

# 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

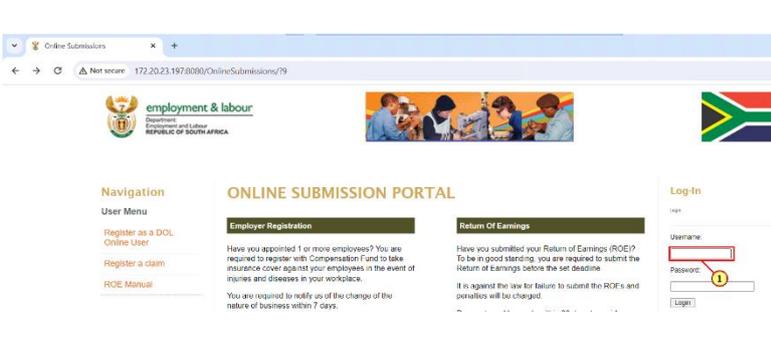
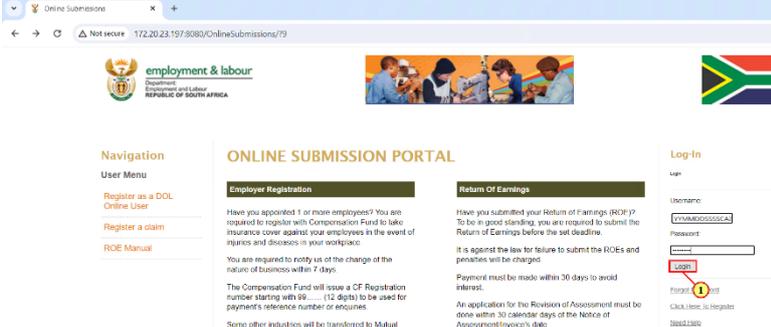
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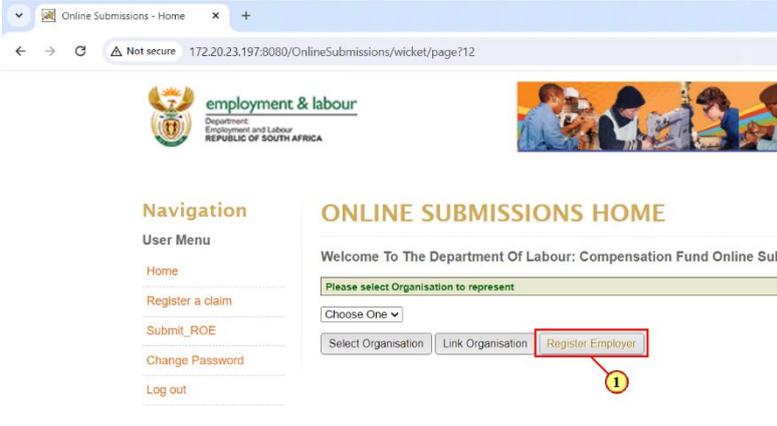
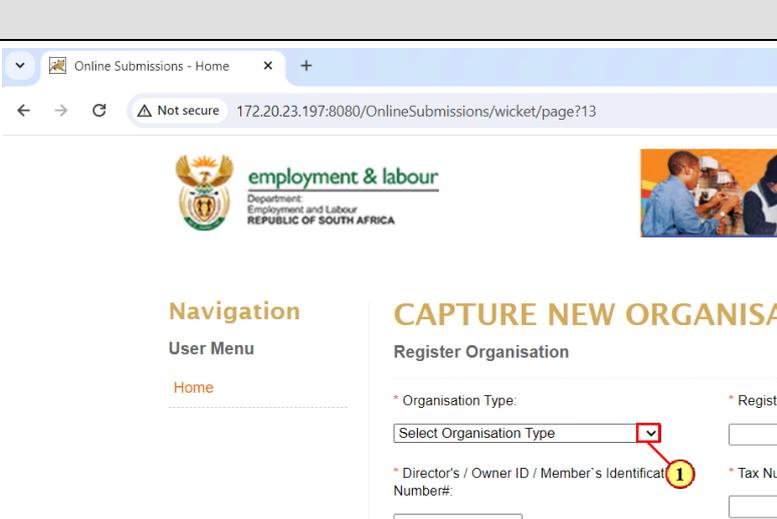
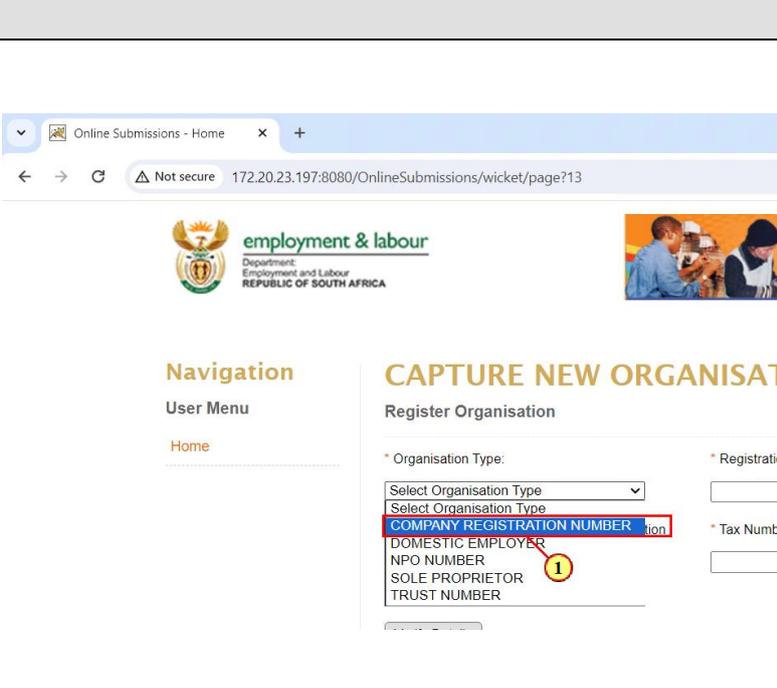
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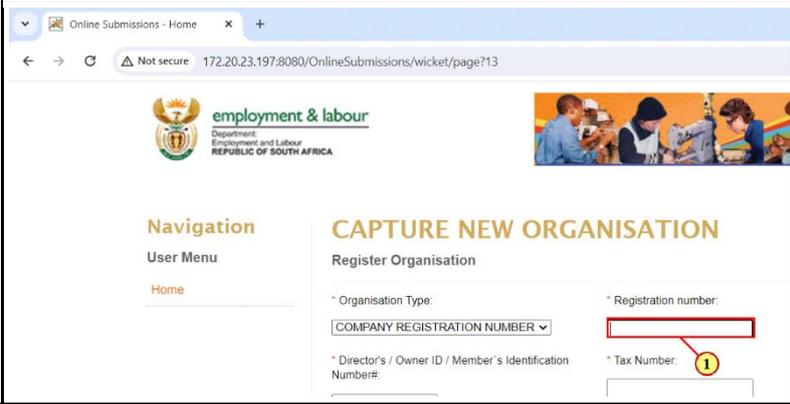
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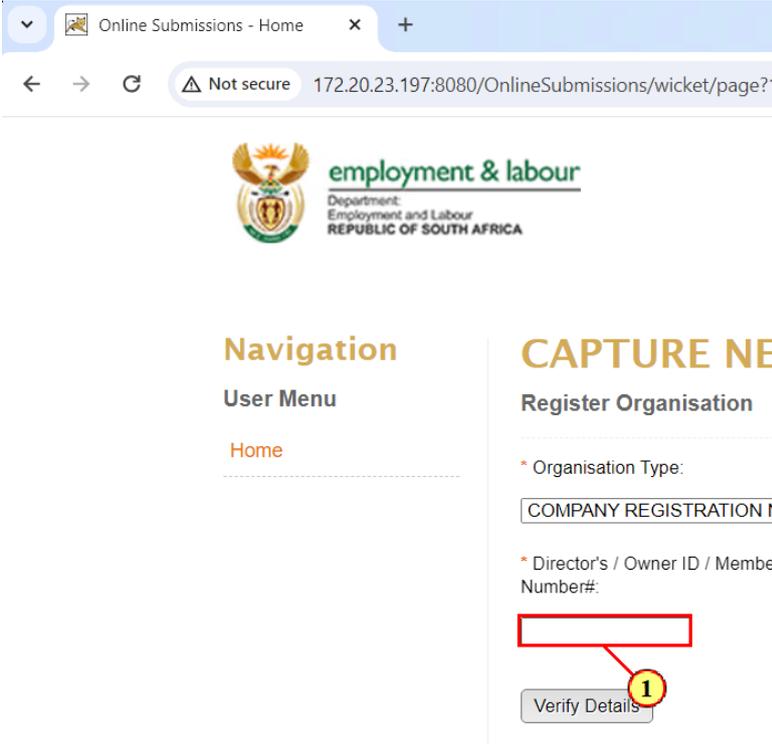
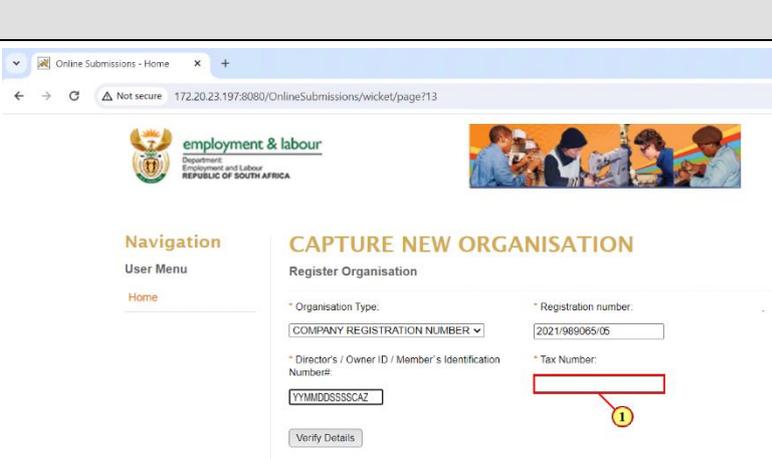
# 1. New Registration Upload of documents

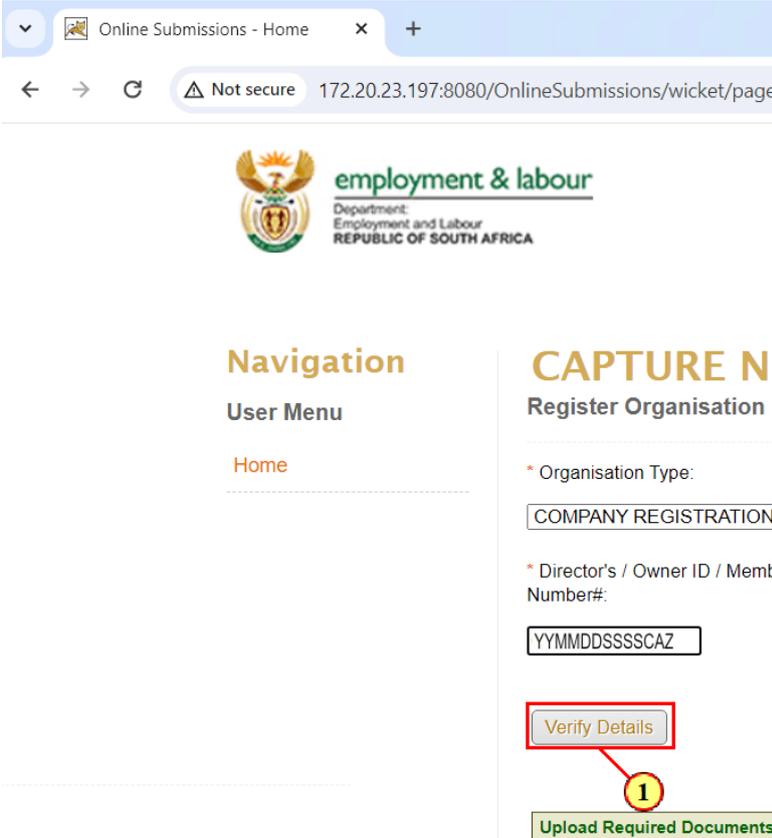
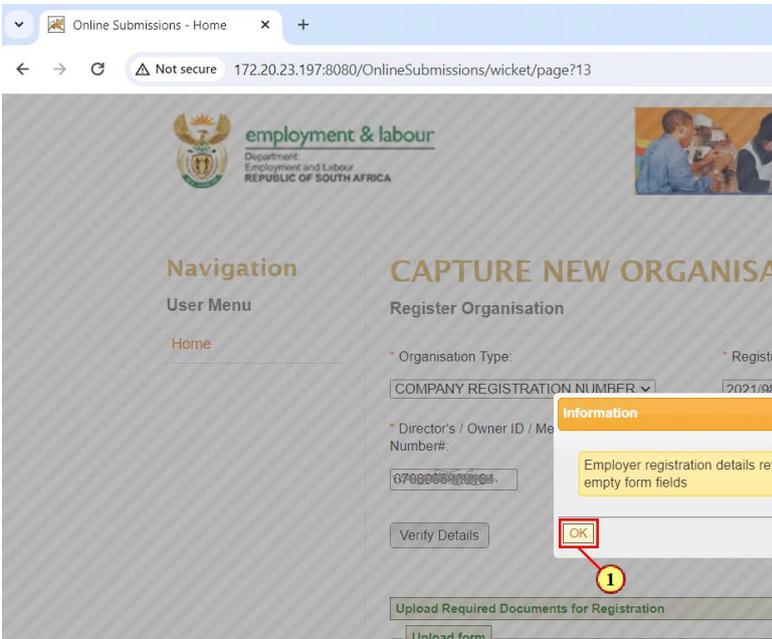
The following are the steps to be taken when uploading documents for a new registration.

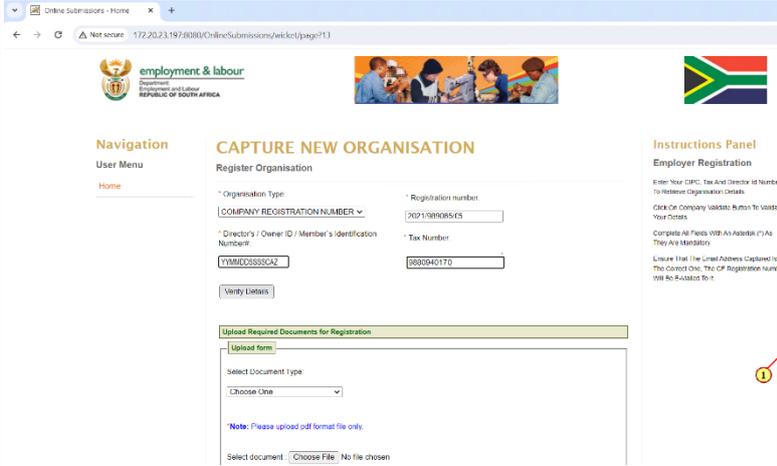
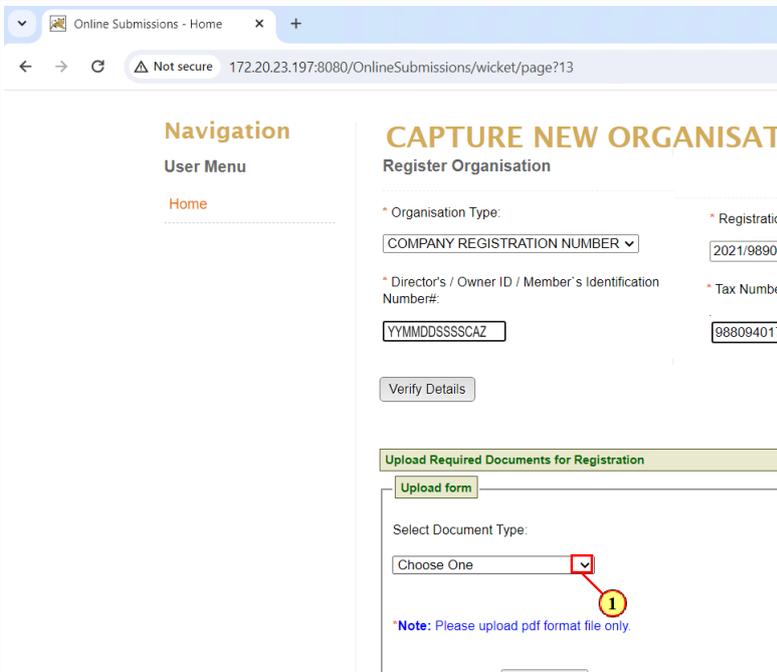
Explanation	Screenshot
<p> Please note this step follows after you have been granted access to ROE, and you have your <b>Username</b> and <b>password</b> emailed to you by the Compensation Fund.</p> <p>(1) Enter your username in the <b>Username</b> field.</p>	
<p>(1) Enter your password in the <b>Password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

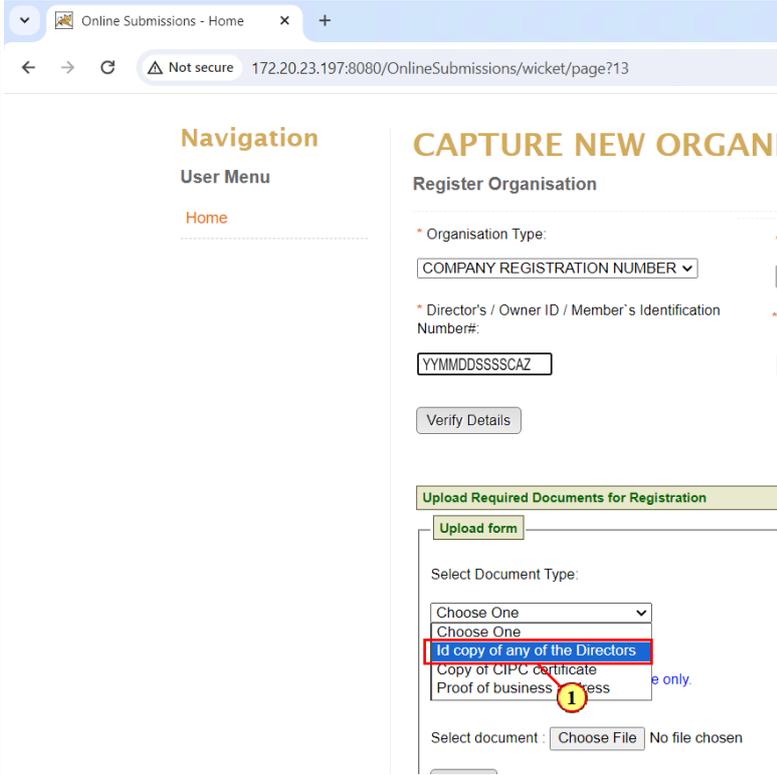
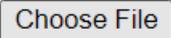
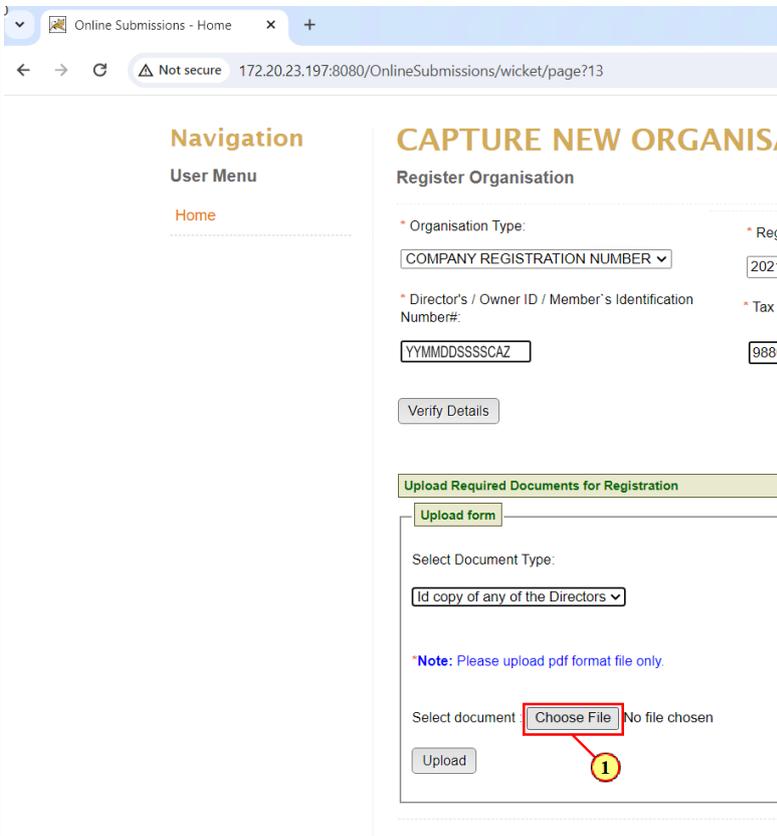
Explanation	Screenshot
<p>(1) Click the  button.</p>	
<p>(1) Click the Organisation Type  downward arrow button.</p>	
<p> The <b>Organisation Type</b> will determine the documentation to be attached. The following are the available organisation types:</p> <p><b>Formal Business:</b></p> <ul style="list-style-type: 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>	

