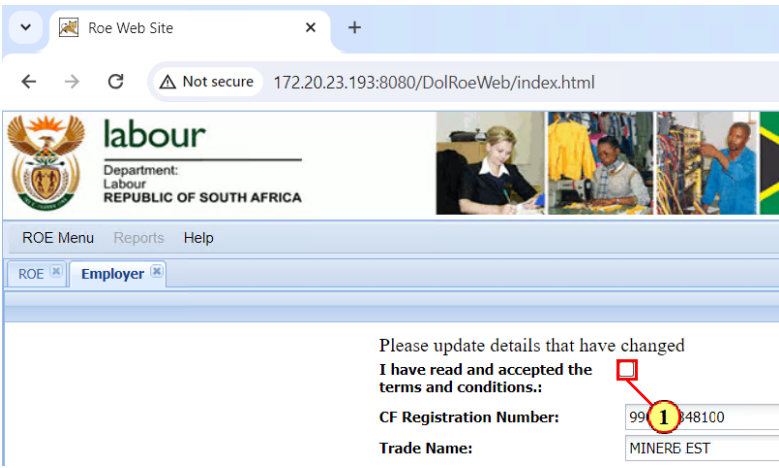
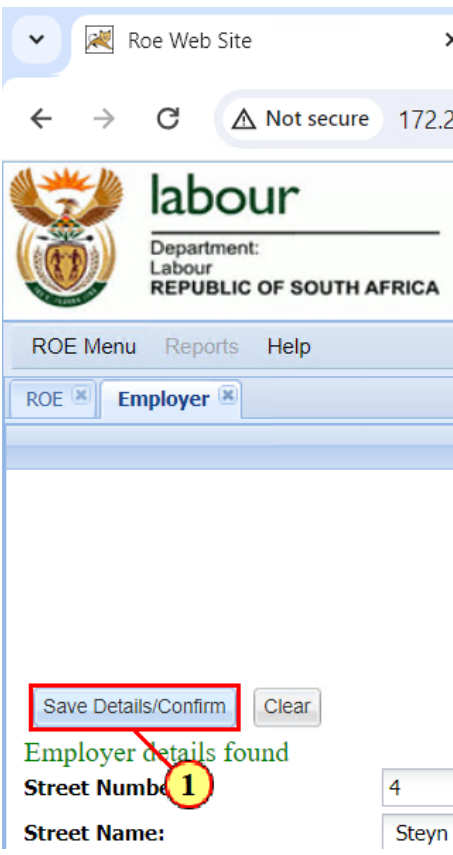
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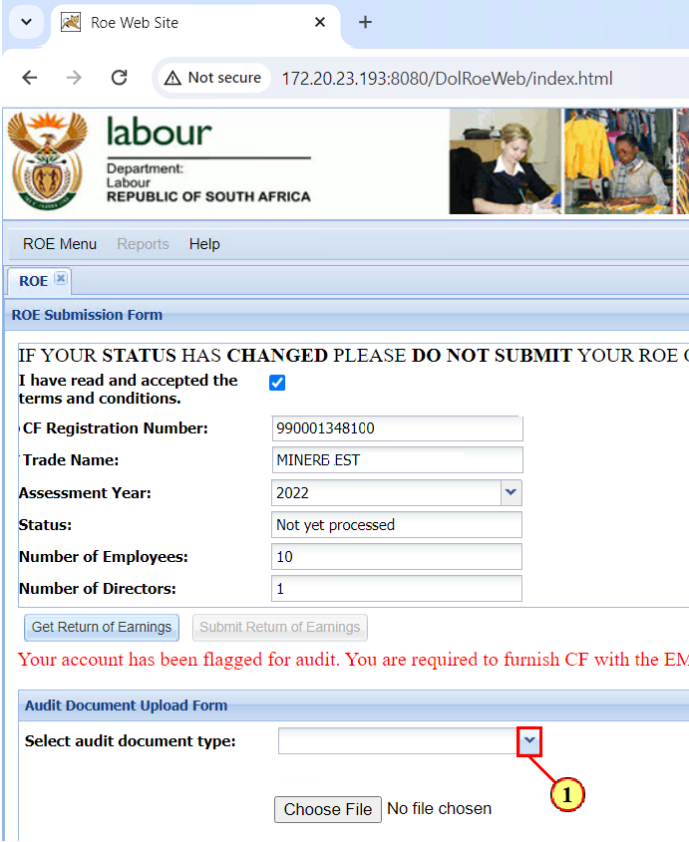
### 3. ROE Flagged for Audit


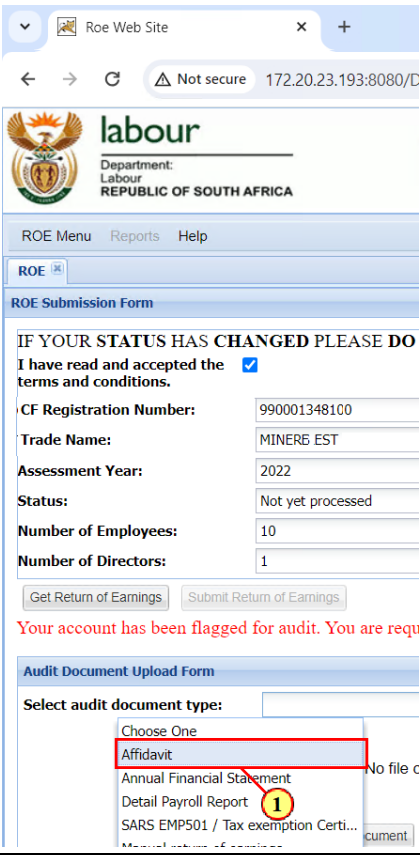
The following are the steps to be taken when uploading documents when your return is flagged for audit by the Compensation Fund.

Explanation	Screenshot
<p>Before proceeding to submit your ROE, you must first apply for access and register the entity if its your first time.</p> <p>You will receive a <b>CF Registration number</b>.</p> <p>(1) Enter your username in the <b>Username</b> field.</p>	
<p>(1) Enter your password in the <b>Password</b> field.</p>	

Explanation	Screenshot
<p> Read the terms and conditions of the Compensation Fund.</p> <p>(1) Click the <b>ROE Menu</b> to submit your ROE return.</p>	 <p>The screenshot shows a web browser window titled 'Roe Web Site'. The address bar shows '172.2'. The page header features the South African coat of arms and the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. Below the header, there is a navigation bar with 'ROE Menu', 'Reports', and 'Help'. The 'ROE Menu' is highlighted with a red box, and a yellow circle with the number '1' points to it.</p>
<p>(1) Click the <b>Submit Returns of Earnings</b> button.</p>	 <p>The screenshot shows the same web browser window as the previous one. The 'ROE Menu' is now expanded, showing a list of options: 'Change Organisation Details', 'Submit Returns of Earnings', 'Add an Organisation to my Profile', 'Change password', and 'Logout'. The 'Submit Returns of Earnings' option is highlighted with a red box, and a yellow circle with the number '1' points to it.</p>