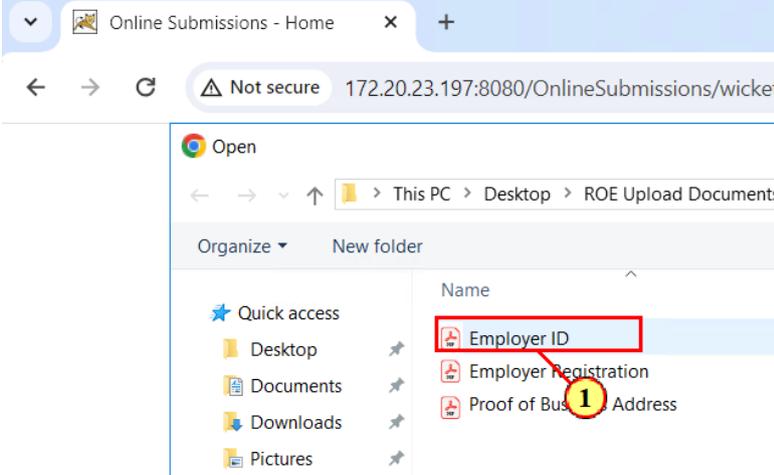
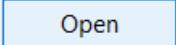
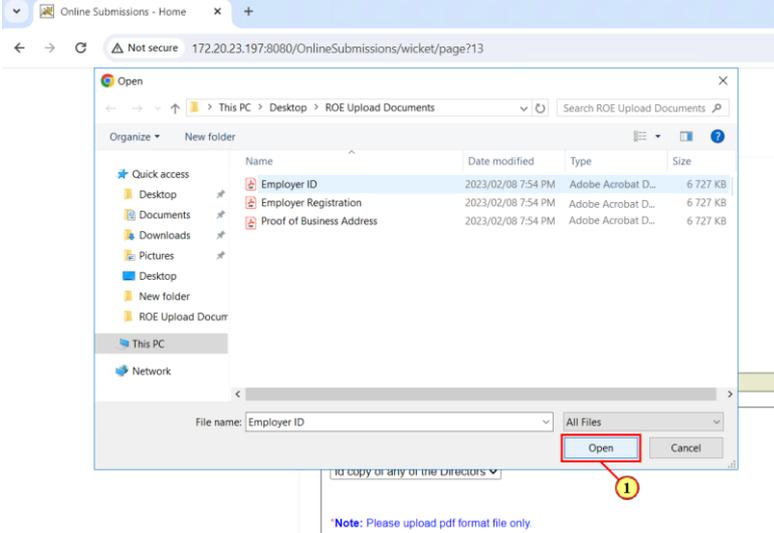
Explanation	Screenshot
<ul style="list-style-type: none"> <li>• Letter of authority by the Court</li> <li>• ID copy of any of the Trustees</li> <li>• A proof of business address</li> </ul> <p><b>Body Corporates</b></p> <ul style="list-style-type: none"> <li>• Sectional Title Certificate</li> <li>• ID 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>	

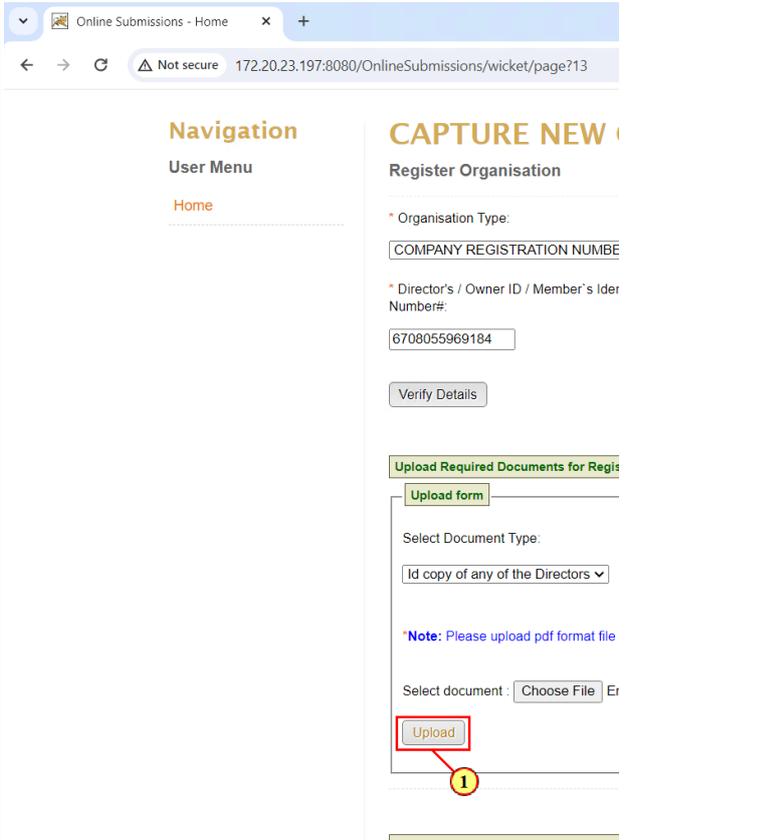
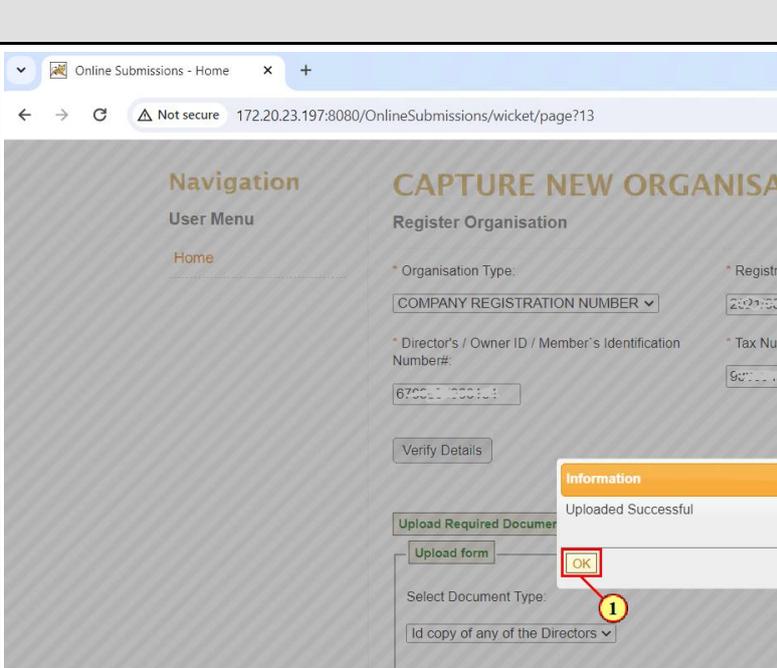
Explanation	Screenshot
<p>(1) Enter the relevant identification number in the <b>Director's /Owner ID Number</b> field.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/page?13. The page header includes the Department of Employment and Labour logo and name. The main content area is titled 'CAPTURE NEW ORGANISATION' and contains a 'Register Organisation' form. The form has several fields: 'Organisation Type' (set to 'COMPANY REGISTRATION NUMBER'), 'Director's / Owner ID / Member's Identification Number#' (highlighted with a red box and a yellow callout '1'), and 'Registration number' (set to '2021/969065/06'). A 'Verify Details' button is located at the bottom of the form.</p>
<p>(1) Enter the tax registration number in the <b>Tax Number</b> field.</p>	 <p>The screenshot shows the same web browser window and page header as the first screenshot. The main content area is titled 'CAPTURE NEW ORGANISATION' and contains a 'Register Organisation' form. The form has several fields: 'Organisation Type' (set to 'COMPANY REGISTRATION NUMBER'), 'Director's / Owner ID / Member's Identification Number#' (set to 'YYMIDDSSSCAZ'), 'Registration number' (set to '2021/969065/06'), and 'Tax Number' (highlighted with a red box and a yellow callout '1'). A 'Verify Details' button is located at the bottom of the form.</p>

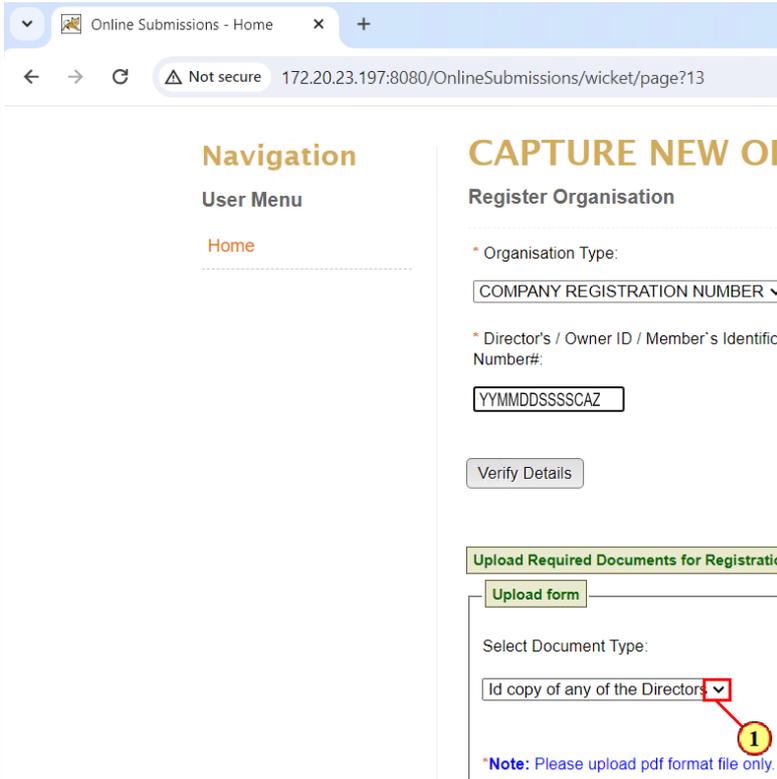
Explanation	Screenshot
<p>(1) Click the  button to verify.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/page?. The page header includes the 'employment &amp; labour' logo and 'Department: Employment and Labour REPUBLIC OF SOUTH AFRICA'. The main content area is titled 'CAPTURE NEW ORGANISATION' and contains a 'Register Organisation' form. The form has two input fields: '* Organisation Type:' with the value 'COMPANY REGISTRATION' and '* Director's / Owner ID / Member Number#' with the value 'YYMMDDSSSCAZ'. A 'Verify Details' button is highlighted with a red box and a circled '1'.</p>
<p> This message is displayed if the employer registration details have been successfully retrieved from the system.</p> <p>(1) Click the  button to continue.</p>	 <p>The screenshot shows the same 'CAPTURE NEW ORGANISATION' page as above. An information message is displayed over the form, stating 'Employer registration details retrieved from system. Some empty form fields'. The message has an 'OK' button highlighted with a red box and a circled '1'.</p>

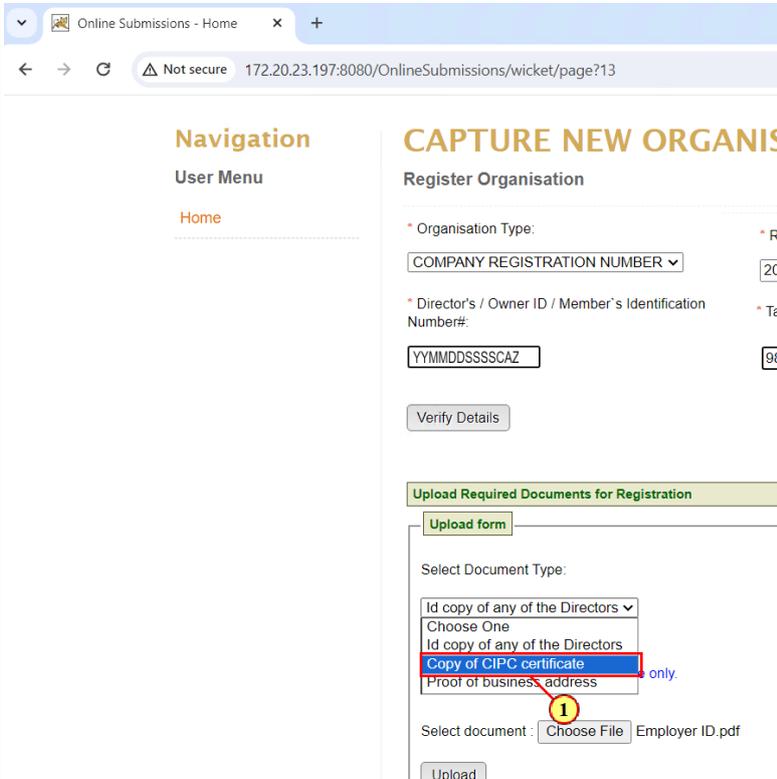
Explanation	Screenshot
<p>(1) Scroll down.</p>	
<p>(1) Click the <b>Select Document Type</b> dropdown button to display document type options.</p>	

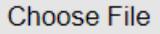
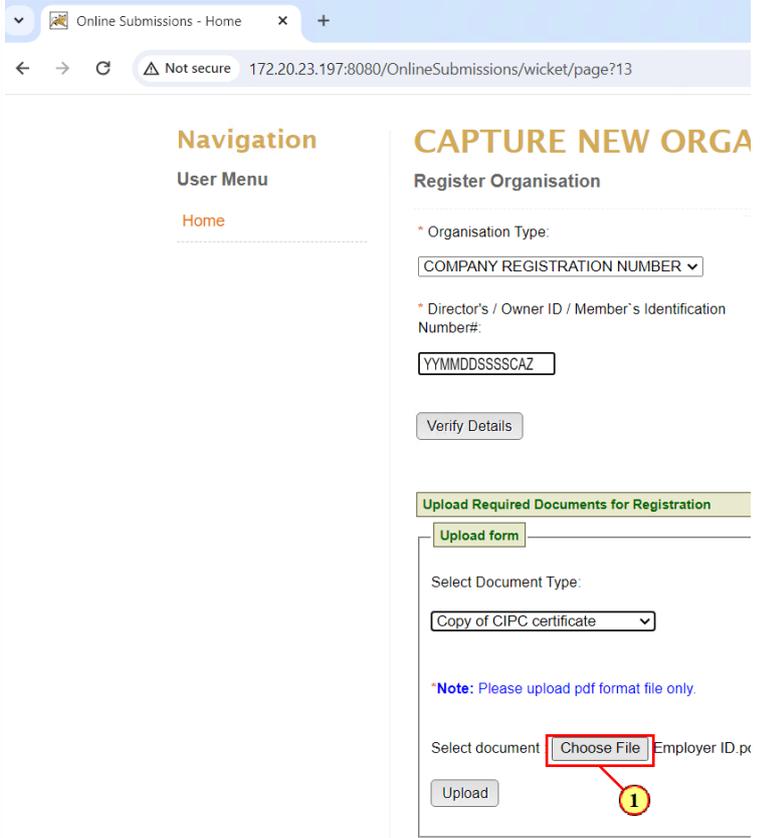
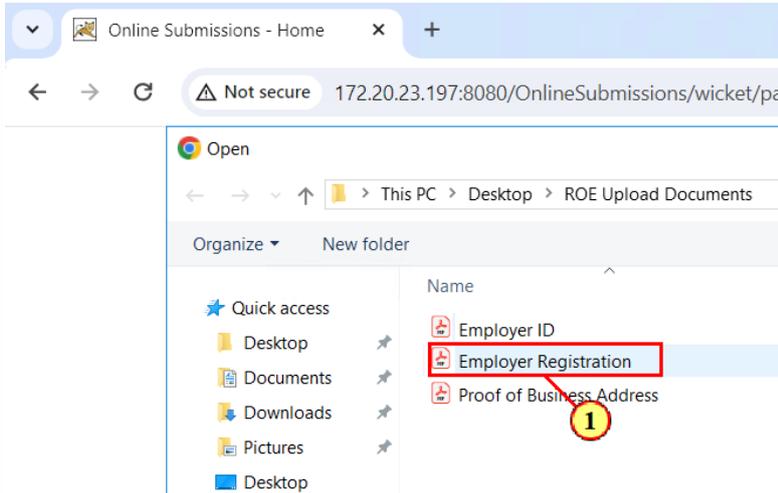
Explanation	Screenshot
<p>(1) Select the relevant option of the <b>Document Type</b> you want to upload.</p> <p></p> <p>The document types displayed are determined by the organisation type selected in the previous form tab.</p>	
<p></p> <p>Please note the documents uploaded must be in <b>pdf format</b>.</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>	

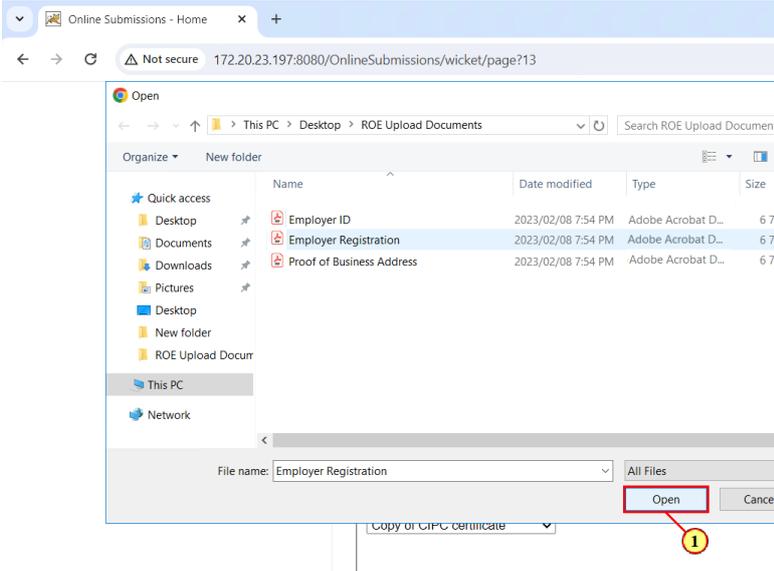
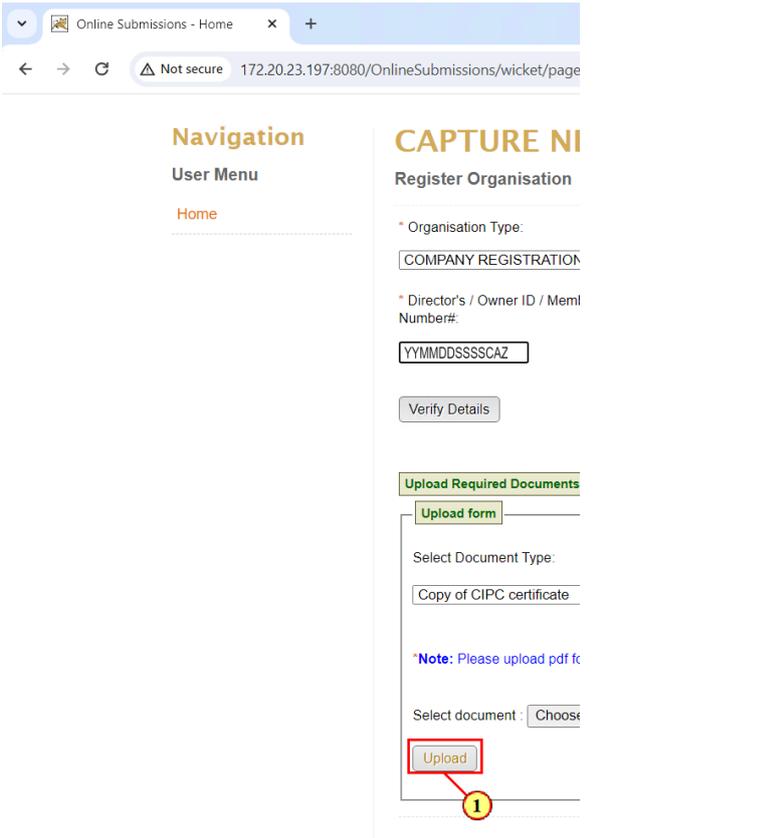
Explanation	Screenshot
<p></p> <p>The ROE system will point to your local machine. You must navigate to the file location where you have saved the ROE files for upload.</p> <p>(1) Select the relevant document file by clicking it to upload.</p>	
<p>(1) Click the  button to upload.</p>	

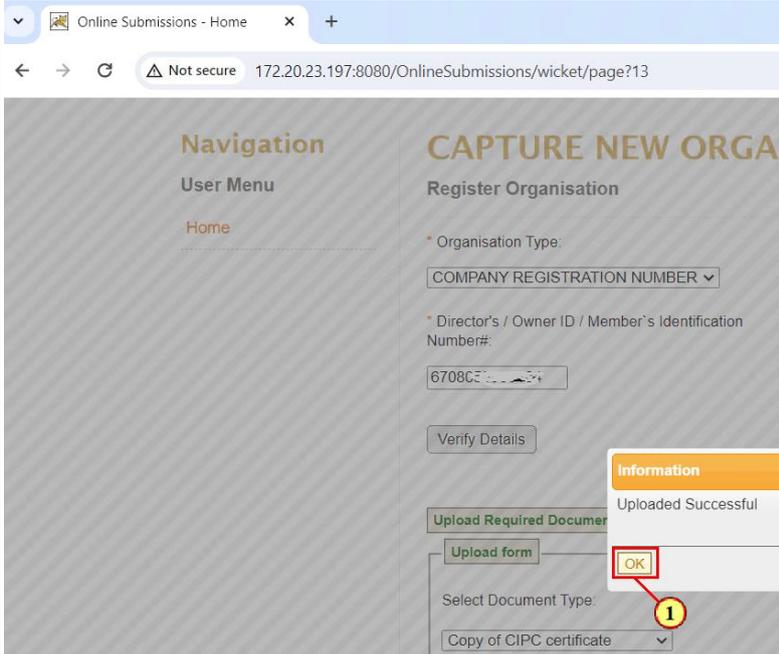
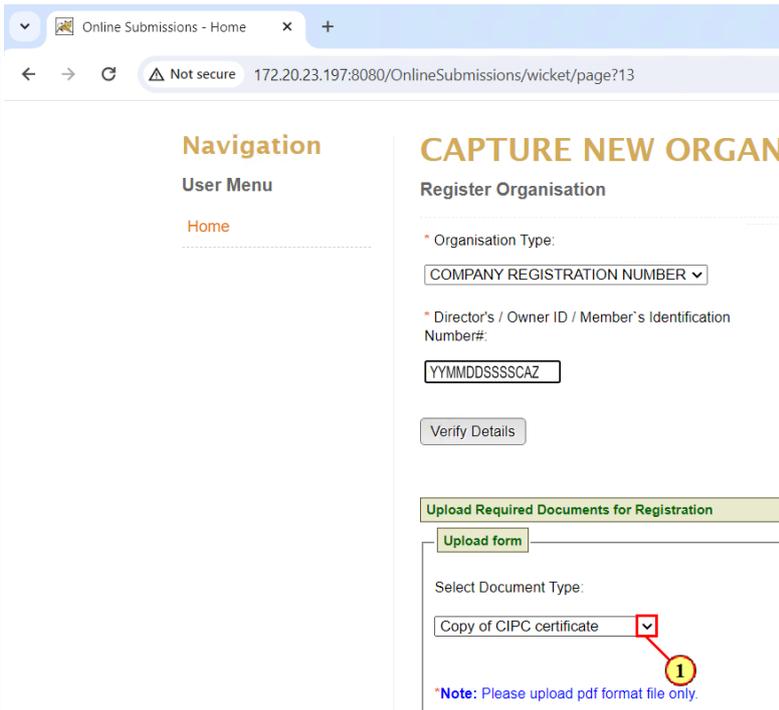
Explanation	Screenshot
<p>(1) Click the  button to upload to the ROE system.</p>	
<p>(1) Click the  button to continue.</p> <p> The message displayed shows the document has been uploaded to the ROE system successfully.</p>	

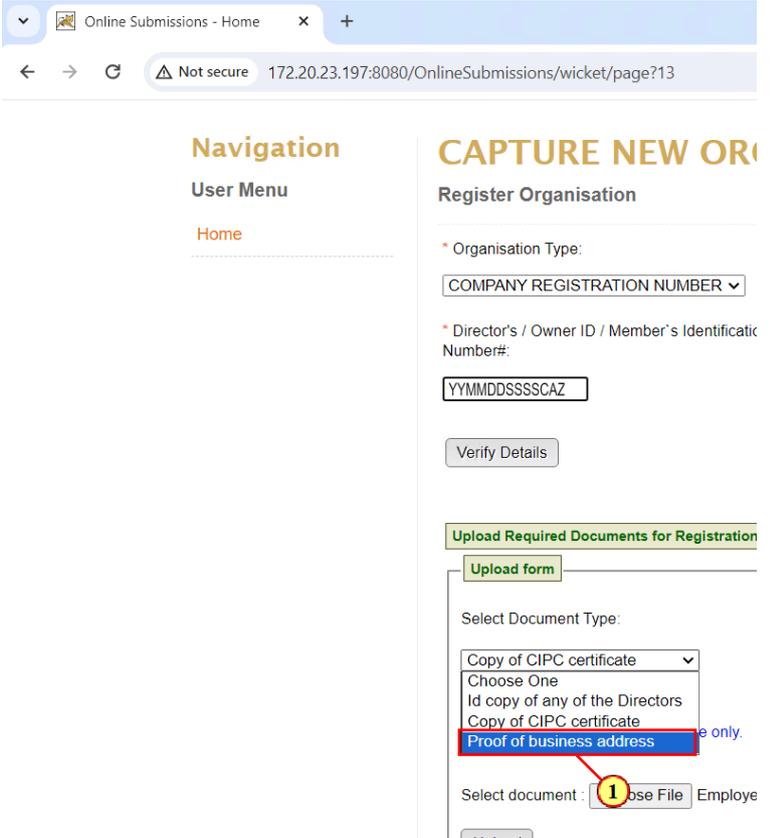
Explanation	Screenshot
<p>(1) Click the <b>Select Document Type</b> downward arrow. ▼</p>	 <p>The screenshot shows a web browser window with the URL '172.20.23.197:8080/OnlineSubmissions/wicket/page?13'. The page title is 'CAPTURE NEW ORGANISATION'. On the left, there is a 'Navigation' section with a 'User Menu' containing a 'Home' link. The main content area is titled 'Register Organisation'. It includes fields for 'Organisation Type' (set to 'COMPANY REGISTRATION NUMBER'), 'Director's / Owner ID / Member's Identification Number#' (set to 'YYMMDDSSSSCAZ'), and a 'Verify Details' button. Below this is a section for 'Upload Required Documents for Registration' with an 'Upload form' button. The 'Select Document Type:' dropdown is open, showing 'Id copy of any of the Directors' selected. A red box and a circled '1' highlight this option. A note below reads: '*Note: Please upload pdf format file only.'</p>

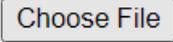
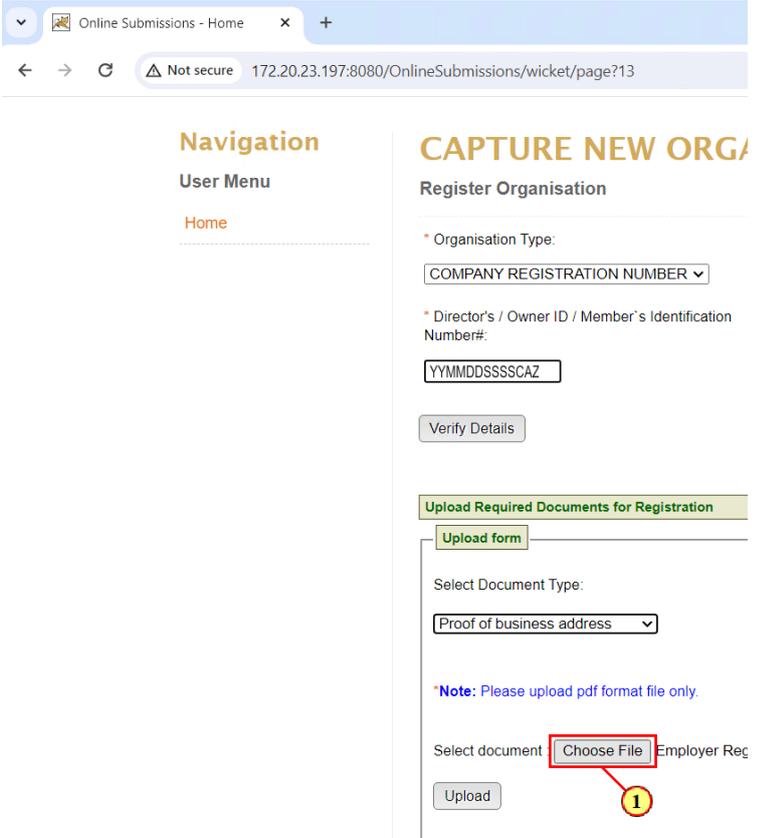
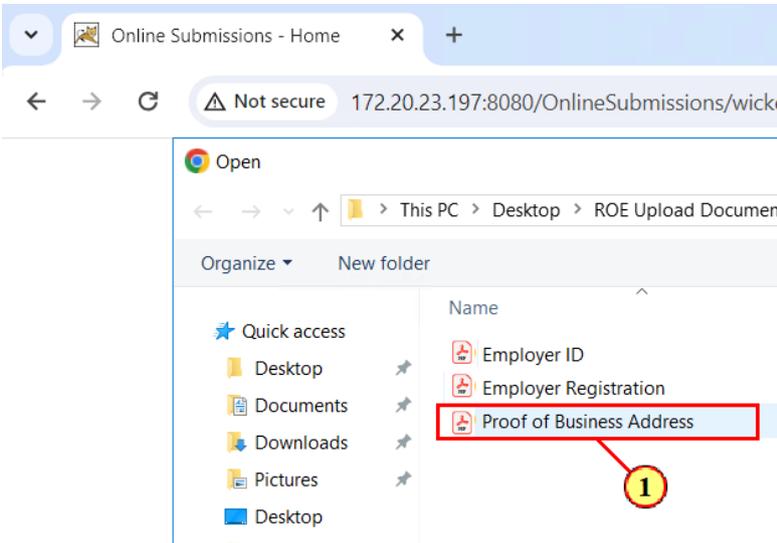
<p>(1) Select the relevant <b>document type</b> by clicking on it.</p>	 <p>The screenshot shows the same web browser window as the previous one. The 'Select Document Type:' dropdown menu is open, showing a list of options: 'Id copy of any of the Directors', 'Choose One', 'Id copy of any of the Directors', 'Copy of CIPC certificate', and 'Proof of business address'. The 'Copy of CIPC certificate' option is highlighted with a red box and a circled '1'. Below the dropdown, there is a 'Select document:' section with a 'Choose File' button and the text 'Employer ID.pdf'. An 'Upload' button is at the bottom of the form.</p>
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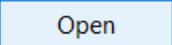
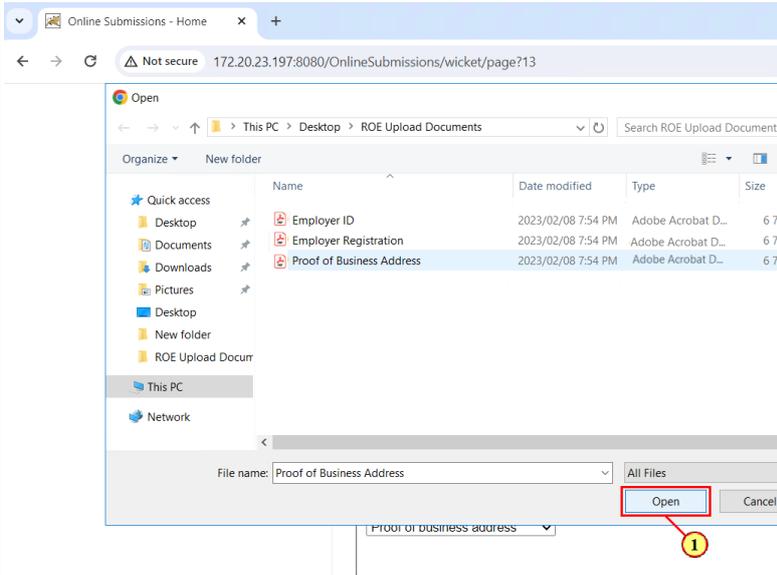
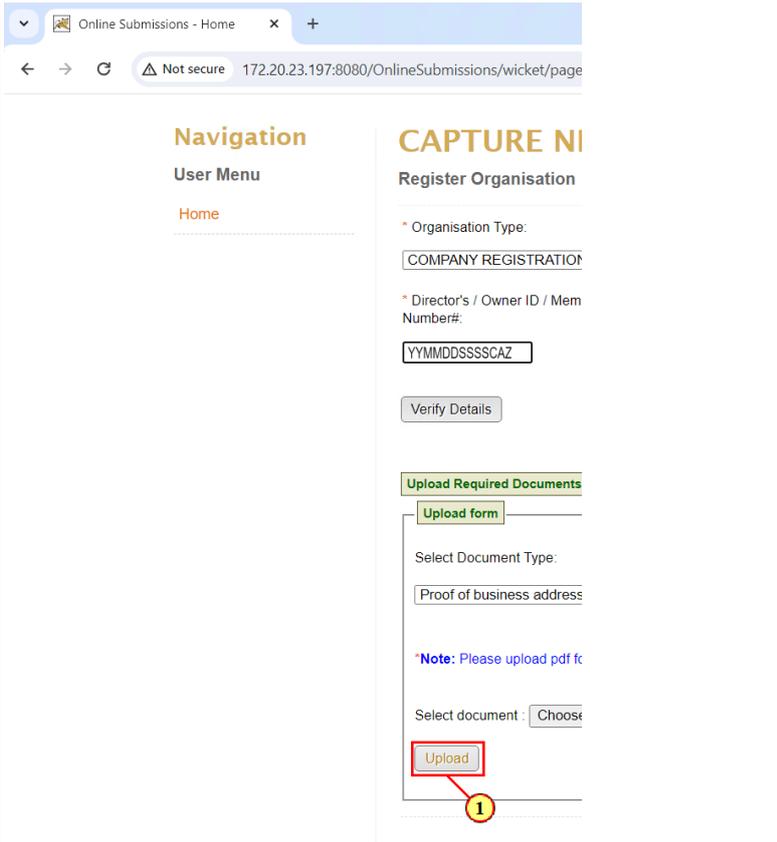
Explanation	Screenshot
<p>(1) Click the  button. Note it must be in pdf format.</p>	 <p>The screenshot shows a web browser window with the URL <code>172.20.23.197:8080/OnlineSubmissions/wicket/page?13</code>. The page title is "CAPTURE NEW ORGA". Under the "Register Organisation" section, there are input fields for "Organisation Type" (set to "COMPANY REGISTRATION NUMBER") and "Director's / Owner ID / Member's Identification Number#" (set to "YYMMDDSSSSCAZ"). Below these is a "Verify Details" button. A section titled "Upload Required Documents for Registration" contains an "Upload form" button, a "Select Document Type" dropdown (set to "Copy of CIPC certificate"), and a note: "*Note: Please upload pdf format file only." Below this is a "Select document" field with a "Choose File" button highlighted by a red box and a circled "1", followed by the text "Employer ID.pdf" and an "Upload" button.</p>
<p>(1) Select the relevant document file by clicking it to upload.</p>	 <p>The screenshot shows a Windows File Explorer window titled "Open" with the address bar showing <code>This PC &gt; Desktop &gt; ROE Upload Documents</code>. The window displays a list of files in the "Name" column: "Employer ID", "Employer Registration" (highlighted with a red box and a circled "1"), and "Proof of Business Address". The left sidebar shows "Quick access" with "Desktop" selected.</p>

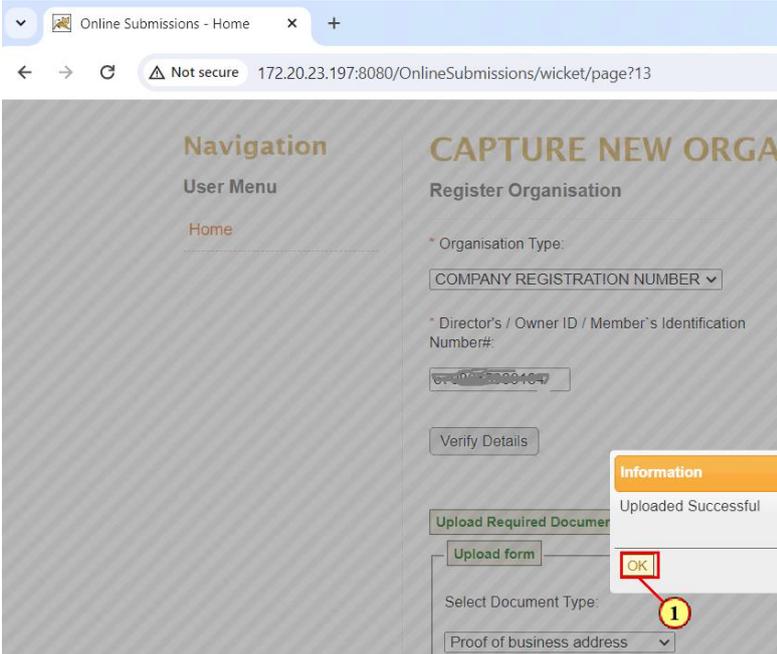
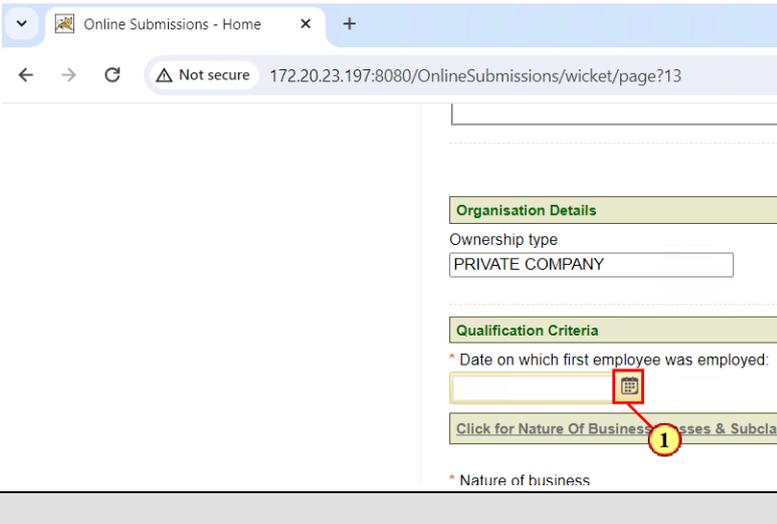
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button to upload.</p>	
<p>(1) Click the <b>Upload</b> button to upload to the ROE system.</p>	

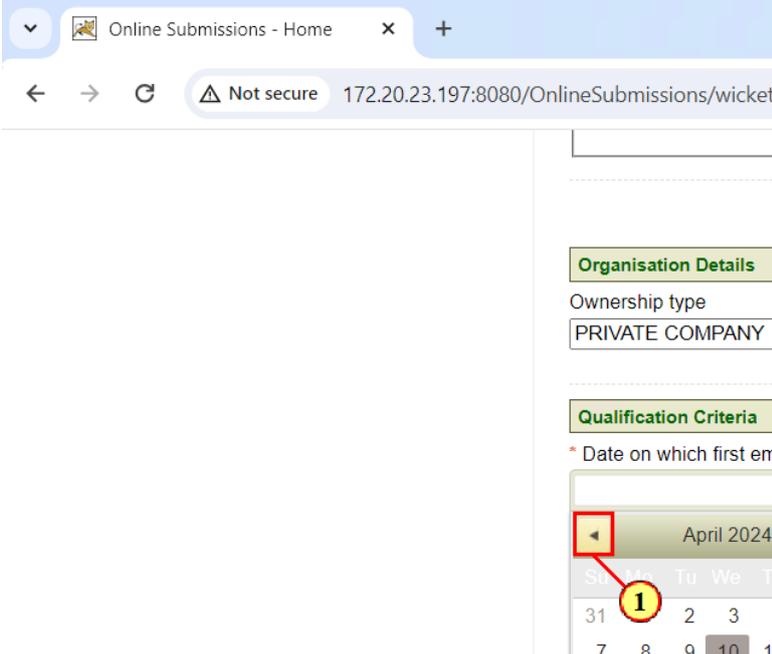
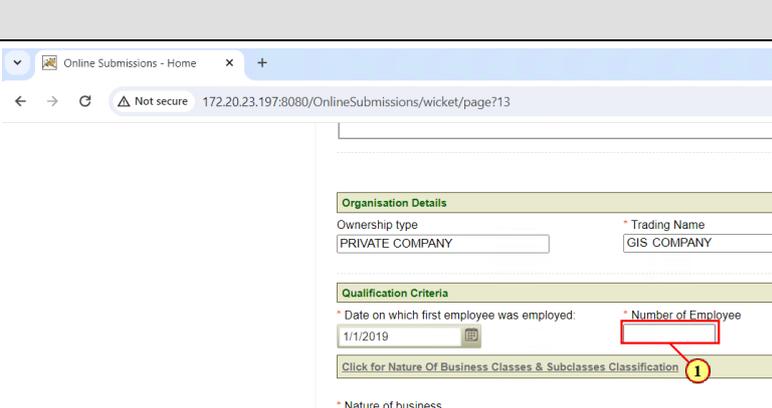
Explanation	Screenshot
<p data-bbox="172 477 204 521"></p> <p data-bbox="159 521 571 611">The message displayed shows the document has been uploaded to the ROE system successfully.</p> <p data-bbox="159 656 494 723">(1) Click the  button to continue.</p>	
<p data-bbox="159 1305 531 1395">(1) Click the <b>Select Document Type</b>  dropdown button to display options.</p>	

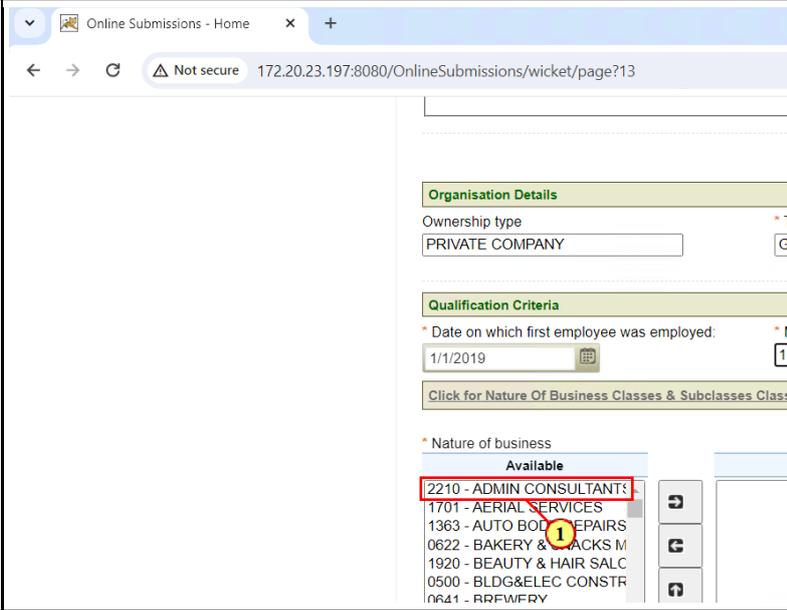
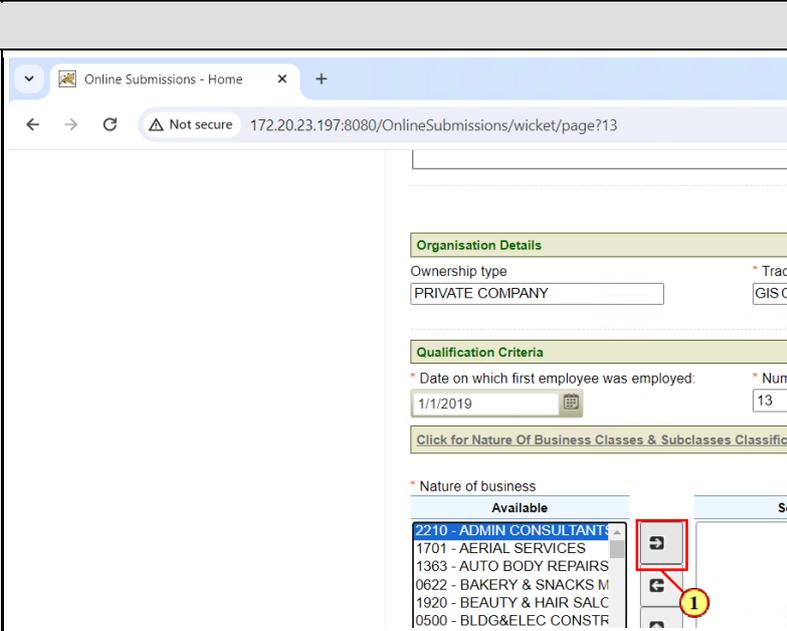
Explanation	Screenshot
<p>(1) Select the relevant <b>document type</b> by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL <code>172.20.23.197:8080/OnlineSubmissions/wicket/page?13</code>. The page title is "CAPTURE NEW OR" and the main heading is "Register Organisation". There are two input fields: "COMPANY REGISTRATION NUMBER" and "Director's / Owner ID / Member's Identification Number#". Below these is a "Verify Details" button. A section titled "Upload Required Documents for Registration" contains an "Upload form" button and a "Select Document Type" dropdown menu. The dropdown menu is open, showing options: "Copy of CIPC certificate", "Choose One", "Id copy of any of the Directors", "Copy of CIPC certificate", and "Proof of business address". The "Proof of business address" option is highlighted in blue. A red circle with the number "1" is positioned over the dropdown menu.</p>