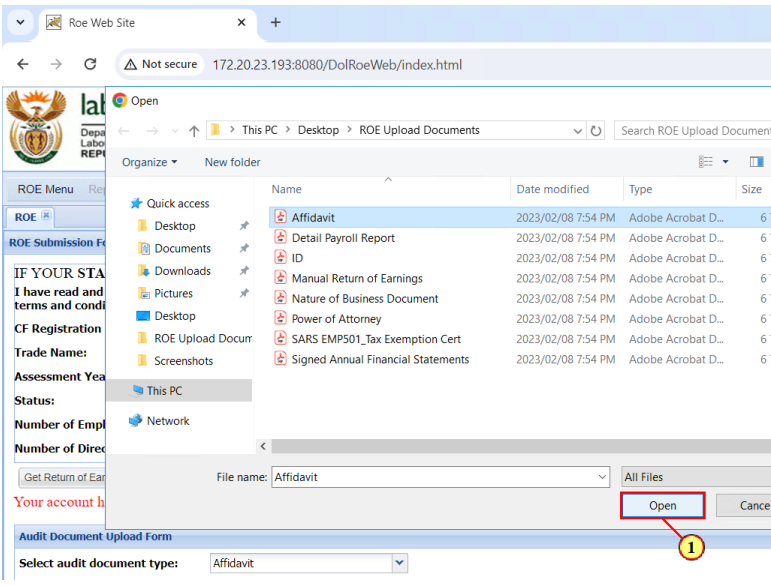
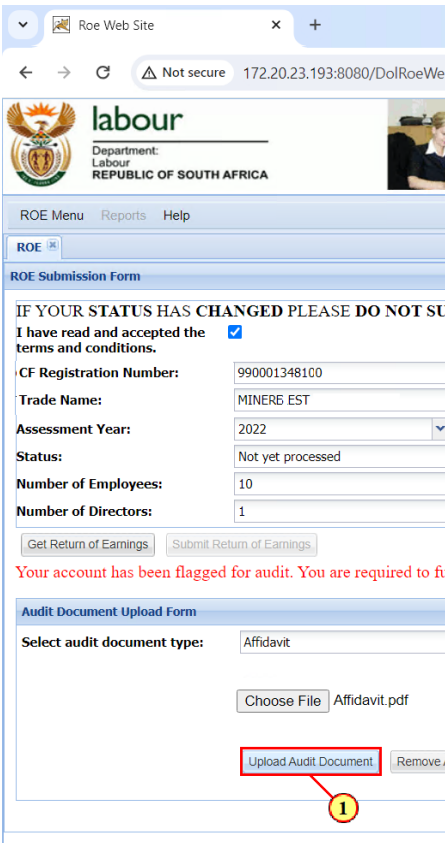
Explanation	Screenshot
(1) Click the <b>Terms and Conditions</b> <input checked="" type="checkbox"/> checkbox to confirm and accept the terms and conditions.	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DolRoeWeb/index.html. The page header includes the Labour Department logo and the text 'Department: Labour REPUBLIC OF SOUTH AFRICA'. Below the header, there is a navigation bar with 'ROE Menu', 'Reports', and 'Help'. The main content area displays a message: 'Please update details that have changed I have read and accepted the terms and conditions.:'. Below this message, there are two input fields: 'CF Registration Number:' with the value '991848100' and 'Trade Name:' with the value 'MINERE EST'. A red circle with the number '1' highlights the 'CF Registration Number' field.</p>
(1) Click the <b>Save Details/Confirm</b> button to confirm your details are correct.	 <p>The screenshot shows the same web browser window as the previous one. The main content area now displays a message: 'Employer details found'. Below this message, there are two input fields: 'Street Number:' with the value '4' and 'Street Name:' with the value 'Steyn'. A red circle with the number '1' highlights the 'Street Number' field. At the bottom of the page, there is a 'Save Details/Confirm' button, which is highlighted with a red rectangle.</p>

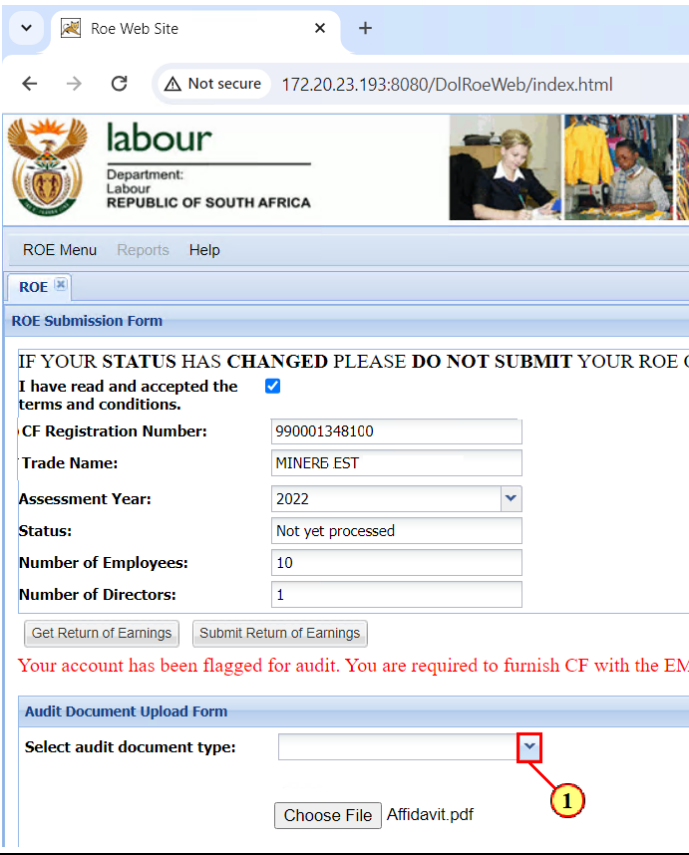
Explanation	Screenshot
<p> You can upload different formats of documents which include word, excel, pdf, etc.</p> <p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

Explanation	Screenshot
<p></p> <p>For Audit purposes all the document types uploads are mandatory apart from <b>Other 1, Other 2, Other 3</b> options which are optional.</p> <p>(1) Select the <b>Affidavit</b> option by clicking on it.</p>	

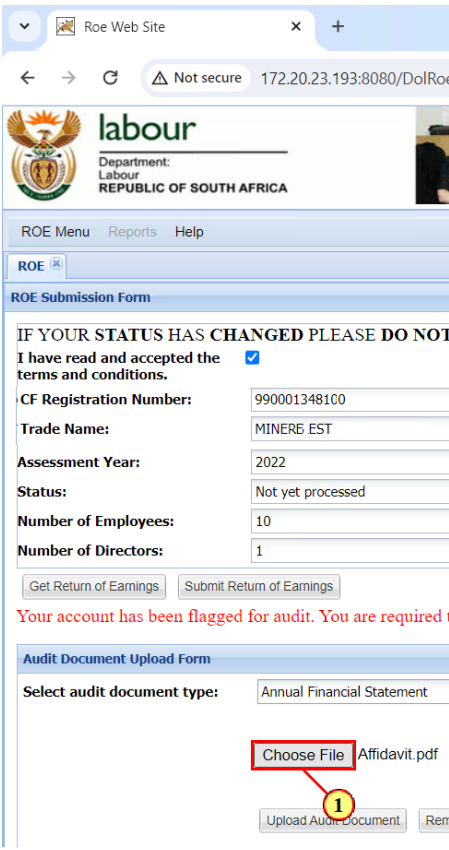
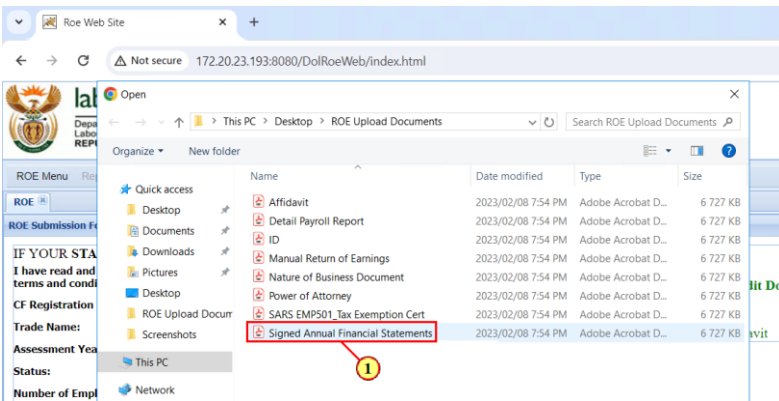