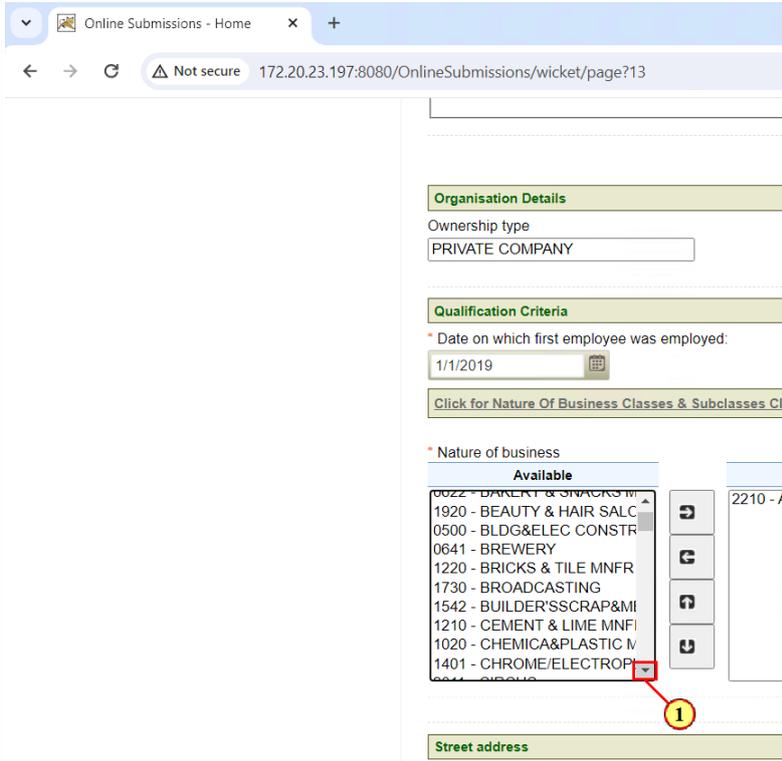
Explanation	Screenshot
<p>(1) Click the  button. The document must be in pdf.</p>	 <p>The screenshot shows a web browser window with the URL <code>172.20.23.197:8080/OnlineSubmissions/wicket/page?13</code>. The page title is "CAPTURE NEW ORGA" and the main heading is "Register Organisation". There are two input fields: "COMPANY REGISTRATION NUMBER" and "Director's / Owner ID / Member's Identification Number#:" with the value "YYMMDDSSSSCAZ". Below these is a "Verify Details" button. A section titled "Upload Required Documents for Registration" contains an "Upload form" button, a "Select Document Type:" dropdown menu set to "Proof of business address", a note "Please upload pdf format file only.", and a "Select document:" dropdown menu with "Employer Reg" selected. The "Choose File" button next to "Employer Reg" is highlighted with a red box and a circled "1".</p>
<p>(1) Select the relevant document file by clicking it to upload.</p>	 <p>The screenshot shows a Windows File Explorer window titled "Open" with the address bar showing <code>This PC &gt; Desktop &gt; ROE Upload Document</code>. The left sidebar shows "Quick access" with links to Desktop, Documents, Downloads, Pictures, and Desktop. The main pane shows a list of files with the following names: "Employer ID", "Employer Registration", and "Proof of Business Address". The "Proof of Business Address" file is highlighted with a red box and a circled "1".</p>

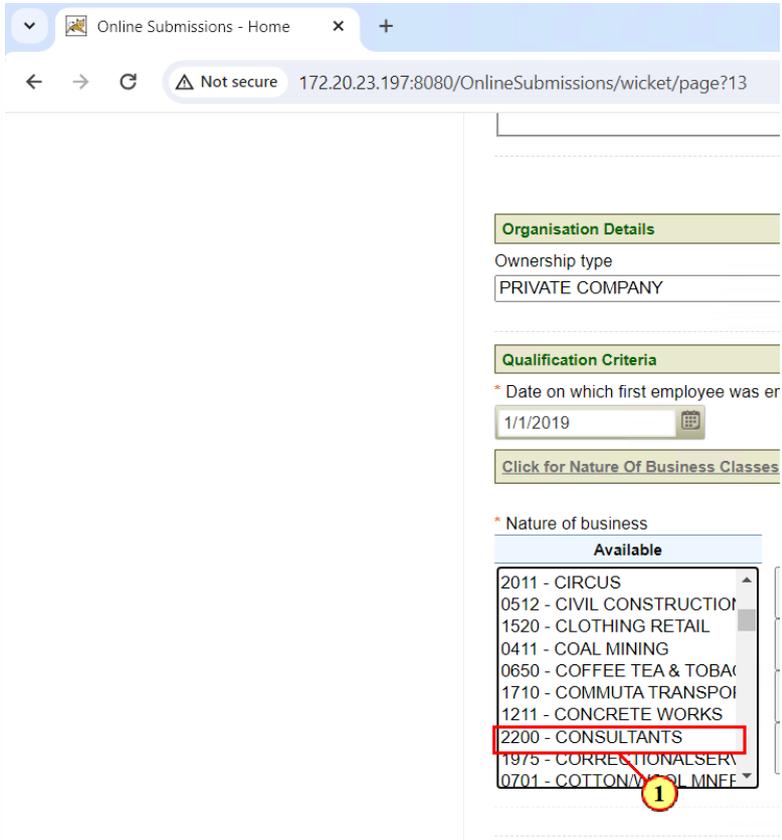
Explanation	Screenshot
<p>(1) Click the  button.</p>	
<p>(1) Click the  button to upload to the ROE system.</p>	

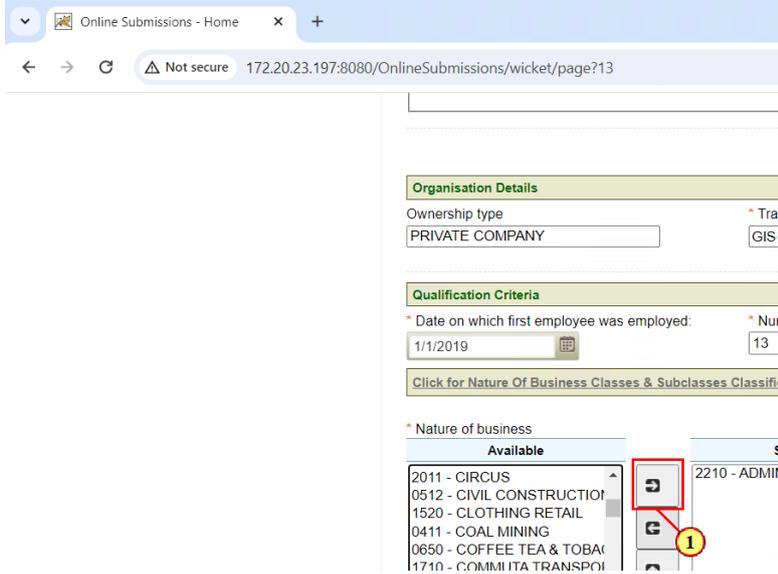
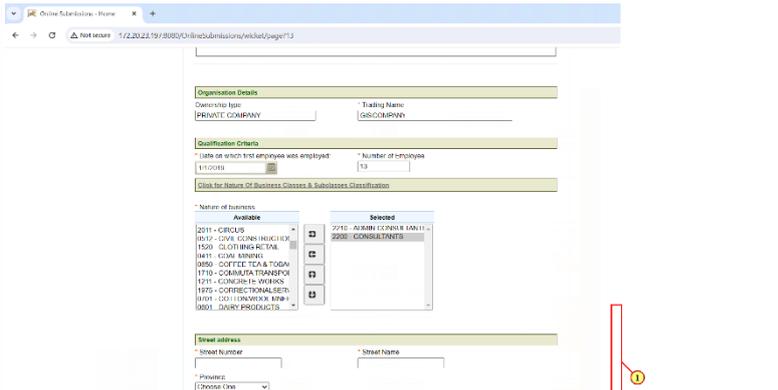
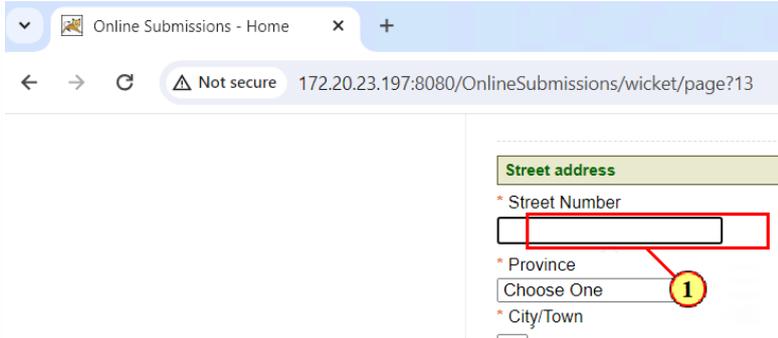
Explanation	Screenshot
<p>The message displayed shows the document has been uploaded to the ROE system successfully.</p> <p>(1) Click the  button to continue.</p>	
<p>(1) Scroll <b>down</b>.</p>	
<p>(1) Click the <b>Calendar icon</b> .</p>	

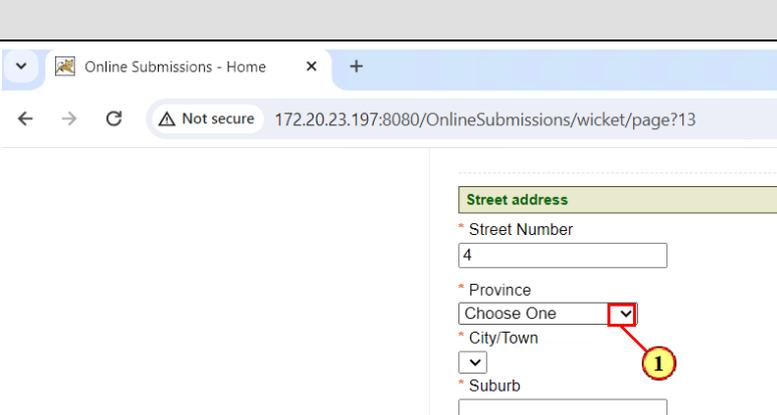
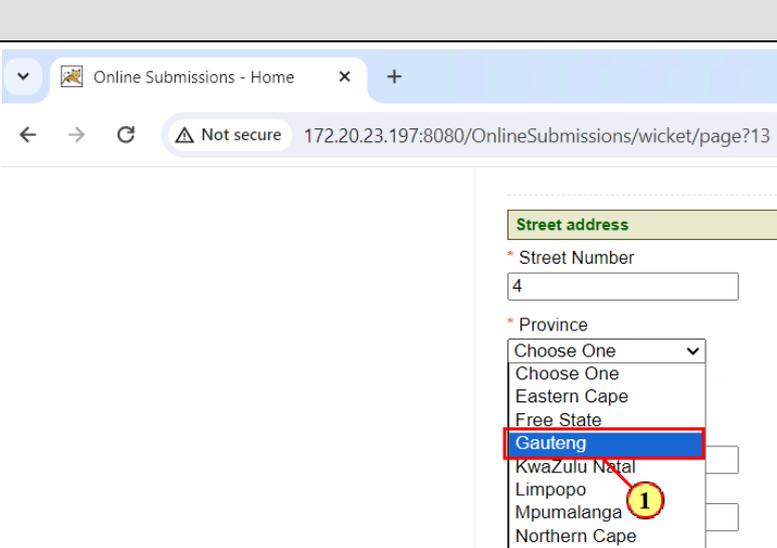
Explanation	Screenshot
<p>(1) Click the  arrow to navigate to the relevant month/year.</p>	 <p>The screenshot shows a web browser window with the address bar displaying '172.20.23.197:8080/OnlineSubmissions/wicket/'. The page content includes sections for 'Organisation Details' (Ownership type: PRIVATE COMPANY) and 'Qualification Criteria'. A calendar widget is shown for 'April 2024', with a red box around the left arrow and a yellow circle with the number '1' pointing to it.</p>
<p>(1) Enter the number of employees in the <b>Number of Employee</b> field.</p>	 <p>The screenshot shows the same web browser window, but now the 'Number of Employee' field in the 'Qualification Criteria' section is highlighted with a red box. A yellow circle with the number '1' points to this field. The 'Date on which first employee was employed' is set to 1/1/2019. A link for 'Click for Nature Of Business Classes &amp; Subclasses Classification' is also visible.</p>

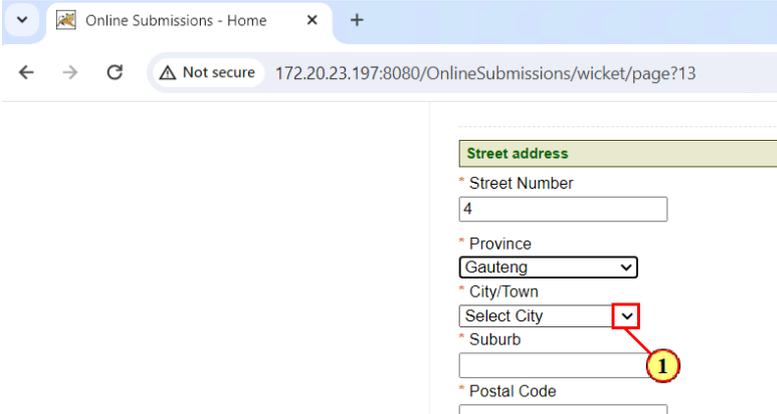
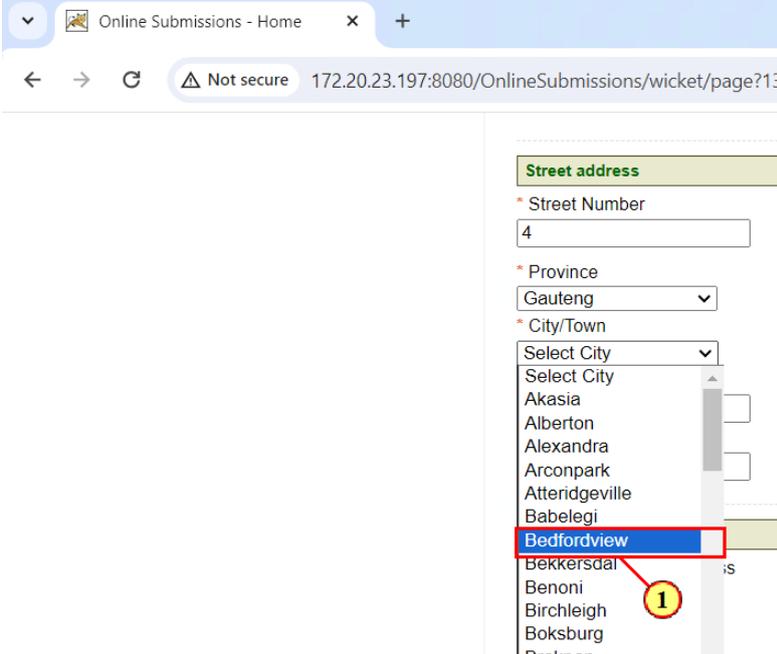
Explanation	Screenshot
<p>(1) Select the relevant <b>Nature of Business</b> your company is engaged in.</p>	
<p>(1) Click the  right sideways arrow to make a selection.</p>	

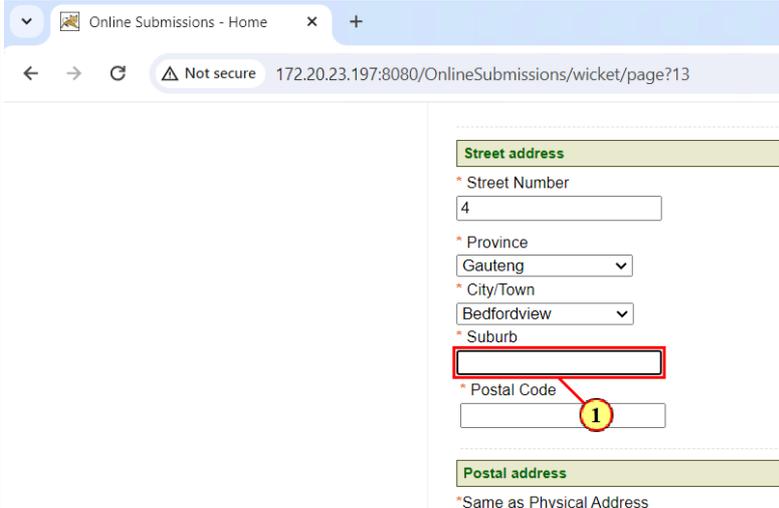
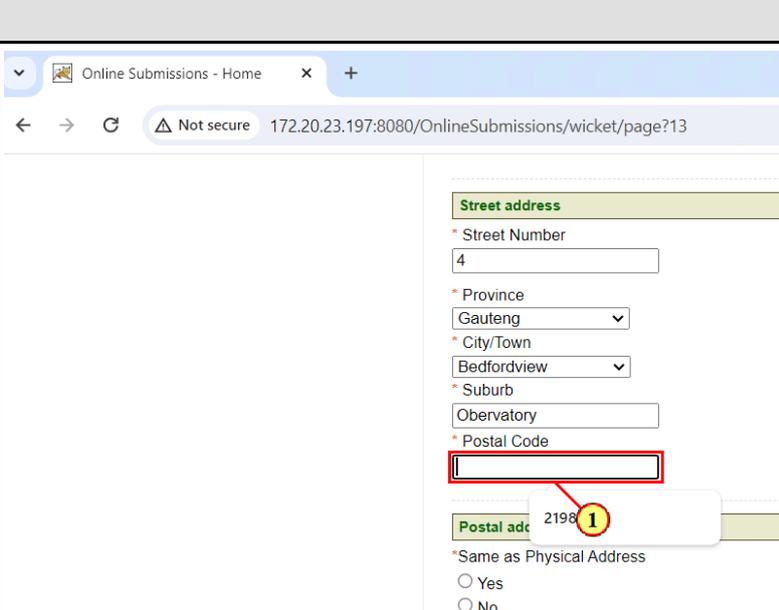
Explanation	Screenshot
<p>(1) Scroll <b>down</b> ▼.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/page?13. The page contains several sections: 'Organisation Details' with 'Ownership type' set to 'PRIVATE COMPANY'; 'Qualification Criteria' with a date of '1/1/2019'; and 'Nature of business'. A dropdown menu is open, showing a list of business classes. A red circle with the number '1' is positioned at the bottom of the list, indicating the scroll action.</p>

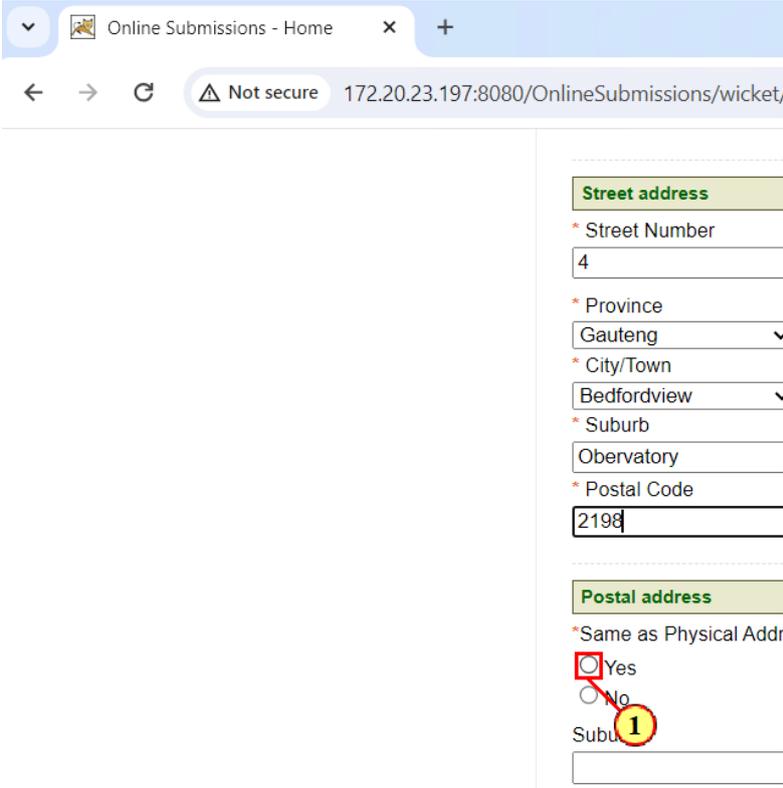
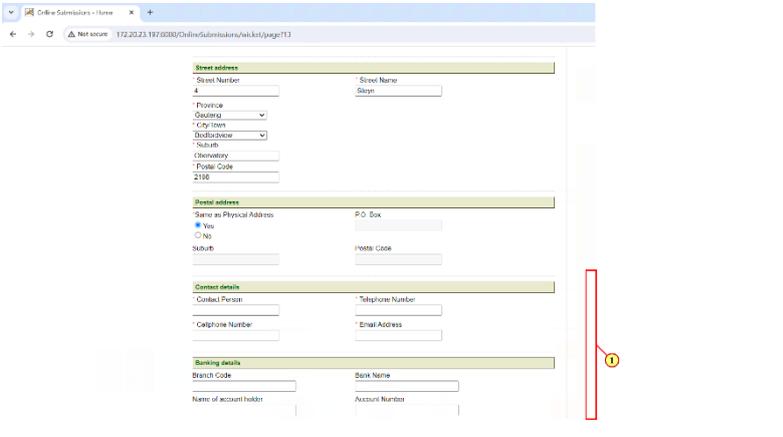
<p>(1) Select the relevant <b>Nature of Business</b> your company is engaged in.</p>	 <p>The screenshot shows the same web browser window. The 'Nature of business' dropdown menu is open, and the option '2200 - CONSULTANTS' is highlighted with a red box. A red circle with the number '1' is placed over the selected option, indicating the selection step.</p>
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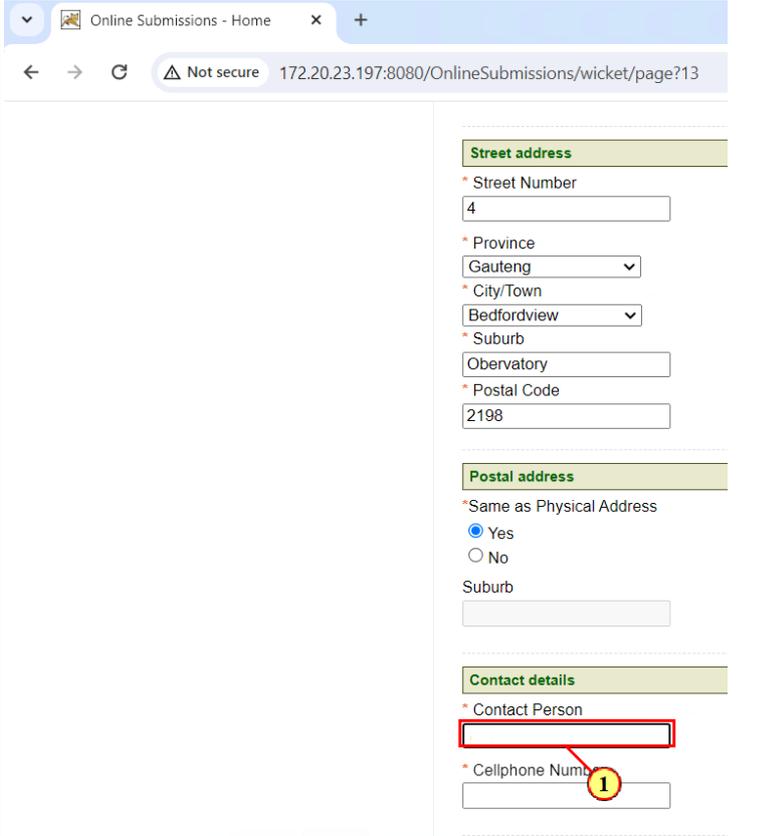
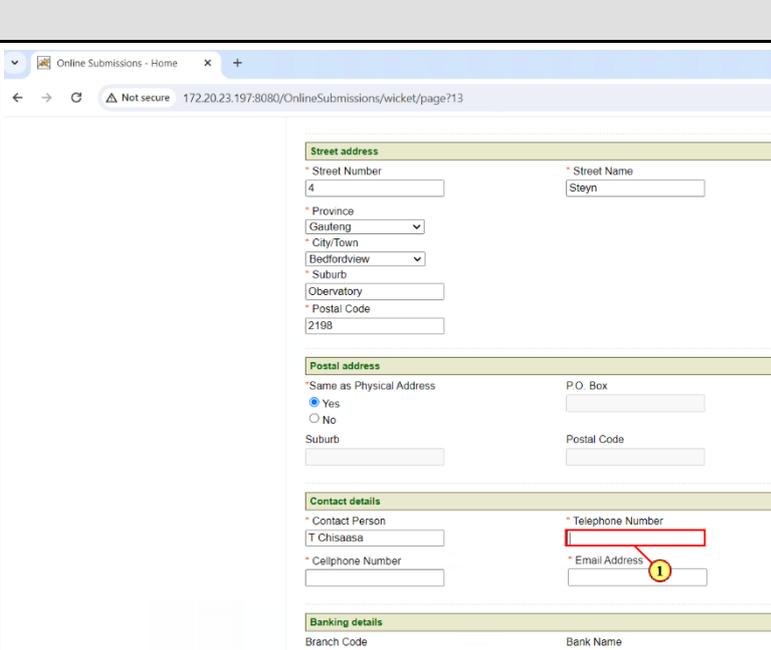
Explanation	Screenshot
<p>(1) Click the  right sideways arrow to make a selection.</p>	
<p>(1) Scroll <b>down</b></p>	
<p>(1) Enter your street number in the <b>Street Number</b> field.</p>	

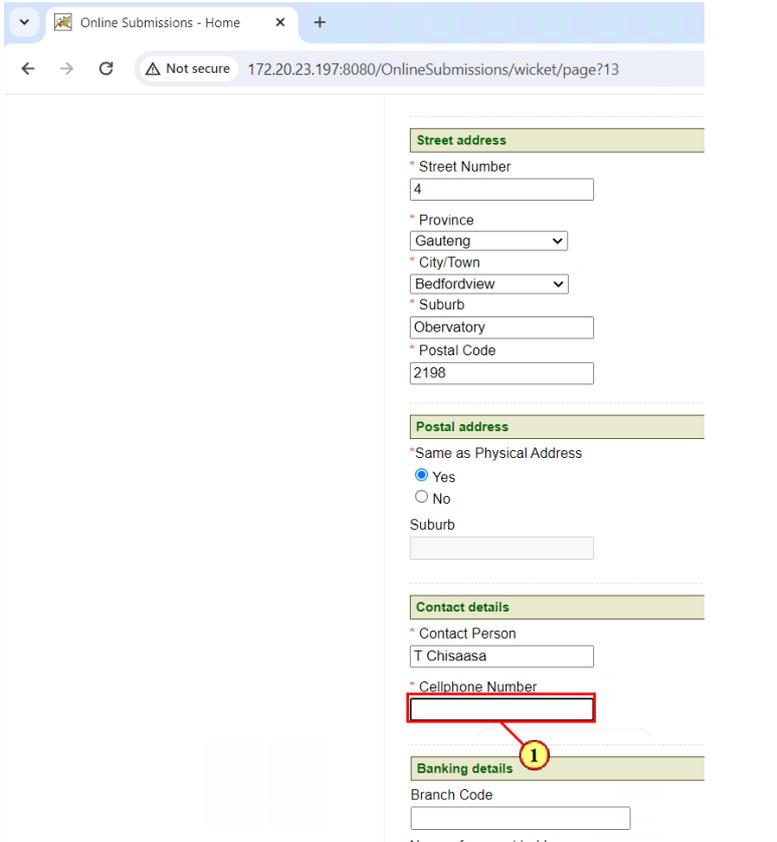
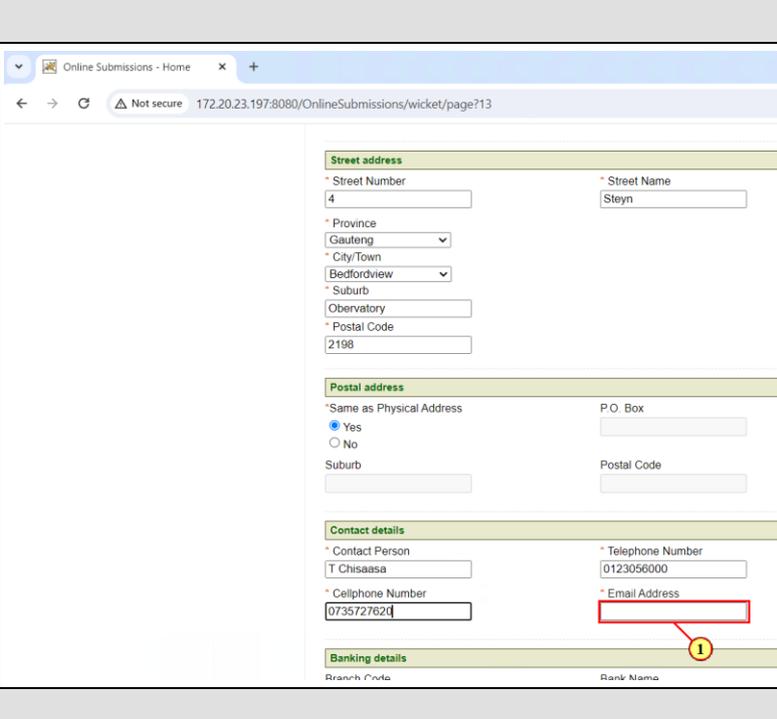
Explanation	Screenshot
<p>(1) Enter your street name in the <b>Street Name</b> field.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/page?13. The form is titled 'Street address' and contains several fields: 'Street Number' (with the value '4'), 'Street Name' (highlighted with a red box and a yellow circle with the number 1), 'Province' (with a dropdown menu), and 'City/Town'.</p>
<p>(1) Click the <b>Province</b> downwards arrow to the province.</p>	 <p>The screenshot shows the same web browser window. The 'Province' dropdown menu is now open, and the downwards arrow is highlighted with a red box and a yellow circle with the number 1. The dropdown menu lists 'Choose One', 'Eastern Cape', 'Free State', 'Gauteng', 'KwaZulu Natal', 'Limpopo', 'Mpumalanga', and 'Northern Cape'.</p>
<p>(1) Select the relevant <b>Province</b> by clicking on it.</p>	 <p>The screenshot shows the same web browser window. The 'Gauteng' province is now selected in the dropdown menu and highlighted with a red box and a yellow circle with the number 1. The dropdown menu is still open, showing the list of provinces.</p>

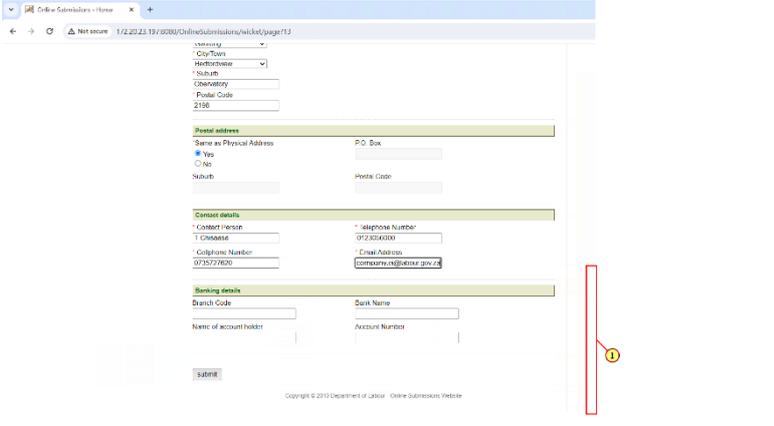
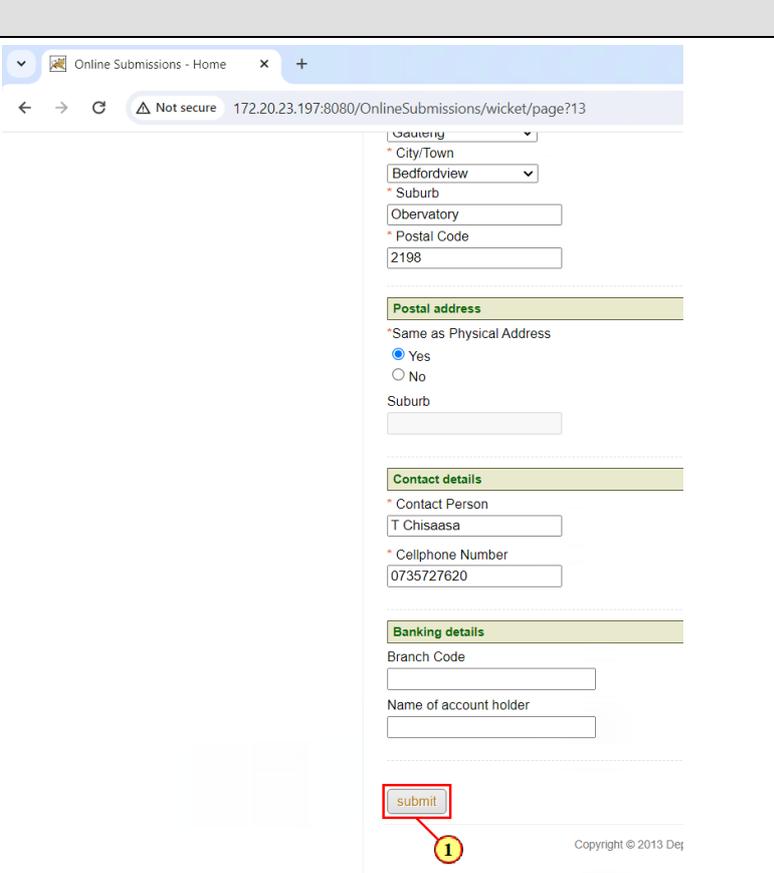
Explanation	Screenshot
<p>(1) Click the <b>City/Town</b>  downward arrow to select city or town.</p>	
<p>10.120.82.148 - Remote Desktop Connection</p>	
<p>(1) Select the relevant city or town.</p>	

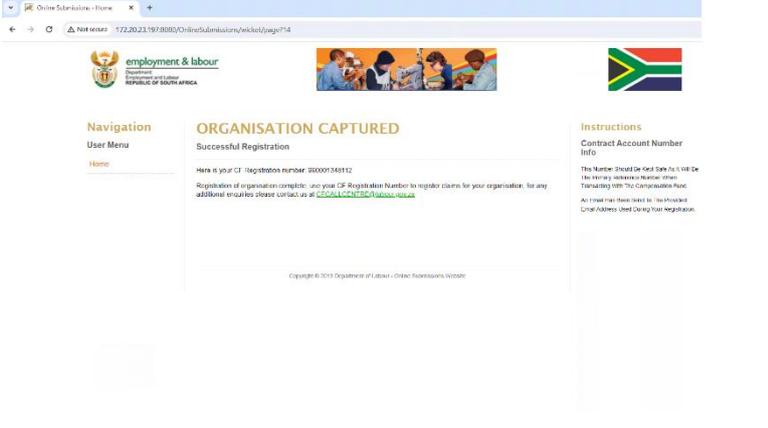
Explanation	Screenshot
<p>(1) Enter your relevant suburb in the <b>Suburb</b> field.</p>	
<p>(1) Enter the area postal code in the <b>Postal Code</b> field.</p>	

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>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/. The form is titled 'Street address' and includes fields for Street Number (4), Province (Gauteng), City/Town (Bedfordview), Suburb (Obervatory), and Postal Code (2198). Below this is the 'Postal address' section, where the 'Same as Physical Address' radio button is selected and highlighted with a red circle and the number 1.</p>
<p>(1) Scroll <b>down</b>.</p>	 <p>The screenshot shows the 'Postal address' section with fields for 'Same as Physical Address' (Yes/No), P.O. Box, Suburb, and Postal Code. Below it is the 'Contact details' section with fields for Contact Person, Telephone Number, Cellphone Number, and Email Address. A red vertical line and the number 1 are positioned on the right side of the form, indicating the scroll direction.</p>

Explanation	Screenshot
<p>(1) Enter the contact person name in the <b>Contact Name</b> field.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/page?13. The form is titled 'Street address' and includes fields for Street Number (4), Province (Gauteng), City/Town (Bedfordview), Suburb (Obervatory), and Postal Code (2198). Below this is the 'Postal address' section with a radio button for 'Same as Physical Address' (selected 'Yes') and a 'Suburb' field. The 'Contact details' section includes a 'Contact Person' field (highlighted with a red box and a yellow circle with the number 1) and a 'Cellphone Number' field.</p>
<p>(1) Enter your landline telephone number in the <b>Telephone Number</b> field.</p>	 <p>The screenshot shows the same web browser window. The 'Contact details' section is expanded, showing 'Contact Person' (T Chisaasa), 'Cellphone Number', 'Telephone Number' (highlighted with a red box and a yellow circle with the number 1), and 'Email Address'. Below this is the 'Banking details' section with 'Branch Code' and 'Bank Name' fields.</p>

Explanation	Screenshot
<p>(1) Enter your preferred cellphone number in the <b>Cellphone Number</b> field.</p>	 <p>The screenshot shows a web browser window with the URL '172.20.23.197:8080/OnlineSubmissions/wicket/page?13'. The page contains a form with several sections: 'Street address', 'Postal address', 'Contact details', and 'Banking details'. The 'Cellphone Number' field in the 'Contact details' section is highlighted with a red rectangular box, and a yellow circle with the number '1' is placed next to it, pointing to the field.</p>
<p>(1) Enter your contact email in the <b>Email Address</b> field.</p>	 <p>The screenshot shows the same web browser window and form as the previous screenshot. In this view, the 'Email Address' field in the 'Contact details' section is highlighted with a red rectangular box, and a yellow circle with the number '1' is placed next to it, pointing to the field.</p>

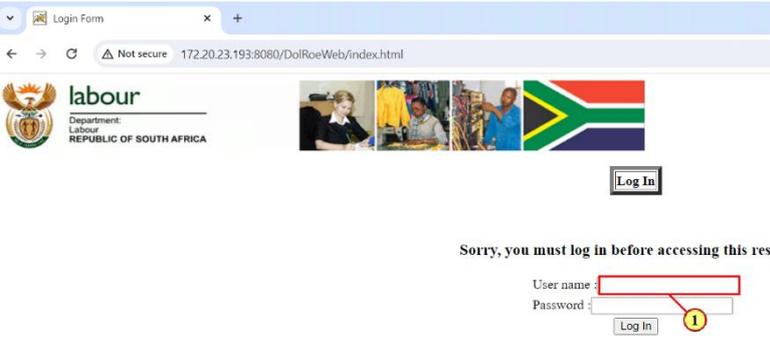
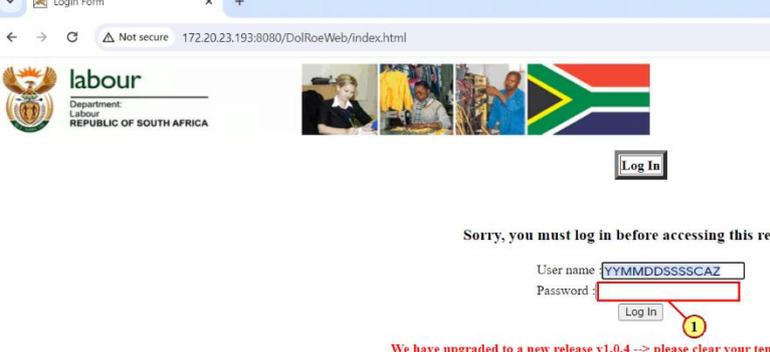
Explanation	Screenshot
<p>(1) Scroll <b>down</b>.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.197:8080/OnlineSubmissions/wicket/page?13. The form contains sections for Postal address, Contact details, and Banking details. A red vertical box on the right side of the form, with a yellow circle containing the number '1' and an arrow pointing downwards, indicates the scroll action.</p>
<p>(1) Click the  button to submit the application.</p>	 <p>The screenshot shows the same web browser window. The form fields are filled with: Country (dropdown), City/Town (Bedfordview), Suburb (Obervatory), Postal Code (2198). Under Postal address, 'Same as Physical Address' is selected (Yes). Under Contact details, Contact Person is 'T Chisaasa' and Cellphone Number is '0735727620'. Under Banking details, Branch Code and Name of account holder are empty. A red box highlights the 'submit' button at the bottom of the form, with a yellow circle containing the number '1' and an arrow pointing to it.</p>

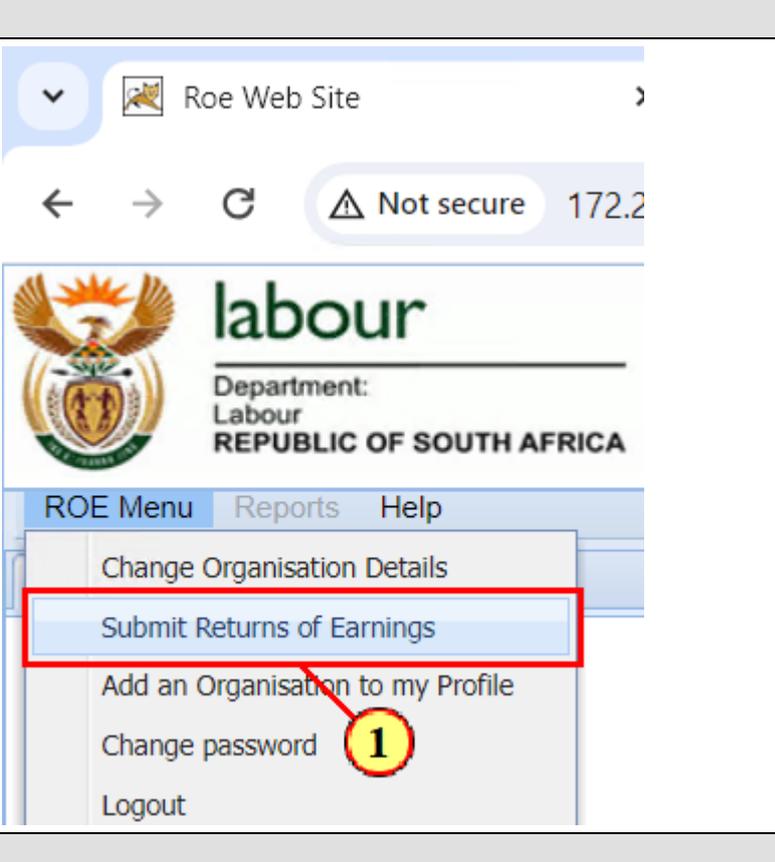
Explanation	Screenshot
<p data-bbox="172 392 204 425"></p> <p data-bbox="159 436 526 560">The CF Registration number starting with 99... is issued and shows the registration was successful.</p>	 <p>The screenshot shows a web browser window with the URL <code>172.20.23.197:8080/OnlineSubmissions/Welcome/page/174</code>. The page header includes the 'employment &amp; labour' logo and the South African flag. The main content area is titled 'ORGANISATION CAPTURED' and 'Successful Registration'. It displays the registration number '990001348112' and provides instructions for using this number to register claims. A 'Navigation' sidebar on the left contains links for 'User Menu' and 'Home'. A right-hand sidebar titled 'INSTRUCTIONS' provides details about the 'Contract Account Number Info' and the 'The Number Should Be Used Only For Use Of The System Success Register Only'.</p>