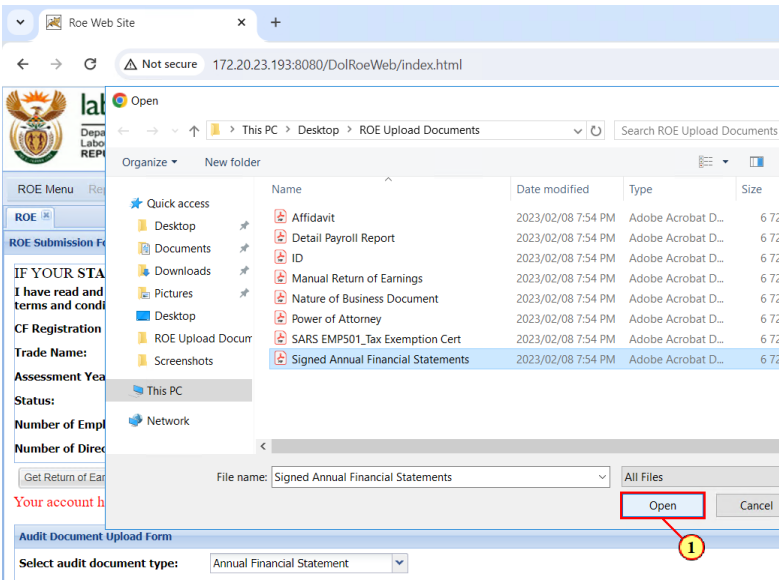
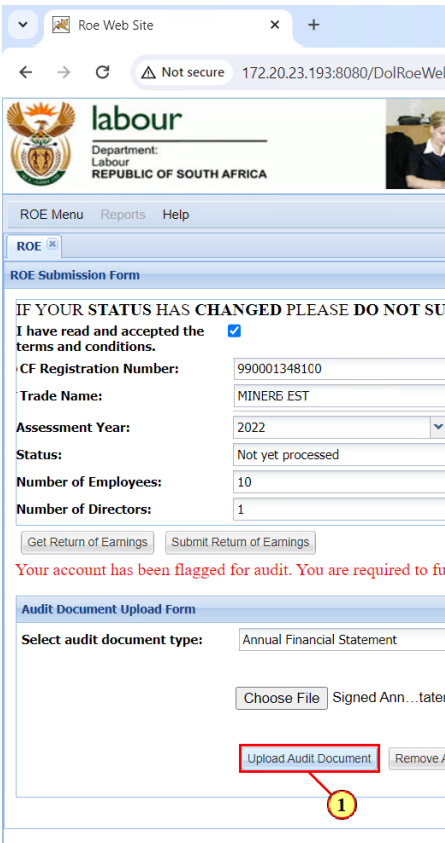
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>The ROE system will point to your local machine. You must navigate to the file location where you have saved the ROE files for upload.</p> <p>(1) Select the <b>Affidavit</b> file by clicking on it.</p>	

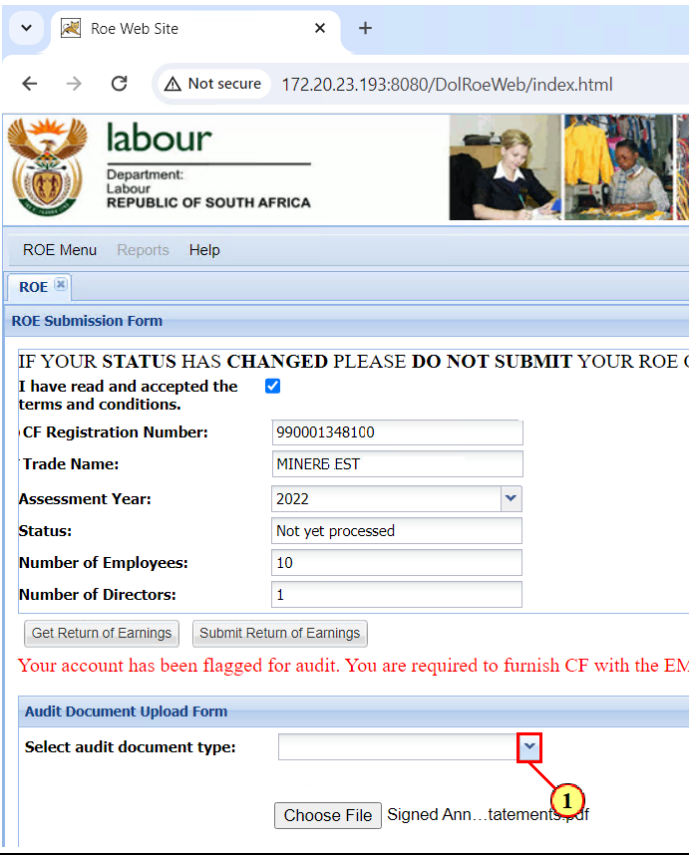
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a web browser window with the 'Roe Web Site' tab. The address bar shows '172.20.23.193:8080/DolRoeWeb/index.html'. The page displays the 'Department of Labour, REPUBLIC OF SOUTH AFRICA' logo and a navigation menu. The 'ROE Submission Form' is visible, with fields for 'CF Registration Number', 'Trade Name', 'Assessment Year', 'Status', 'Number of Employees', and 'Number of Directors'. The 'Upload Audit Document' button is highlighted with a red box and a yellow circle with the number 1.</p>
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	 <p>The screenshot shows the 'Audit Document Upload Form' with the 'Affidavit' file selected. The 'Upload Audit Document' button is highlighted with a red box and a yellow circle with the number 1.</p>

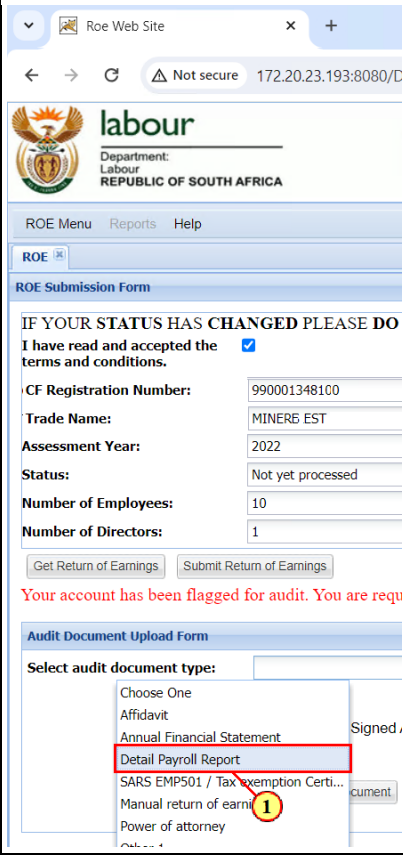
Explanation	Screenshot
(1) Click the <b>Select audit document type</b> downward arrow.	

Explanation	Screenshot
<p>(1) Click</p> <p>Annual Financial Statement</p>	

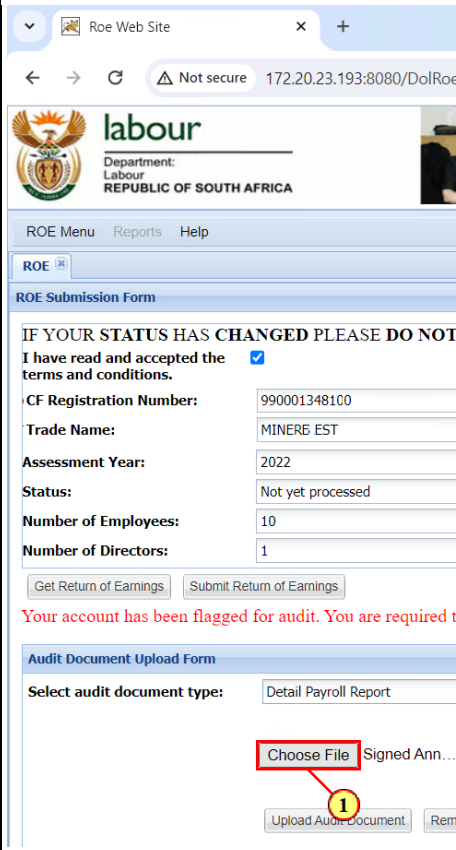
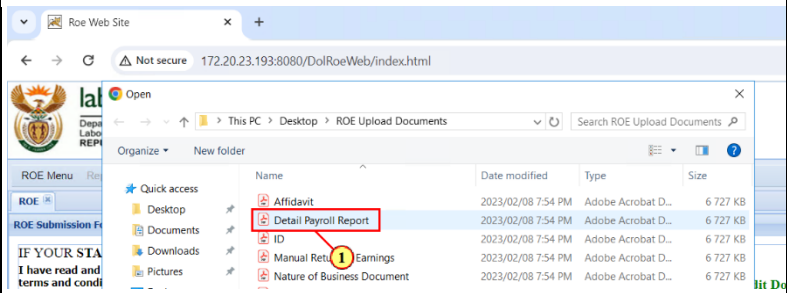
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Signed Annual Financial Statements</b> file by clicking on it.</p>	