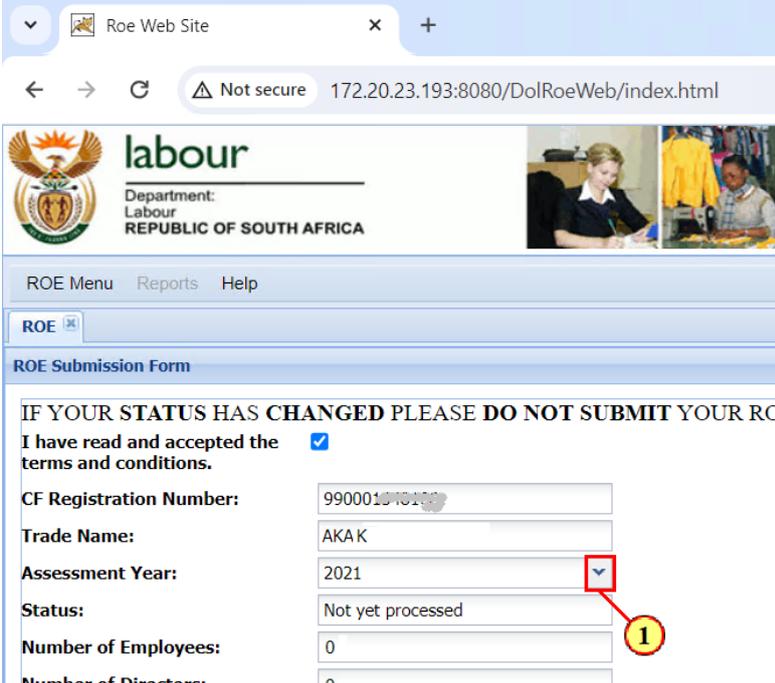


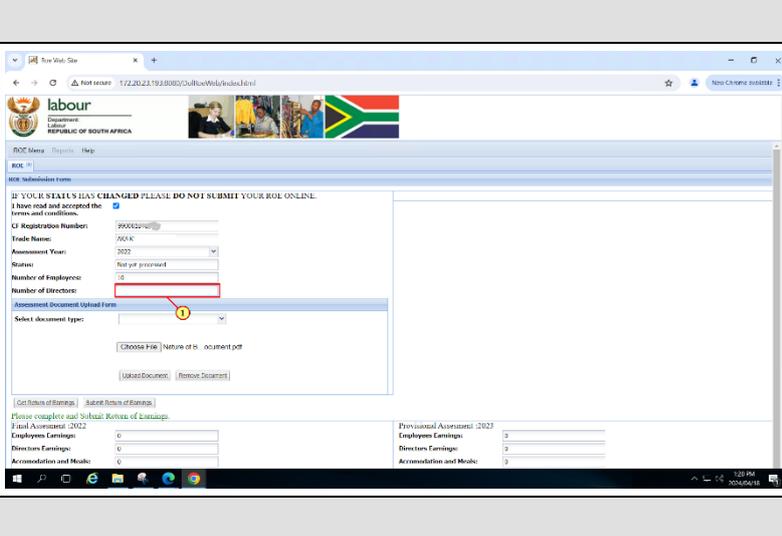
## 2. Submission of ROE

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>	

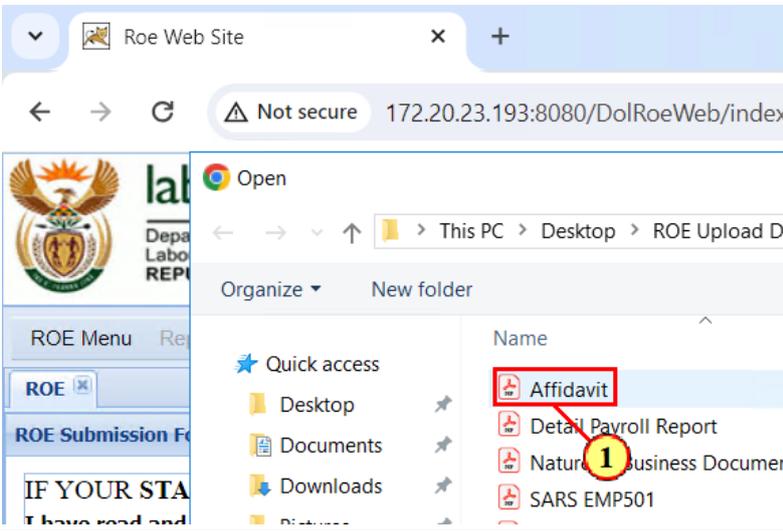
Explanation	Screenshot
<p> Read the terms and conditions of the Compensation Fund.</p> <p>(1) Click the <b>ROE Menu</b> to submit your ROE return.</p>	 <p>The screenshot shows a mobile browser interface for the 'Login Form' on the Labour Department website. The address bar shows 'Not secure 172.2'. The page header includes the South African coat of arms and the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. A navigation bar contains 'ROE Menu', 'Reports', and 'Help'. The 'ROE Menu' link is highlighted with a red box, and a yellow circle with the number '1' points to it. A 'Welcome' message is partially visible below the navigation bar.</p>
<p>(1) Click the <b>Submit Returns of Earnings</b> button.</p>	 <p>The screenshot shows the same website as the previous one, but with the 'ROE Menu' dropdown menu open. The menu items are: '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>

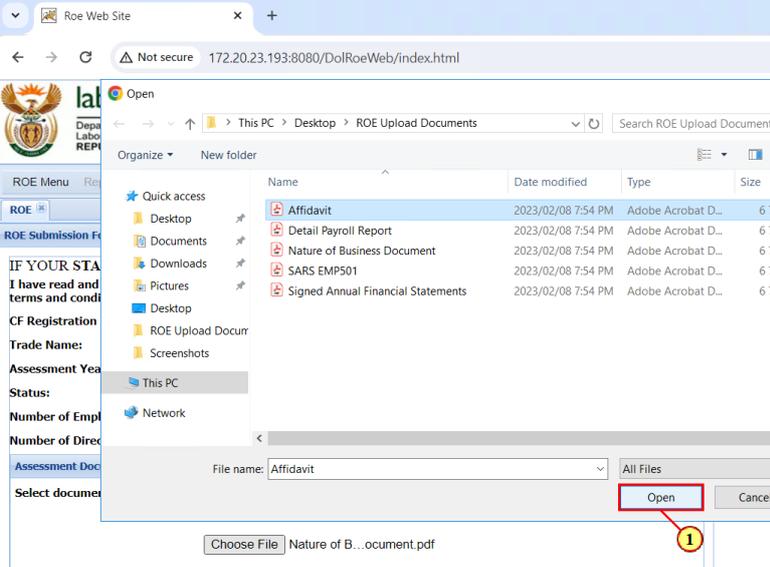
Explanation	Screenshot
<p>(1) Click the <b>Assessment Year</b> downward arrow to select the year.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DoRoeWeb/index.html. The page header includes the Department of Labour logo and the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. Below the header is a navigation menu with 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form' and contains a warning: 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT SUBMIT YOUR ROE'. A checkbox 'I have read and accepted the terms and conditions.' is checked. The form fields are: CF Registration Number (990001978100), Trade Name (AKA K), Assessment Year (2021), Status (Not yet processed), Number of Employees (0), and Number of Directors (0). A red box highlights the downward arrow on the Assessment Year field, and a yellow circle with the number 1 points to it.</p>
<p>(1) Select the <b>Assessment Year</b> for ROE submission by clicking on it.</p>	 <p>The screenshot shows the same web browser window as above. The Assessment Year dropdown menu is open, showing the options 2020, 2021, and 2022. The year 2021 is selected and highlighted in blue. A red box highlights the dropdown menu, and a yellow circle with the number 1 points to it.</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 is titled 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. Below the header, there are navigation links for 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form'. A warning message states: 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT SUBMIT YOUR ROE ONLINE. I have read and accepted the terms and conditions.' Below this, there 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 with '1'), and 'Number of Directors' (0). At the bottom, there is an 'Assessment Document Upload Form' section.</p>
<p>(1) Enter the total number of directors in the <b>Number of Directors</b> field.</p>	 <p>This screenshot shows the same 'ROE Submission Form' but with the 'Assessment Document Upload Form' section expanded. It includes a 'Select document type' dropdown, a 'Choose File' button, and 'Upload Document' and 'Remove Document' buttons. Below this, there are sections for 'Final Assessment - 2022' and 'Provisional Assessment - 2022', each with input fields for 'Employees Earnings', 'Directors Earnings', and 'Accreditation and Module'. A red box highlights the 'Number of Directors' field, which contains the value '0', with a yellow circle containing the number '1' pointing to it.</p>

Explanation	Screenshot
<p data-bbox="172 568 204 607"></p> <p data-bbox="159 616 561 707">You can upload different formats of documents which include word, excel, pdf, etc.</p> <p data-bbox="159 734 528 808">(1) Click the <b>Select document type</b>  downward arrow.</p>	 <p>The screenshot shows a web browser window with the URL <code>172.20.23.193:8080/DolRoeWeb/index.html</code>. The page header identifies the Department of Labour, Republic of South Africa. The main content area is titled "ROE Submission Form" and contains a warning: "IF YOUR STATUS HAS CHANGED PLEASE DO NOT SUBMIT YOUR ROE". Below this, there is a checked checkbox for "I have read and accepted the terms and conditions." The form includes several input fields: "CF Registration Number" (9900010710), "Trade Name" (AKA Kuy), "Assessment Year" (2022), "Status" (Not yet processed), "Number of Employees" (10), and "Number of Directors" (1). At the bottom, there is an "Assessment Document Upload Form" section with a "Select document type:" dropdown menu. A red box highlights the dropdown arrow, and a red arrow points from a yellow circle with the number "1" to this dropdown menu. A "Choose File" button and a partially visible "Nature of B...ocument, per" label are also visible.</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 Affidavit option by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page header includes the Labour Department logo and the text 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. The main content area is titled 'ROE Submission Form' and contains the following information:</p> <ul style="list-style-type: none"> <li>IF YOUR STATUS HAS CHANGED PLEASE DO I have read and accepted the terms and conditions. <input checked="" type="checkbox"/></li> <li>CF Registration Number: 990001510</li> <li>Trade Name: AKA K...</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>Below this is the 'Assessment Document Upload Form' section, which includes a dropdown menu for 'Select document type'. The dropdown is open, showing the following options:</p> <ul style="list-style-type: none"> <li>Choose One</li> <li>Affidavit (highlighted with a red box and a yellow circle with the number 1)</li> <li>Signed Annual Financial Statement</li> <li>Detail Payroll Report</li> <li>SARS EMP501</li> <li>Nature of Business document</li> </ul>

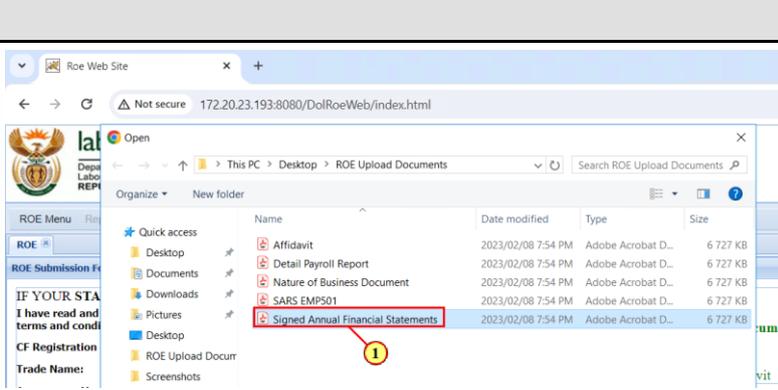
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>The ROE system will point to your local machine. You must navigate to the file location where you have saved the ROE files for upload.</p> <p>(1) Select the <b>Affidavit</b> file by clicking on it.</p>	

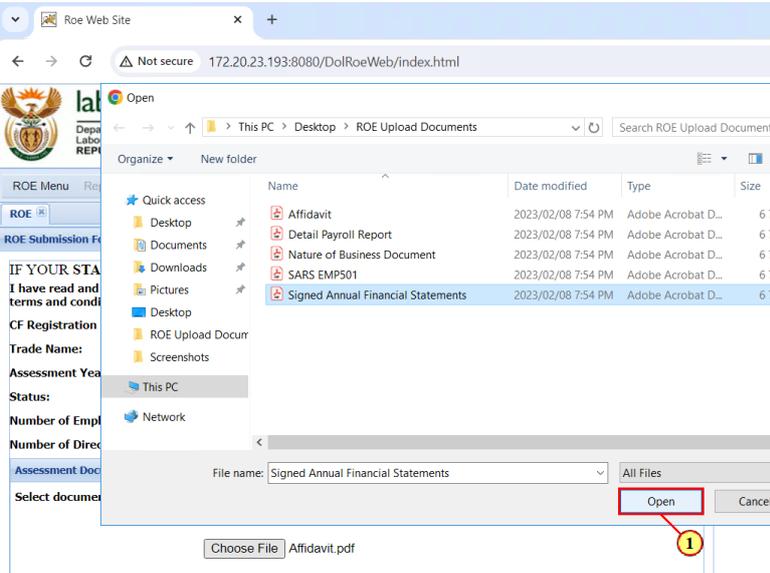
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Open' with the address bar at '172.20.23.193:8080/DolRoeWeb/index.html'. The current directory is 'This PC &gt; Desktop &gt; ROE Upload Documents'. A list of files is displayed with columns for Name, Date modified, Type, and Size. The file 'Affidavit' is selected. At the bottom, the 'Open' button is highlighted with a red box and a circled '1'.</p>

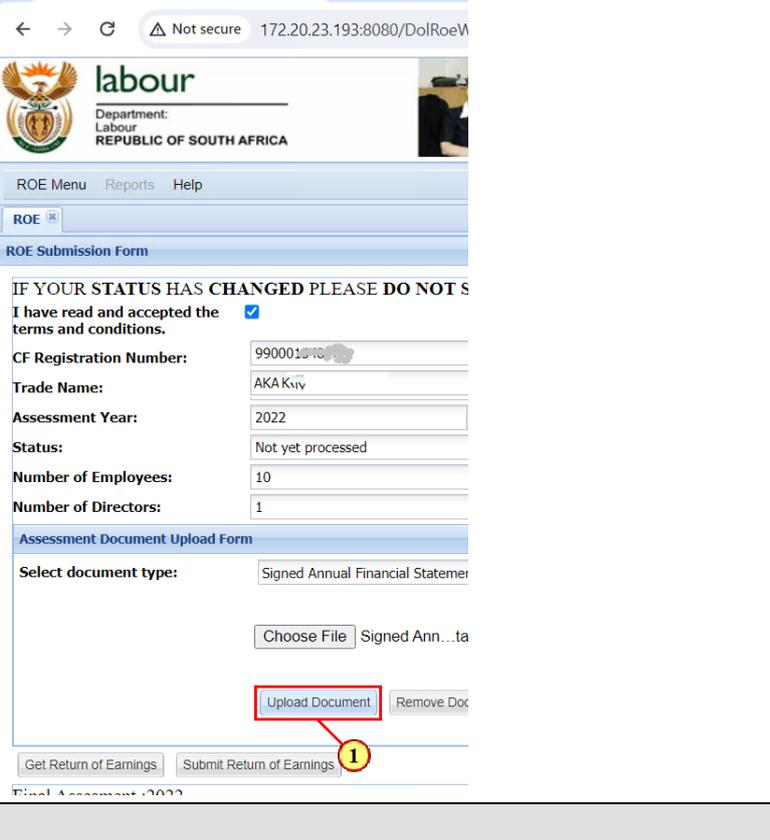
<p> You can also remove a document uploaded in error by clicking the <b>Remove Document</b> button.</p> <p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the Department of Labour website. The form includes fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. Below these fields is the 'Assessment Document Upload Form' section, which has a 'Select document type' dropdown set to 'Affidavit' and a 'Choose File' button. The 'Upload Document' button is highlighted with a red box and a circled '1'.</p>
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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>	

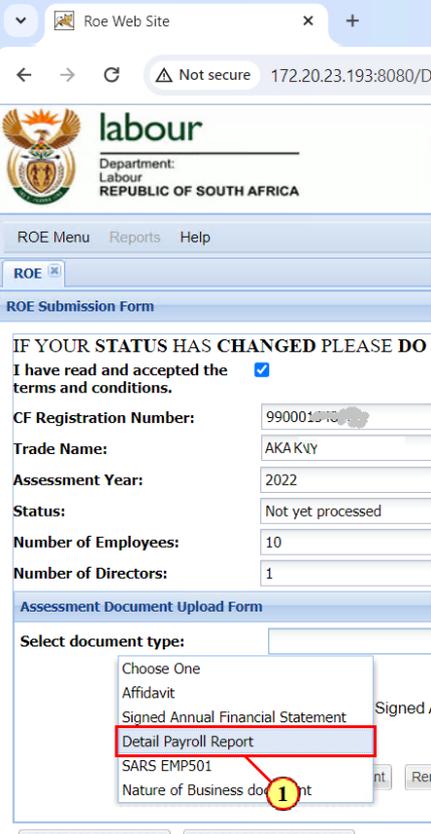
Explanation	Screenshot
<p>(1) Select the Signed Annual Financial Statement option by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page is for the Labour Department of the Republic of South Africa. It displays the 'ROE Submission Form' with a warning: 'IF YOUR STATUS HAS CHANGED PLEASE DO I have read and accepted the terms and conditions.' Below this, there are input fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. The 'Assessment Document Upload Form' section has a dropdown menu for 'Select document type' with options: Choose One, Affidavit, Signed Annual Financial Statement (highlighted in red), Detail Payroll Report, SARS EMP501, and Nature of Business document. A red circle with the number '1' is placed over the 'Signed Annual Financial Statement' option.</p>

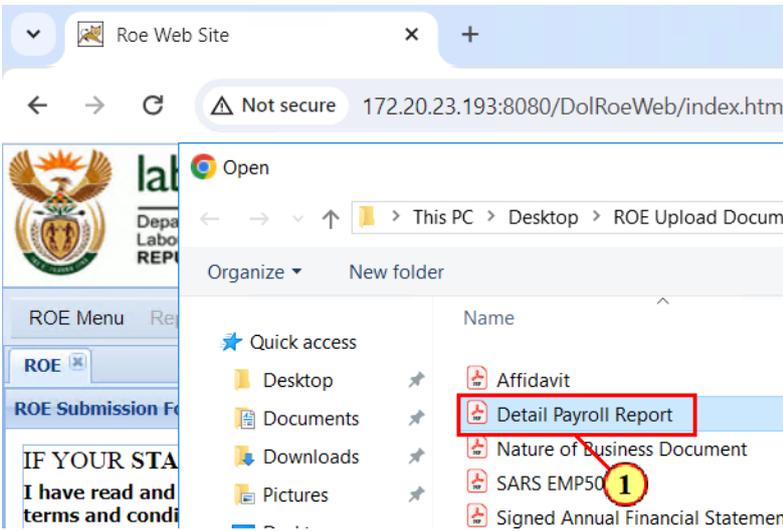
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Signed Annual Financial Statements</b> file by clicking on it.</p>	

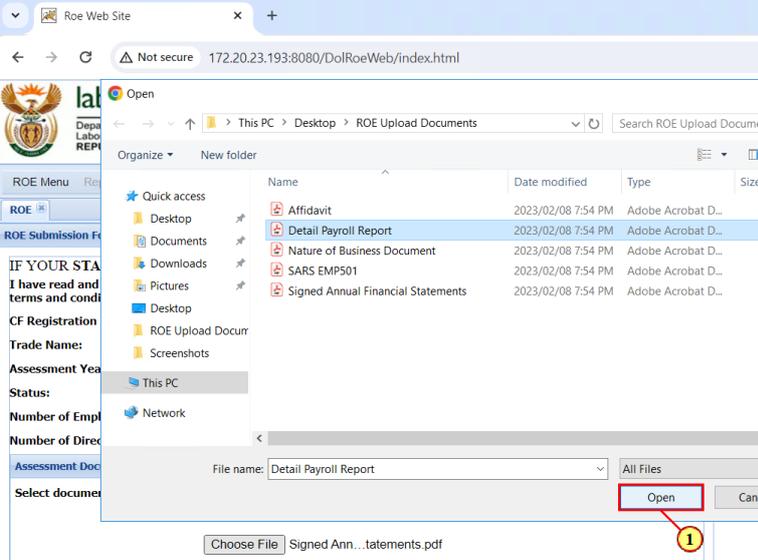
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	

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

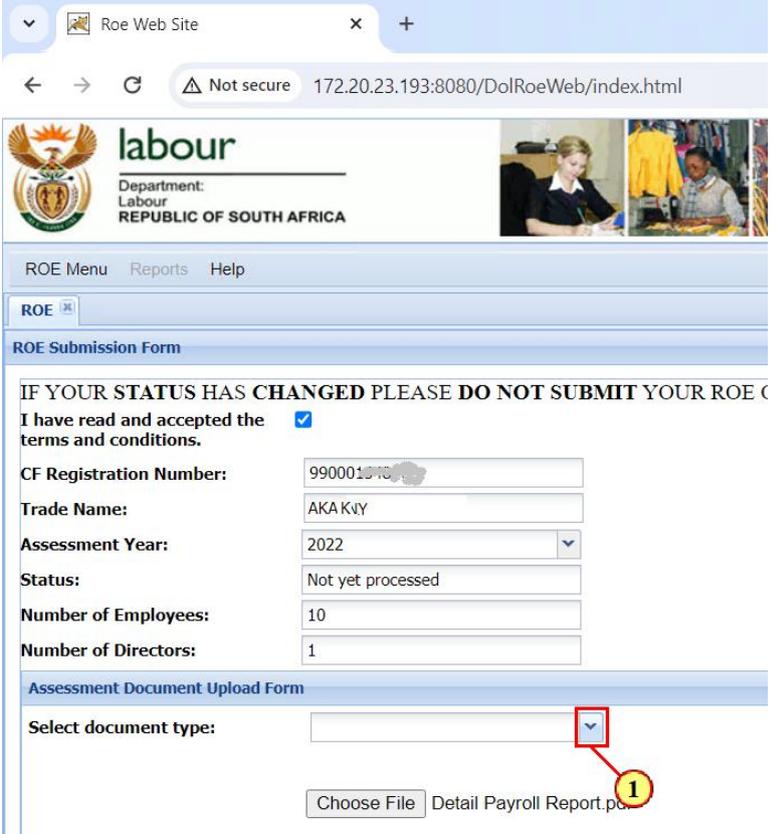
Explanation	Screenshot
<p>(1) Click the <b>Select document type</b>  downward arrow.</p>	

Explanation	Screenshot
<p>(1) Select the <b>Detail Payroll Report</b> option by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page is titled 'labour Department: Labour REPUBLIC OF SOUTH AFRICA'. It contains a 'ROE Submission Form' with the following fields:</p> <ul style="list-style-type: none"> <li>CF Registration Number: 9900012113</li> <li>Trade Name: AKA KVV</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>Below these fields is the 'Assessment Document Upload Form' with a dropdown menu for 'Select document type'. The dropdown menu is open, showing the following options:</p> <ul style="list-style-type: none"> <li>Choose One</li> <li>Affidavit</li> <li>Signed Annual Financial Statement</li> <li><b>Detail Payroll Report</b> (highlighted in red)</li> <li>SARS EMP501</li> <li>Nature of Business document</li> </ul> <p>A yellow circle with the number '1' is placed over the 'Detail Payroll Report' option.</p>

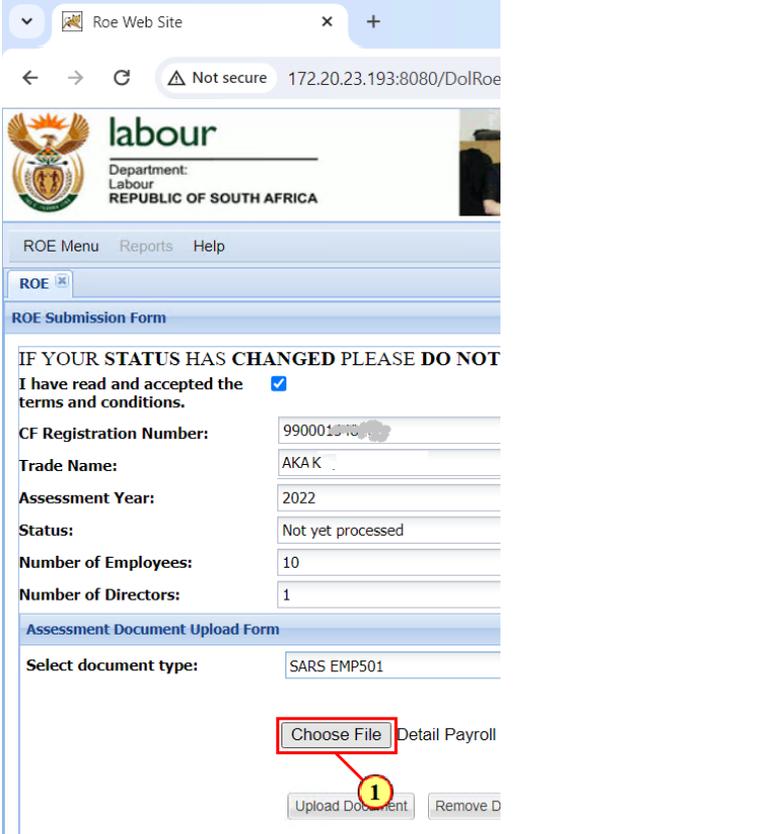
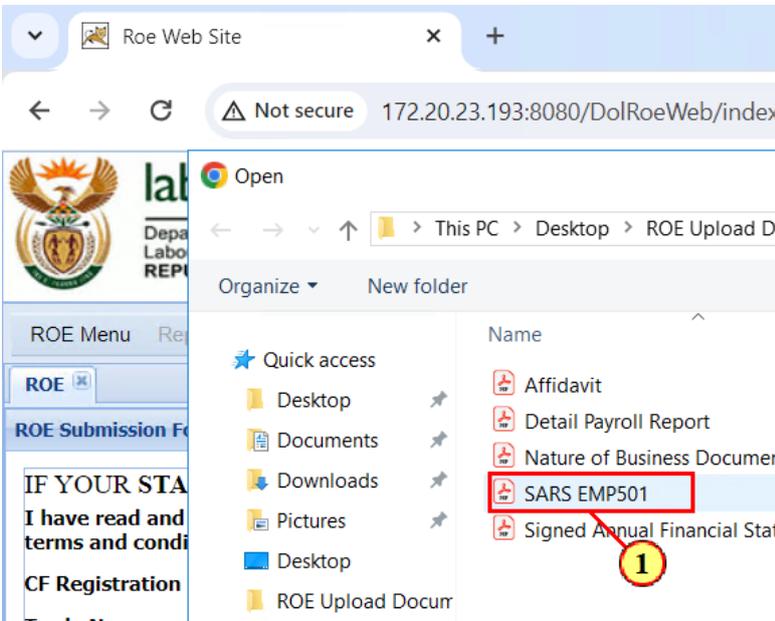
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DolRoe. The page is the 'ROE Submission Form' for the Department of Labour, Republic of South Africa. It includes a header with the department's logo and name. Below the header, there are navigation links for 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form' and contains a warning: 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT'. Below this, there is a checkbox for 'I have read and accepted the terms and conditions.' followed by a form with fields for 'CF Registration Number', 'Trade Name', 'Assessment Year', 'Status', 'Number of Employees', and 'Number of Directors'. At the bottom, there is an 'Assessment Document Upload Form' with a dropdown menu for 'Select document type' set to 'Detail Payroll Report'. A 'Choose File' button is highlighted with a red box and a yellow circle with the number 1. Other buttons include 'Signed Ann...', 'Upload Document', and 'Remove E'.</p>
<p>(1) Select the <b>Detail Payroll Report</b> file by clicking on it.</p>	 <p>The screenshot shows a file explorer window titled 'Open' with the path 'This PC &gt; Desktop &gt; ROE Upload Document'. The window displays a list of files with columns for 'Name' and 'Type'. The files listed are 'Affidavit', 'Detail Payroll Report', 'Nature of Business Document', 'SARS EMP50', and 'Signed Annual Financial Statement'. The 'Detail Payroll Report' file is highlighted with a red box and a yellow circle with the number 1. The background of the file explorer shows the same web browser window as the previous screenshot.</p>

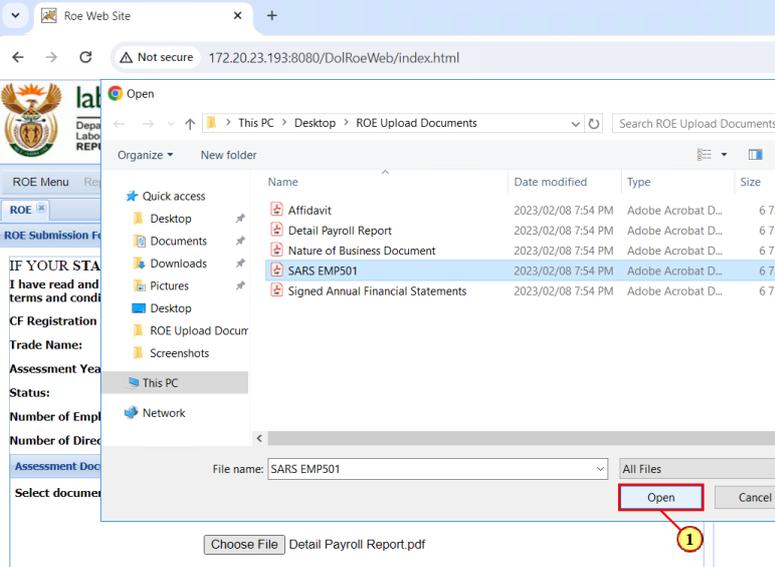
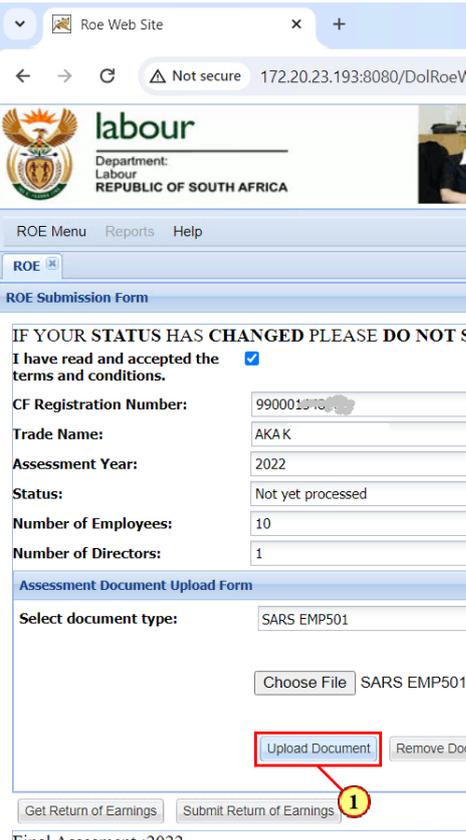
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	

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

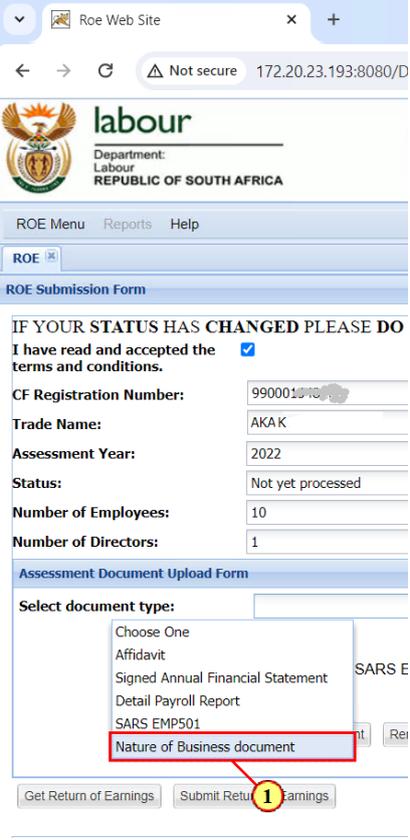
Explanation	Screenshot
<p>(1) Click the <b>Select document type</b>  downward arrow.</p>	

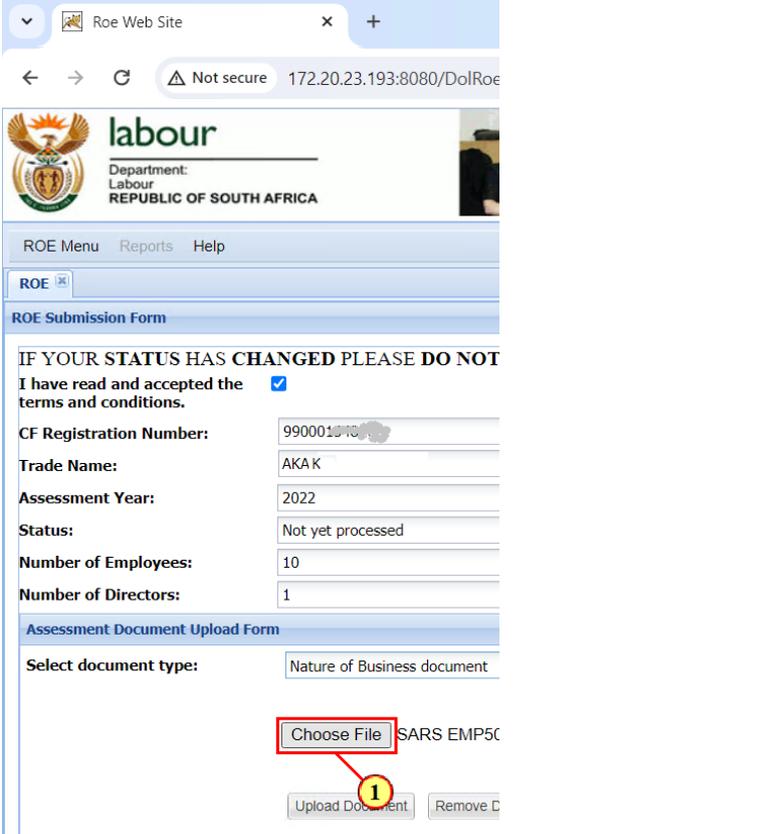
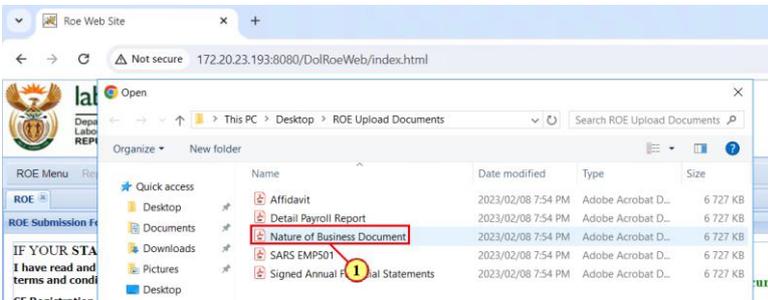
Explanation	Screenshot
<p>(1) Select the SARS EMP501 option by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page is titled 'labour' and is the 'ROE Submission Form'. It includes a checkbox for 'I have read and accepted the terms and conditions.' and a form with fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. Below this is the 'Assessment Document Upload Form' with a dropdown menu for 'Select document type'. The dropdown menu is open, showing options: 'Choose One', 'Affidavit', 'Signed Annual Financial Statement', 'Detail Payroll Report', 'SARS EMP501', and 'Nature of Business Document'. The 'SARS EMP501' option is highlighted with a red box, and a yellow circle with the number 1 points to it. At the bottom of the form are buttons for 'Get Return of Earnings' and 'Submit Return of Earnings'.</p>

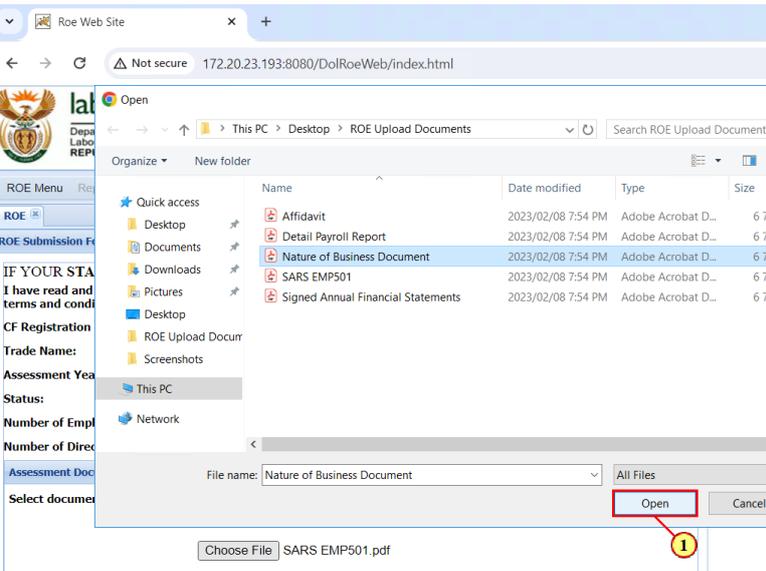
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DolRoe. The page is the 'ROE Submission Form' for the Department of Labour, Republic of South Africa. It contains a form with fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. Below the form is the 'Assessment Document Upload Form' with a dropdown menu set to 'SARS EMP501'. A 'Choose File' button is highlighted with a red box and a yellow circle with the number 1. Other buttons include 'Upload Document' and 'Remove D'.</p>
<p>(1) Select the <b>SARS EMP501</b> file by clicking on it.</p>	 <p>The screenshot shows a file explorer window titled 'Open' with the path 'This PC &gt; Desktop &gt; ROE Upload Documents'. The window displays a list of files: Affidavit, Detail Payroll Report, Nature of Business Document, SARS EMP501, and Signed Annual Financial Statement. The 'SARS EMP501' file is highlighted with a blue selection bar and a red box, with a yellow circle containing the number 1 pointing to 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>	

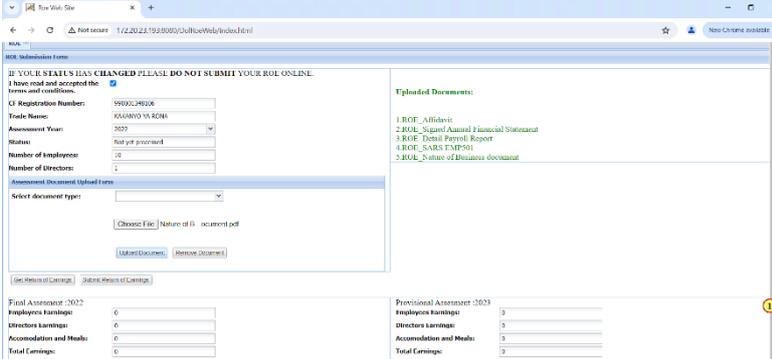
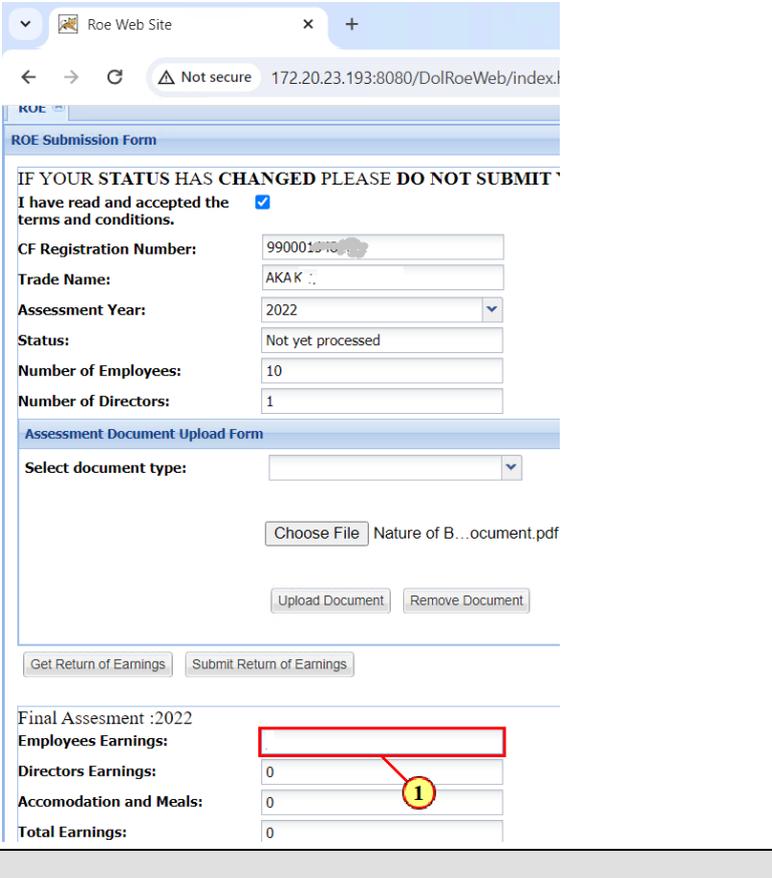
Explanation	Screenshot
<p>(1) Click the <b>Select document type</b>  downward arrow.</p>	

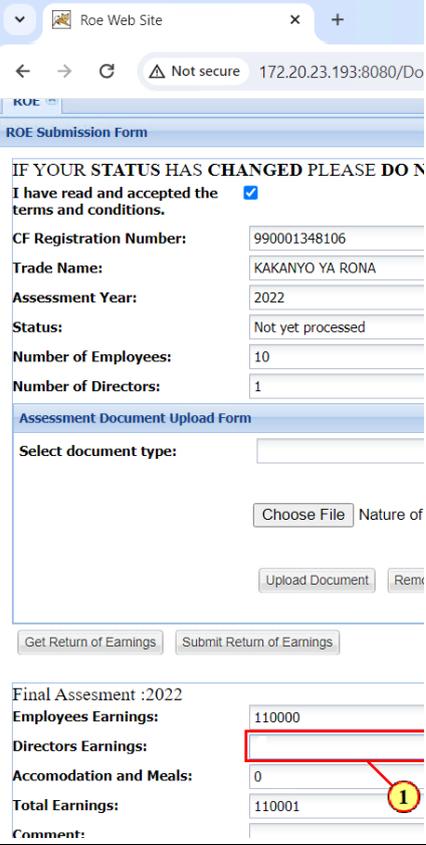
Explanation	Screenshot
<p>(1) Select the Nature of Business document option by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page header includes the Labour Department logo and the text 'Department: Labour REPUBLIC OF SOUTH AFRICA'. The main content area is titled 'ROE Submission Form' and contains a warning: 'IF YOUR STATUS HAS CHANGED PLEASE DO I have read and accepted the terms and conditions.' with a checked checkbox. Below this are several form fields: 'CF Registration Number' (9900010101010101), 'Trade Name' (AKA K), 'Assessment Year' (2022), 'Status' (Not yet processed), 'Number of Employees' (10), and 'Number of Directors' (1). The 'Assessment Document Upload Form' section has a dropdown menu for 'Select document type' with options: 'Choose One', 'Affidavit', 'Signed Annual Financial Statement', 'Detail Payroll Report', 'SARS EMP501', and 'Nature of Business document'. The 'Nature of Business document' option is highlighted with a red box and a red arrow. At the bottom of the form, there are two buttons: 'Get Return of Earnings' and 'Submit Return of Earnings'.</p>