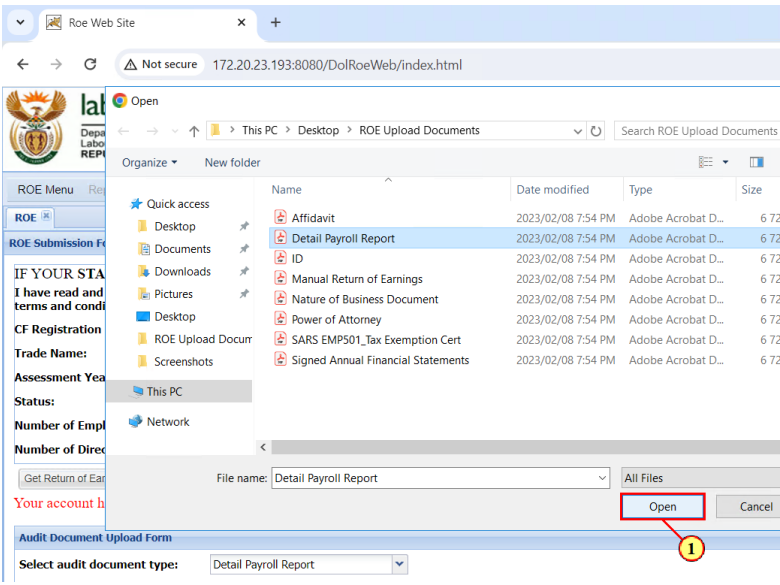
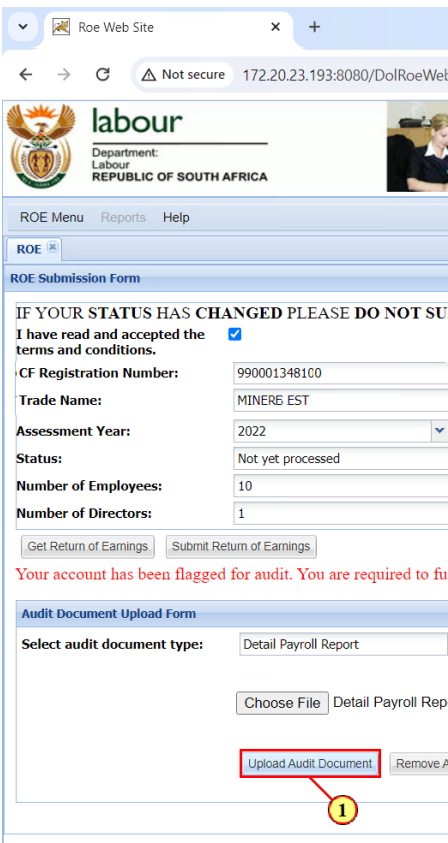
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	

Explanation	Screenshot
(1) Click the <b>Select audit document type</b> ▼ downward arrow.	

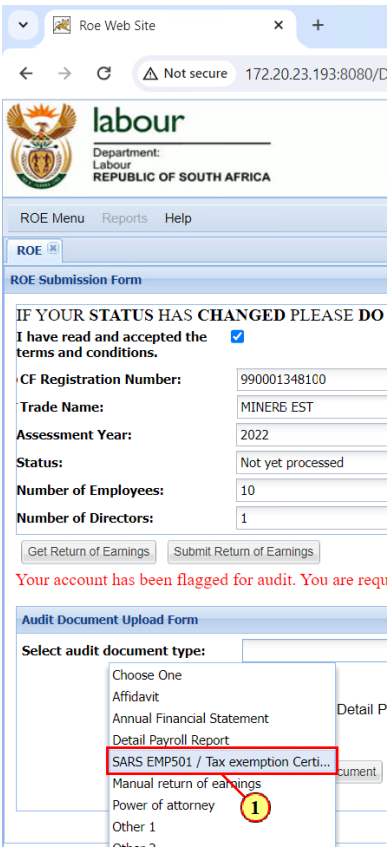
Explanation	Screenshot
(1) Select the Detail Payroll Report option by clicking on it.	

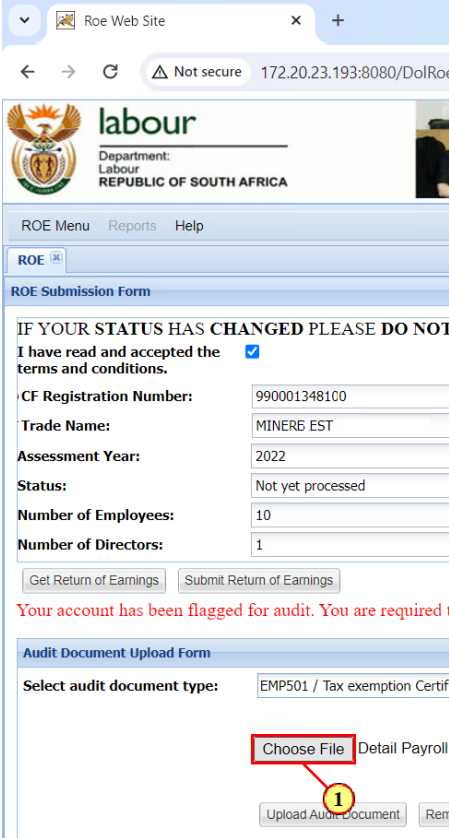
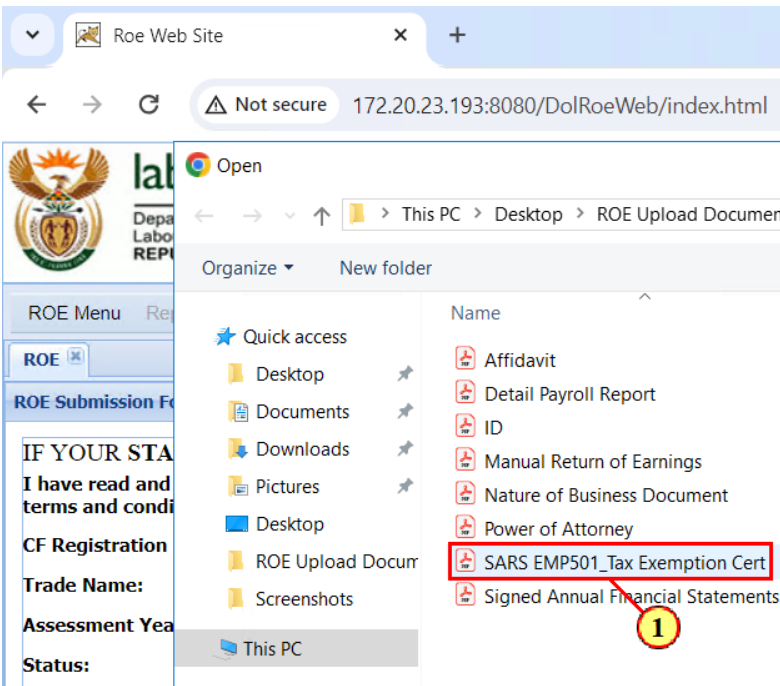


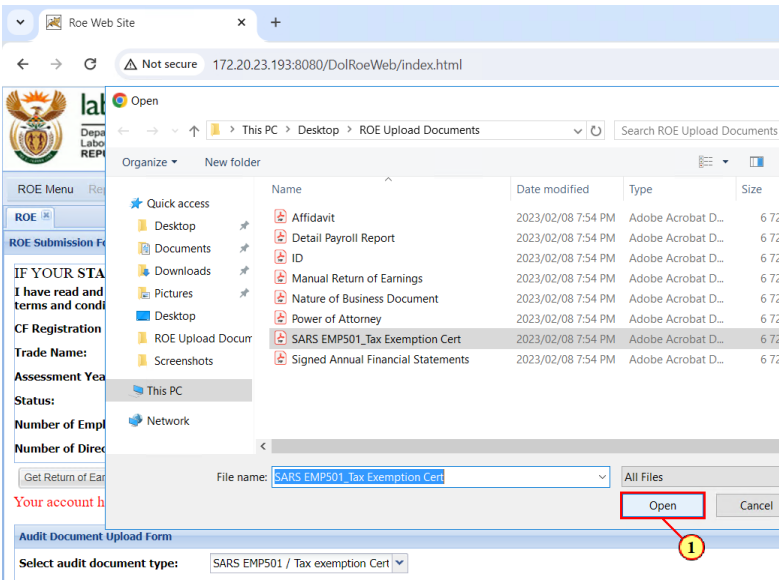
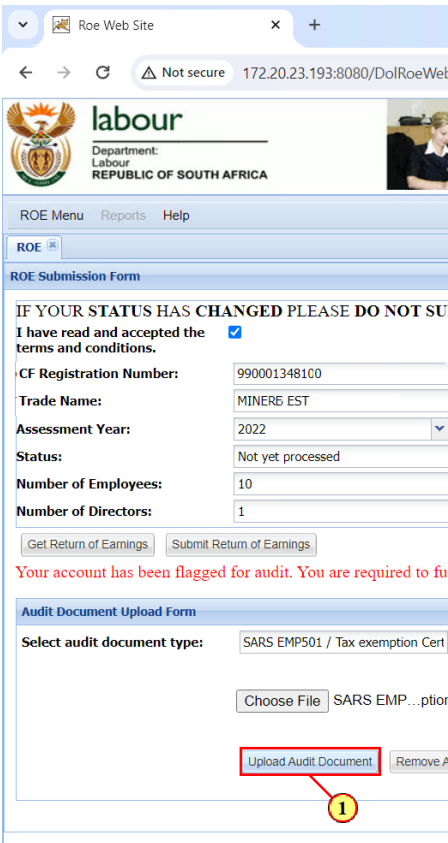
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Detail Payroll Report</b> file by clicking on it.</p>	

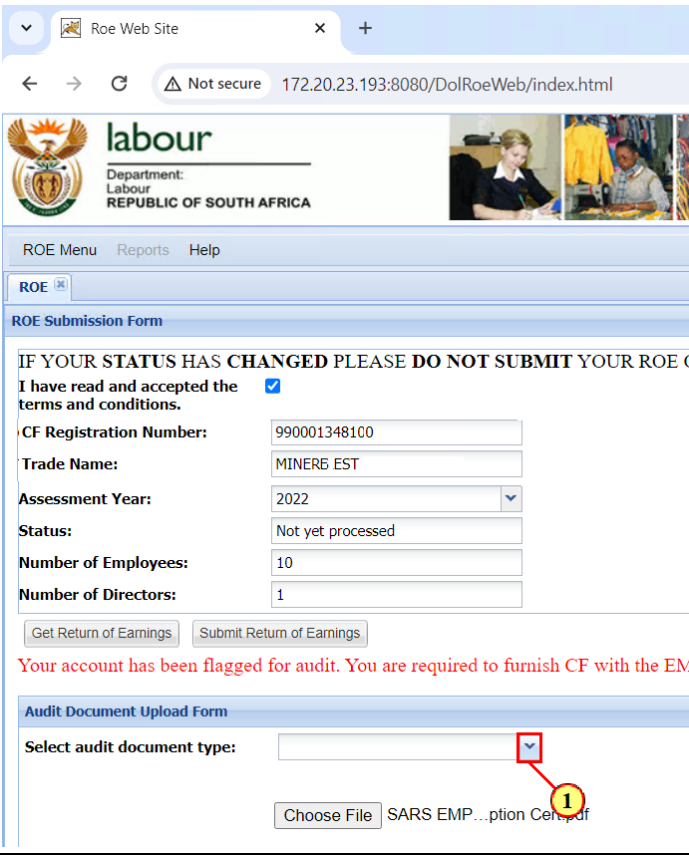
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	

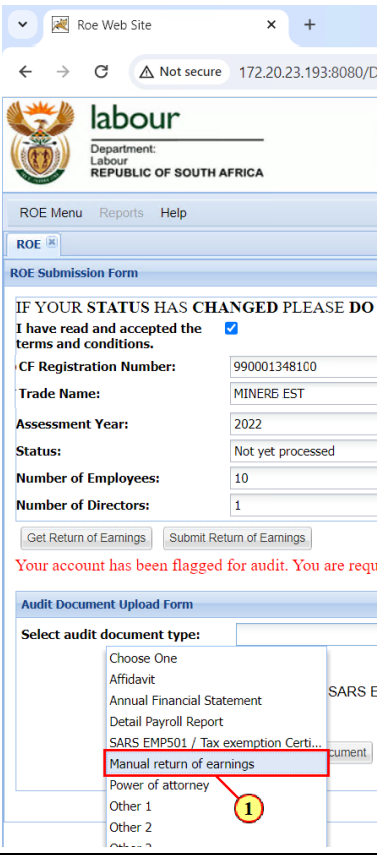
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b> ▼ downward arrow.</p>	

Explanation	Screenshot
(1) Select the SARS EMP501 / Tax exemption Certi... option by clicking on it.	

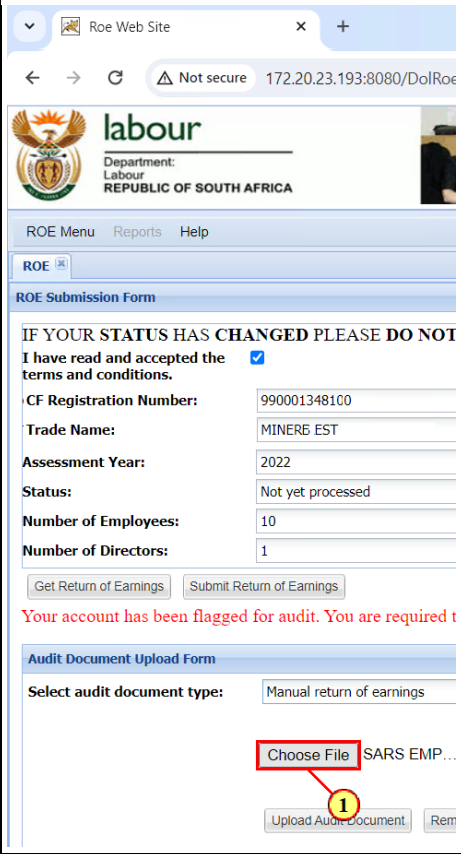
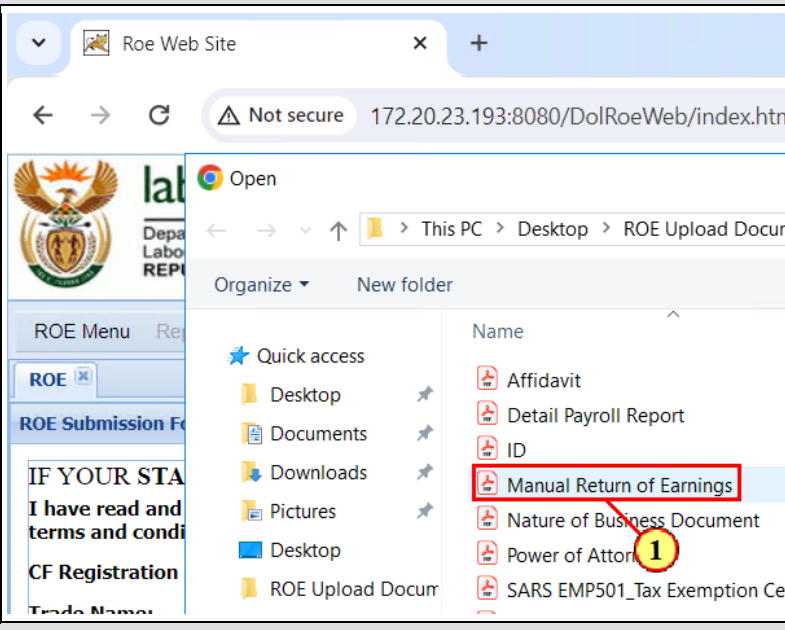
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>SARS EMP501_Tax Exemption Certificate</b> file by clicking on it.</p>	

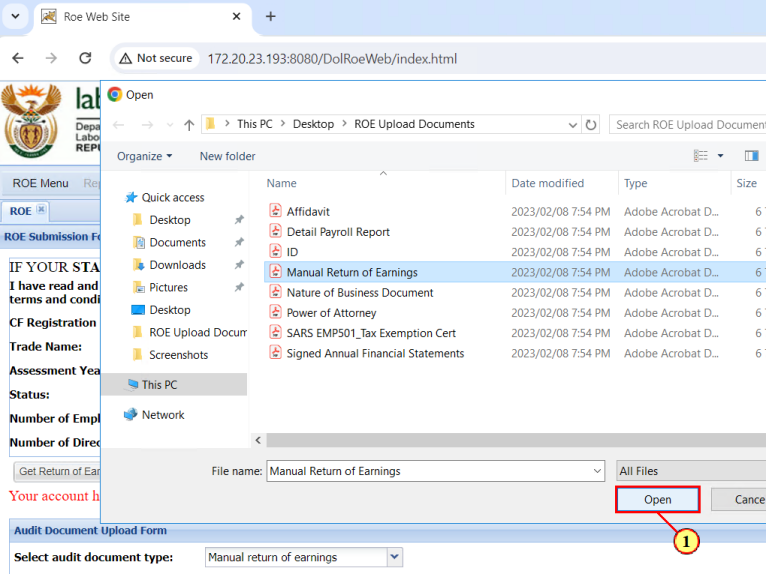
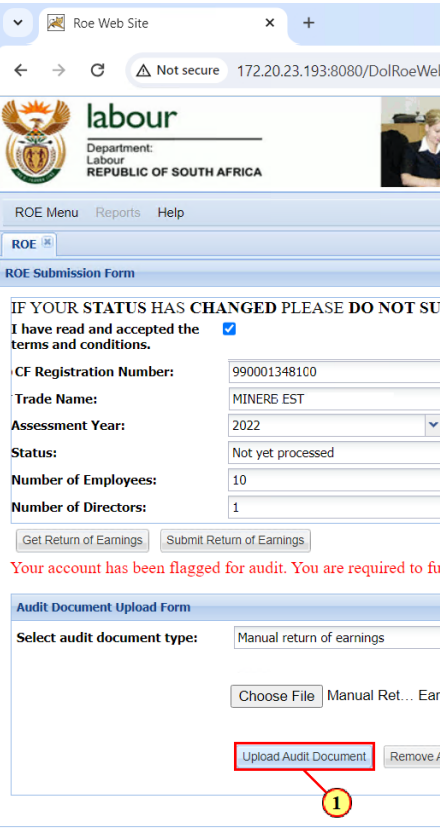
Explanation	Screenshot
(1) Click the <b>Open</b> button.	
(1) Click the <b>Upload Audit Document</b> button to upload the file.	

Explanation	Screenshot
(1) Click the <b>Select audit document type</b> ▼ downward arrow.	

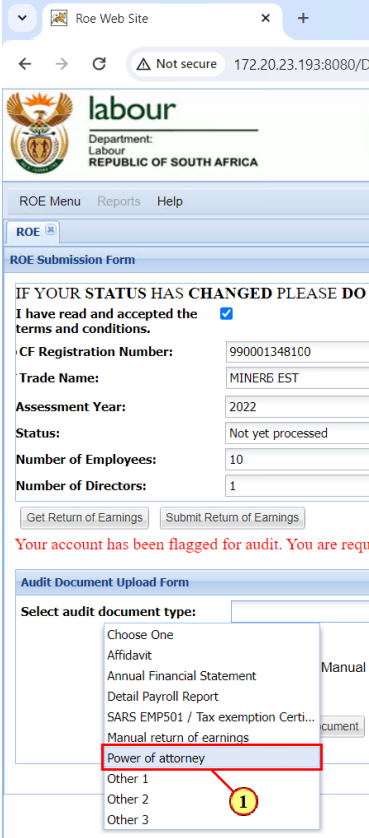
Explanation	Screenshot
<p>(1) Select the <b>Manual return of earnings</b> option by clicking on it.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the 'labour' website. The form includes the following fields and values:</p> <ul style="list-style-type: none"><li>CF Registration Number: 990001348100</li><li>Trade Name: MINERE EST</li><li>Assessment Year: 2022</li><li>Status: Not yet processed</li><li>Number of Employees: 10</li><li>Number of Directors: 1</li></ul> <p>Buttons: 'Get Return of Earnings' and 'Submit Return of Earnings'.</p> <p>A red message states: 'Your account has been flagged for audit. You are requ'.</p> <p>The 'Audit Document Upload Form' section shows a dropdown menu for 'Select audit document type' with the following options:</p> <ul style="list-style-type: none"><li>Choose One</li><li>Affidavit</li><li>Annual Financial Statement</li><li>Detail Payroll Report</li><li>SARS EMP501 / Tax exemption Certi...</li><li><b>Manual return of earnings</b> (highlighted with a red box and a yellow circle with '1')</li><li>Power of attorney</li><li>Other 1</li><li>Other 2</li></ul>

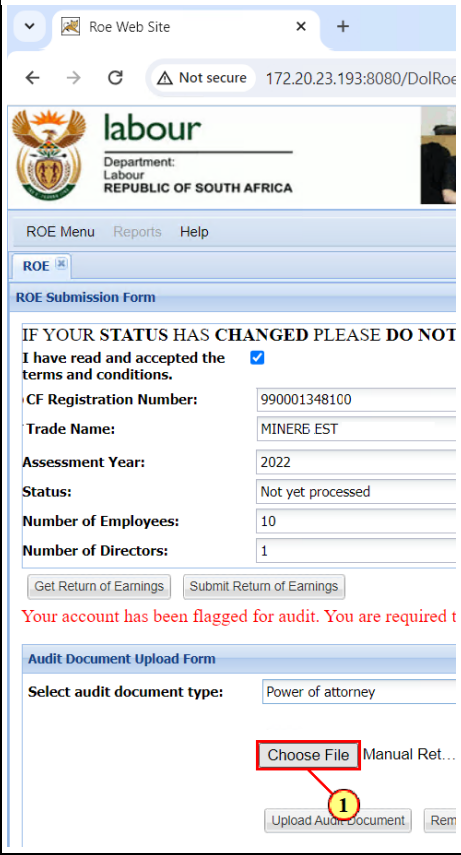
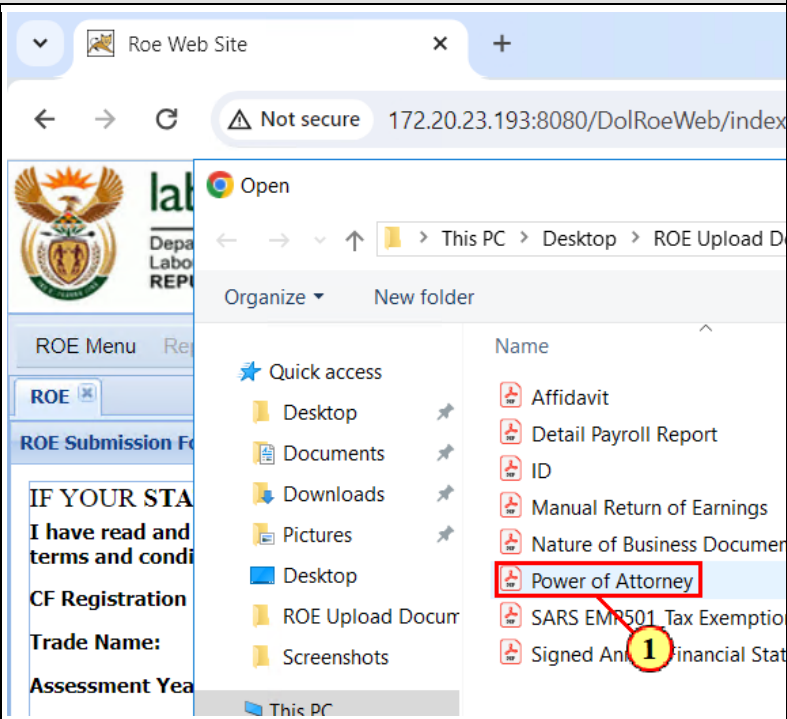


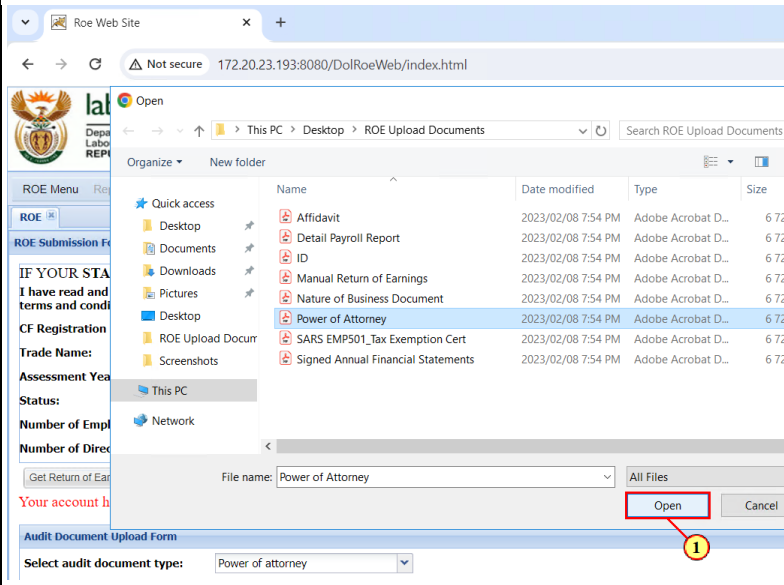
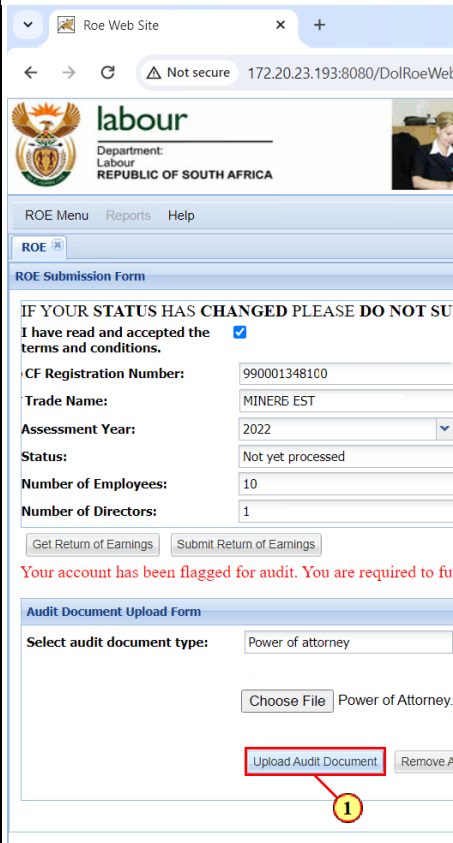
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Manual Return of Earnings</b> file by clicking on it.</p>	

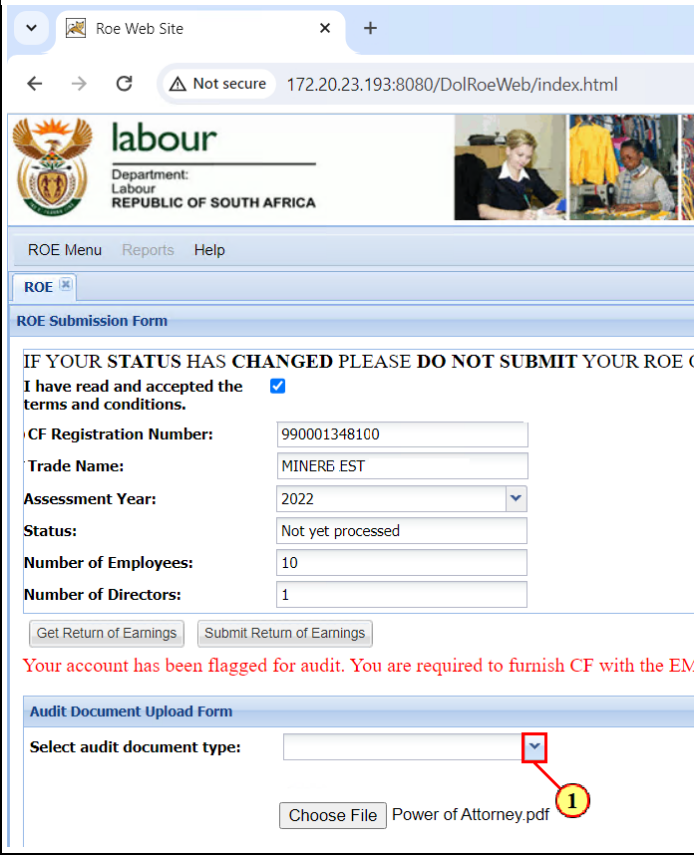
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DolRoeWeb/index.html. A file explorer window is open, displaying the contents of the 'ROE Upload Documents' folder. The file 'Manual Return of Earnings' is selected. The 'Open' button at the bottom right of the file explorer is highlighted with a red box, and a yellow circle with the number 1 points to it.</p>
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the web application. The form includes fields for 'CF Registration Number', 'Trade Name', 'Assessment Year', 'Status', 'Number of Employees', and 'Number of Directors'. Below the form, there is a section titled 'Audit Document Upload Form' with a dropdown menu for 'Select audit document type' set to 'Manual return of earnings'. The 'Upload Audit Document' button is highlighted with a red box, and a yellow circle with the number 1 points to it.</p>

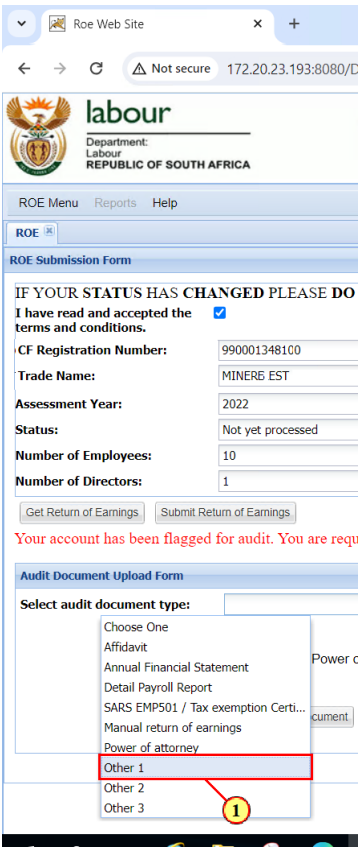
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b> ▼ downward arrow.</p>	

Explanation	Screenshot
<p>(1) Select the <b>Power of attorney</b> option by clicking on it.</p>	 <p>The screenshot shows the 'labour' Department of Labour website for the Republic of South Africa. It displays the 'ROE Submission Form' with fields for CF Registration Number (990001348100), Trade Name (MINERB EST), Assessment Year (2022), Status (Not yet processed), Number of Employees (10), and Number of Directors (1). Below this is the 'Audit Document Upload Form' with a dropdown menu for 'Select audit document type:'. The dropdown menu is open, showing options: Choose One, Affidavit, Annual Financial Statement, Detail Payroll Report, SARS EMP501 / Tax exemption Certi..., Manual return of earnings, <b>Power of attorney</b> (highlighted with a red box and a yellow circle with the number 1), Other 1, Other 2, and Other 3. A red message states: 'Your account has been flagged for audit. You are requ'.</p>

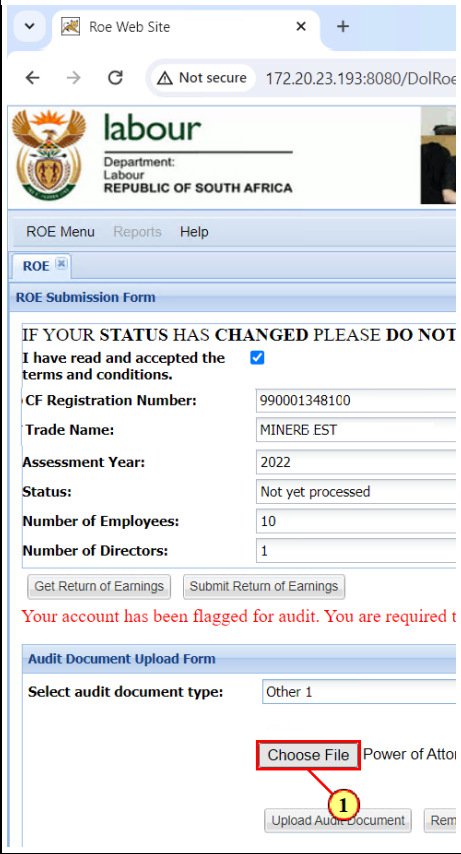
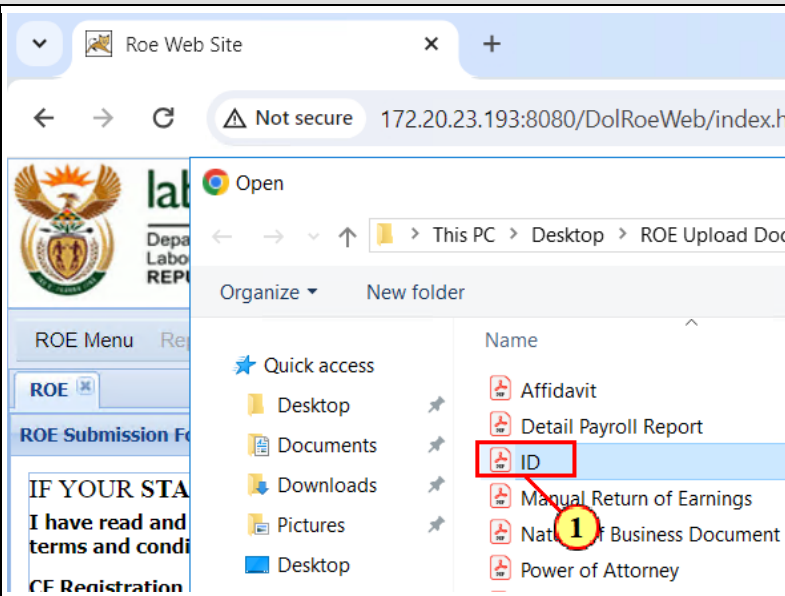
Explanation	Screenshot
(1) Click the <b>Choose File</b> button.	
(1) Select the <b>Power of Attorney</b> file by clicking on it.	

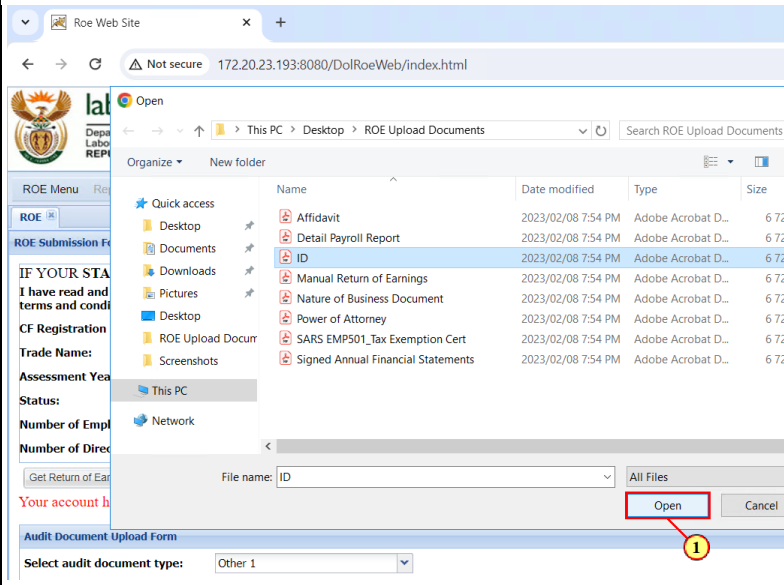
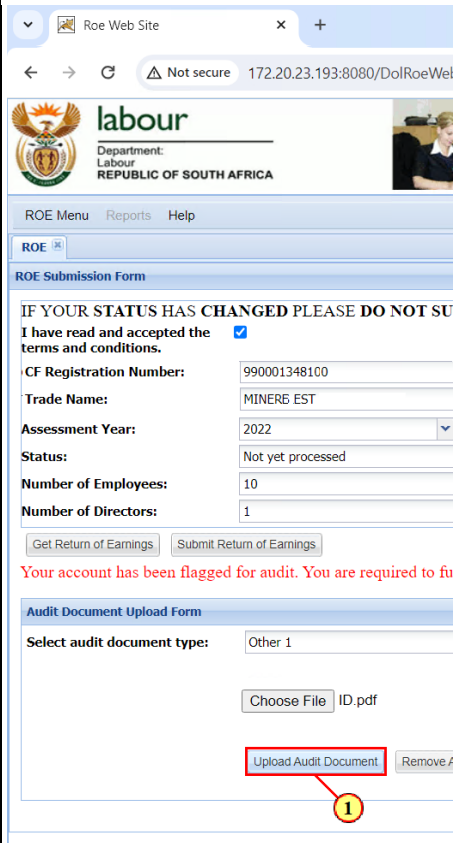
Explanation	Screenshot
(1) Click the <b>Open</b> button.	
(1) Click the <b>Upload Audit Document</b> button to upload the file.	


Explanation	Screenshot
(1) Click the <b>Select audit document type</b> ▼ downward arrow.	

Explanation	Screenshot
<p>The <b>Other 1, Other 2, Other 3</b> options for document upload are not mandatory.</p> <p>They allow you to upload any other documents you want to submit to the Compensation Fund apart from those already listed.</p> <p>(1) Select the <b>Other 1</b> option by clicking on it.</p>	 <p>10.120.82.148 - Remote Desktop Connection</p>



Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>ID</b> file by clicking on it.</p>	

Explanation	Screenshot
(1) Click the <b>Open</b> button.	
(1) Click the <b>Upload Audit Document</b> button to upload the file.	

Explanation	Screenshot
<p>(1) Click the <b>Submit Audit Documents</b> button.</p>	
<p>After submitting your ROE return and upload documents, you will get feedback from the Compensation Fund in due course after assessing your return.</p>	