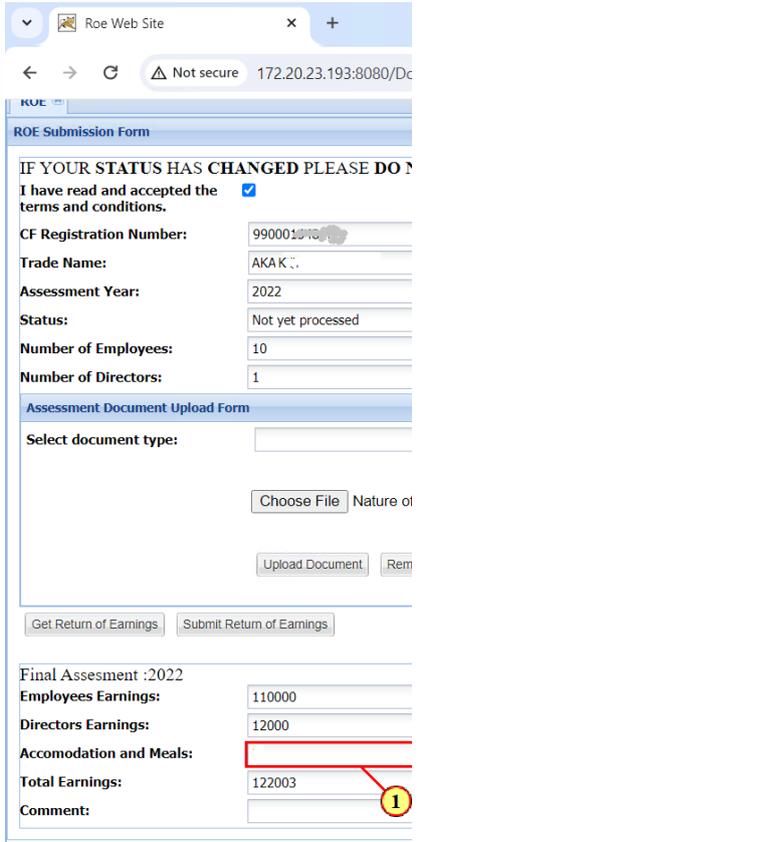
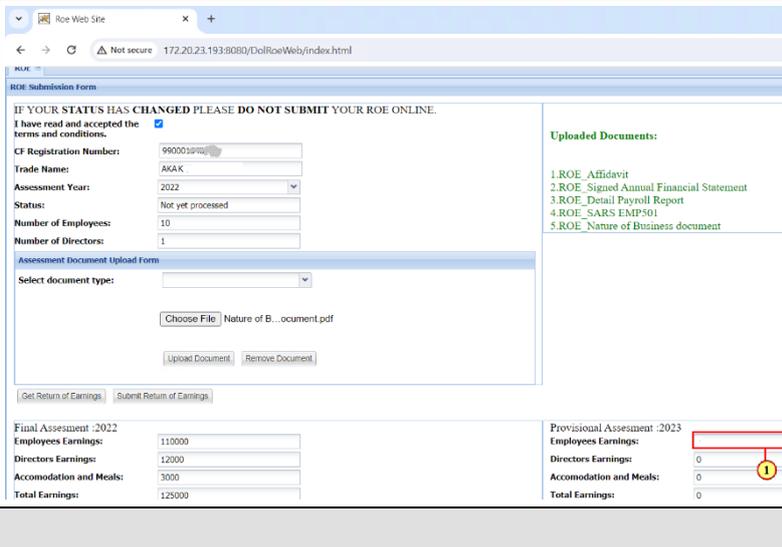
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Nature of Business Document</b> file by clicking on it.</p>	

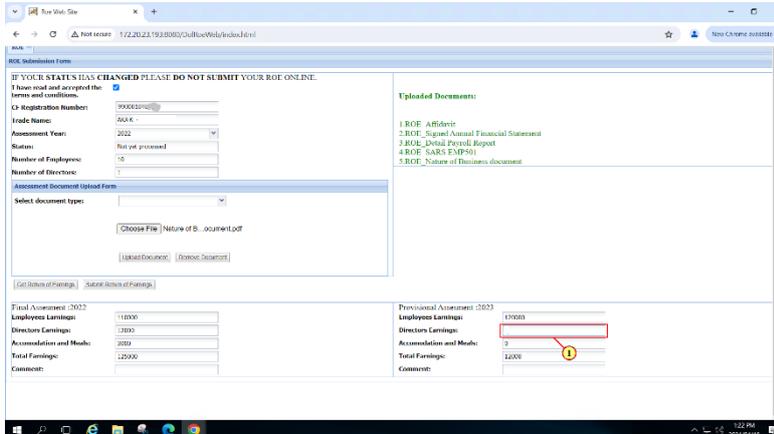
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Open' with the address bar showing 'This PC &gt; Desktop &gt; ROE Upload Documents'. A list of files is displayed with columns for Name, Date modified, Type, and Size. The file 'Nature of Business Document' is selected. At the bottom, the 'Open' button is highlighted with a red box and a circled '1'.</p>

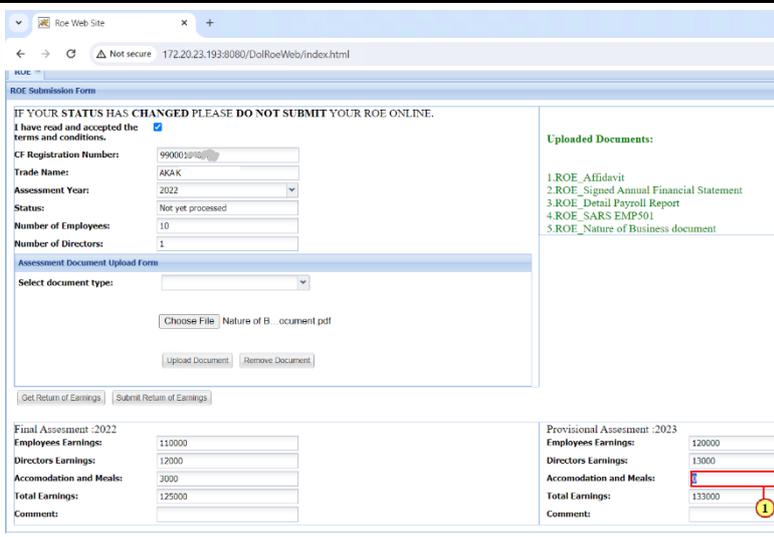
Explanation	Screenshot
<p>(1) Click the <b>Upload Document</b> button to upload the file.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the Department of Labour website. The form includes fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. Below these fields is the 'Assessment Document Upload Form' section, which has a dropdown menu set to 'Nature of Business document'. The 'Upload Document' button is highlighted with a red box and a circled '1'.</p>

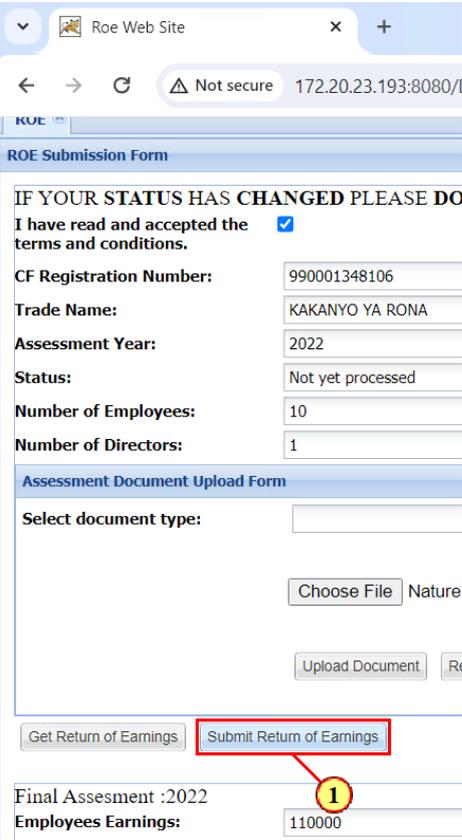
Explanation	Screenshot
(1) Scroll down.	
(1) Enter the employees' total annual earnings in the <i>Final Assessment Employees Earnings</i> field for the current year.	

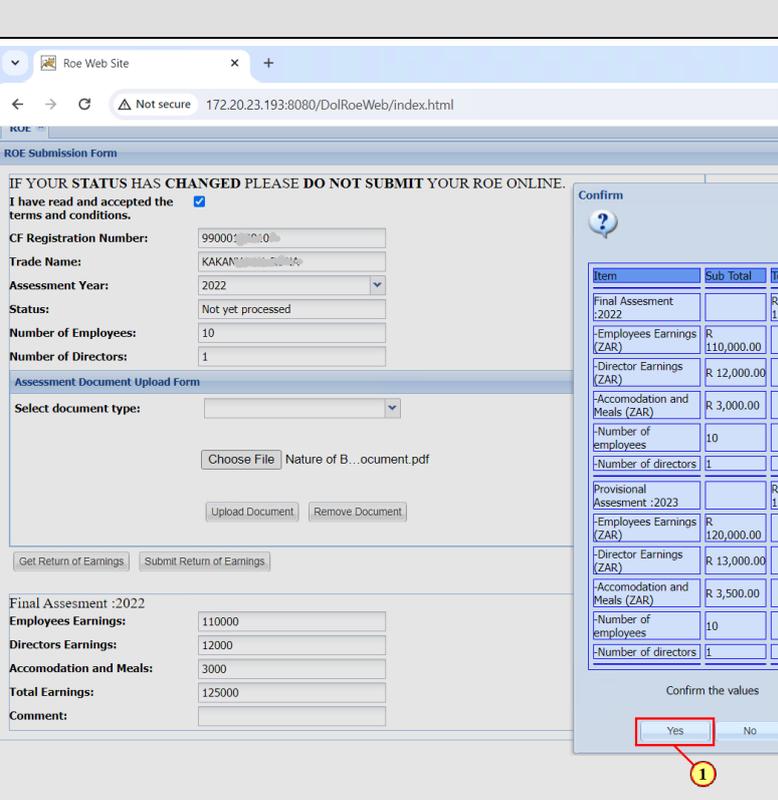
Explanation	Screenshot
<p>(1) Enter the directors' total annual earnings in the <i>Final Assessment Directors Earnings</i> field for the current year.</p>	 <p>The screenshot shows a web browser window with the URL '172.20.23.193:8080/Do'. The page title is 'ROE Submission Form'. It contains a section for 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT' with a checked checkbox 'I have read and accepted the terms and conditions.' Below this are several input fields: '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. A 'Final Assesment :2022' section contains 'Employees Earnings' (110000), 'Directors Earnings' (highlighted with a red box and a callout '1'), 'Accomodation and Meals' (0), and 'Total Earnings' (110001). A 'Comment:' field is also present.</p>

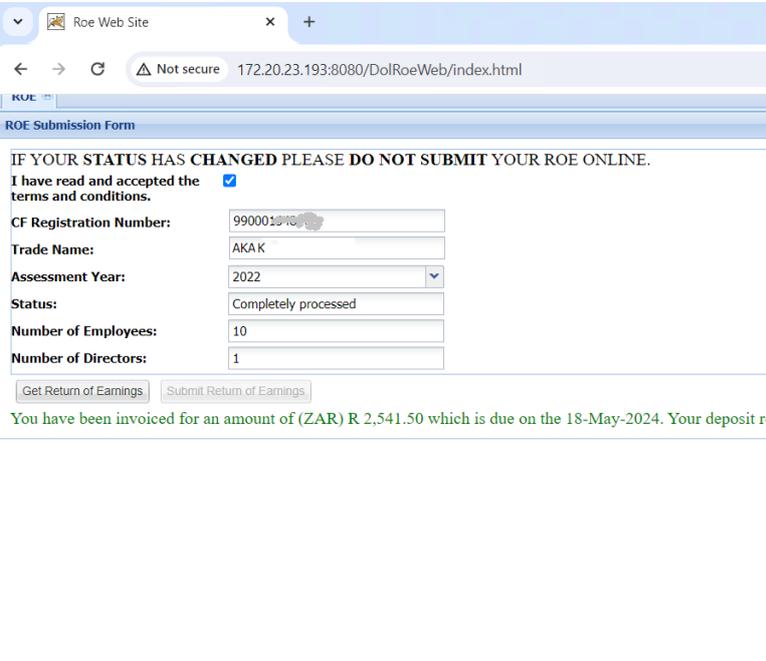
Explanation	Screenshot																				
<p>(1) Enter the total annual expense on accommodation and meals in the <i>Final Assessment</i> <b>Accommodation and Meals</b> field for the current year.</p>	 <p>The screenshot shows the 'ROE Submission Form' for the 'Final Assessment :2022'. The form includes fields for CF Registration Number (990001916), Trade Name (AKAK), 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 Document' buttons. At the bottom, there are two summary tables:</p> <table border="1" data-bbox="598 947 997 1108"> <thead> <tr> <th colspan="2">Final Assessment :2022</th> </tr> </thead> <tbody> <tr> <td>Employees Earnings:</td> <td>110000</td> </tr> <tr> <td>Directors Earnings:</td> <td>12000</td> </tr> <tr> <td>Accommodation and Meals:</td> <td><input type="text"/></td> </tr> <tr> <td>Total Earnings:</td> <td>122003</td> </tr> <tr> <td>Comment:</td> <td><input type="text"/></td> </tr> </tbody> </table> <p>The 'Accommodation and Meals' field is highlighted with a red box and a callout '1'.</p>	Final Assessment :2022		Employees Earnings:	110000	Directors Earnings:	12000	Accommodation and Meals:	<input type="text"/>	Total Earnings:	122003	Comment:	<input type="text"/>								
Final Assessment :2022																					
Employees Earnings:	110000																				
Directors Earnings:	12000																				
Accommodation and Meals:	<input type="text"/>																				
Total Earnings:	122003																				
Comment:	<input type="text"/>																				
<p>(1) Enter the employees' total annual earnings in the <i>Provisional Assessment year</i> <b>Employees Earnings</b> field.</p>	 <p>The screenshot shows the 'ROE Submission Form' for the 'Provisional Assessment :2023'. The form includes fields for CF Registration Number (990001916), Trade Name (AKAK), 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 Document' buttons. At the bottom, there are two summary tables:</p> <table border="1" data-bbox="598 1601 885 1691"> <thead> <tr> <th colspan="2">Final Assessment :2022</th> </tr> </thead> <tbody> <tr> <td>Employees Earnings:</td> <td>110000</td> </tr> <tr> <td>Directors Earnings:</td> <td>12000</td> </tr> <tr> <td>Accommodation and Meals:</td> <td>3000</td> </tr> <tr> <td>Total Earnings:</td> <td>125000</td> </tr> </tbody> </table> <table border="1" data-bbox="1125 1601 1364 1691"> <thead> <tr> <th colspan="2">Provisional Assessment :2023</th> </tr> </thead> <tbody> <tr> <td>Employees Earnings:</td> <td><input type="text"/></td> </tr> <tr> <td>Directors Earnings:</td> <td>0</td> </tr> <tr> <td>Accommodation and Meals:</td> <td>0</td> </tr> <tr> <td>Total Earnings:</td> <td>0</td> </tr> </tbody> </table> <p>The 'Employees Earnings' field in the 'Provisional Assessment :2023' table is highlighted with a red box and a callout '1'.</p>	Final Assessment :2022		Employees Earnings:	110000	Directors Earnings:	12000	Accommodation and Meals:	3000	Total Earnings:	125000	Provisional Assessment :2023		Employees Earnings:	<input type="text"/>	Directors Earnings:	0	Accommodation and Meals:	0	Total Earnings:	0
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Accommodation and Meals:	3000																				
Total Earnings:	125000																				
Provisional Assessment :2023																					
Employees Earnings:	<input type="text"/>																				
Directors Earnings:	0																				
Accommodation and Meals:	0																				
Total Earnings:	0																				

Explanation	Screenshot												
<p>(1) Enter the directors' total annual earnings in the <i>Provisional Assessment Directors Earnings</i> field for the next year.</p>	 <p>The screenshot shows the 'ROE Submission Form' with the following data:</p> <table border="1"> <tr> <td>Final Assessment :2022</td> <td>Employees Earnings: 11800</td> <td>Directors Earnings: 12800</td> <td>Accommodation and Meals: 200</td> <td>Total Earnings: 12900</td> <td>Comment:</td> </tr> <tr> <td>Provisional Assessment :2023</td> <td>Employees Earnings: 13000</td> <td>Directors Earnings: 13000</td> <td>Accommodation and Meals: 0</td> <td>Total Earnings: 12000</td> <td>Comment:</td> </tr> </table>	Final Assessment :2022	Employees Earnings: 11800	Directors Earnings: 12800	Accommodation and Meals: 200	Total Earnings: 12900	Comment:	Provisional Assessment :2023	Employees Earnings: 13000	Directors Earnings: 13000	Accommodation and Meals: 0	Total Earnings: 12000	Comment:
Final Assessment :2022	Employees Earnings: 11800	Directors Earnings: 12800	Accommodation and Meals: 200	Total Earnings: 12900	Comment:								
Provisional Assessment :2023	Employees Earnings: 13000	Directors Earnings: 13000	Accommodation and Meals: 0	Total Earnings: 12000	Comment:								

<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>	 <p>The screenshot shows the 'ROE Submission Form' with the following data:</p> <table border="1"> <tr> <td>Final Assessment :2022</td> <td>Employees Earnings: 11000</td> <td>Directors Earnings: 12000</td> <td>Accommodation and Meals: 3000</td> <td>Total Earnings: 125000</td> <td>Comment:</td> </tr> <tr> <td>Provisional Assessment :2023</td> <td>Employees Earnings: 12000</td> <td>Directors Earnings: 13000</td> <td>Accommodation and Meals: 0</td> <td>Total Earnings: 133000</td> <td>Comment:</td> </tr> </table>	Final Assessment :2022	Employees Earnings: 11000	Directors Earnings: 12000	Accommodation and Meals: 3000	Total Earnings: 125000	Comment:	Provisional Assessment :2023	Employees Earnings: 12000	Directors Earnings: 13000	Accommodation and Meals: 0	Total Earnings: 133000	Comment:
Final Assessment :2022	Employees Earnings: 11000	Directors Earnings: 12000	Accommodation and Meals: 3000	Total Earnings: 125000	Comment:								
Provisional Assessment :2023	Employees Earnings: 12000	Directors Earnings: 13000	Accommodation and Meals: 0	Total Earnings: 133000	Comment:								

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>	

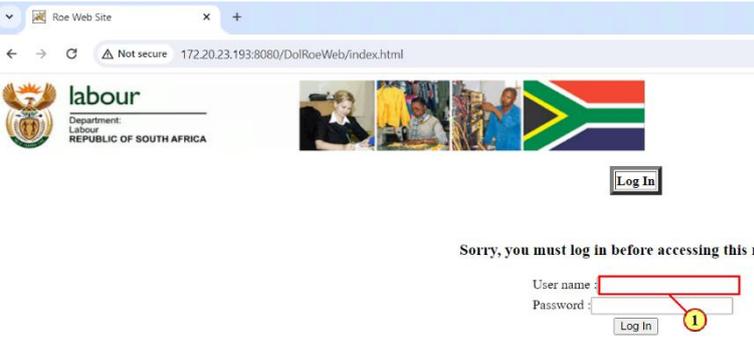
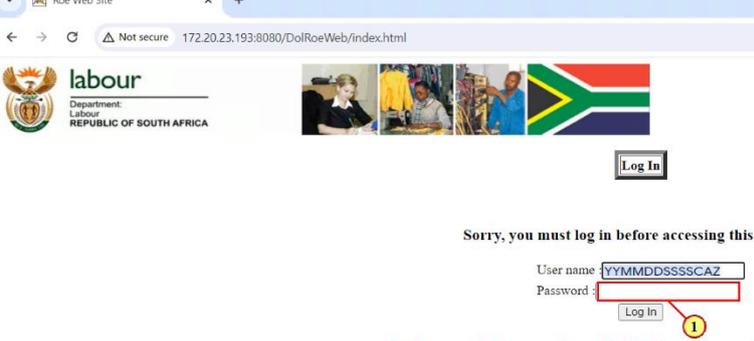
<p>(1) Click the <b>Yes</b> button if you agree with the figures and calculations.</p>	 <table border="1" data-bbox="1177 1406 1370 1809"> <thead> <tr> <th>Item</th> <th>Sub Total</th> <th>Tot</th> </tr> </thead> <tbody> <tr> <td>Final Assessment :2022</td> <td></td> <td>R 110,000.00</td> </tr> <tr> <td>-Employees Earnings (ZAR)</td> <td>R 110,000.00</td> <td></td> </tr> <tr> <td>-Director Earnings (ZAR)</td> <td>R 12,000.00</td> <td></td> </tr> <tr> <td>-Accommodation and Meals (ZAR)</td> <td>R 3,000.00</td> <td></td> </tr> <tr> <td>-Number of employees</td> <td>10</td> <td></td> </tr> <tr> <td>-Number of directors</td> <td>1</td> <td></td> </tr> <tr> <td>Provisional Assessment :2023</td> <td></td> <td>R 120,000.00</td> </tr> <tr> <td>-Employees Earnings (ZAR)</td> <td>R 120,000.00</td> <td></td> </tr> <tr> <td>-Director Earnings (ZAR)</td> <td>R 13,000.00</td> <td></td> </tr> <tr> <td>-Accommodation and Meals (ZAR)</td> <td>R 3,500.00</td> <td></td> </tr> <tr> <td>-Number of employees</td> <td>10</td> <td></td> </tr> <tr> <td>-Number of directors</td> <td>1</td> <td></td> </tr> </tbody> </table>	Item	Sub Total	Tot	Final Assessment :2022		R 110,000.00	-Employees Earnings (ZAR)	R 110,000.00		-Director Earnings (ZAR)	R 12,000.00		-Accommodation and Meals (ZAR)	R 3,000.00		-Number of employees	10		-Number of directors	1		Provisional Assessment :2023		R 120,000.00	-Employees Earnings (ZAR)	R 120,000.00		-Director Earnings (ZAR)	R 13,000.00		-Accommodation and Meals (ZAR)	R 3,500.00		-Number of employees	10		-Number of directors	1	
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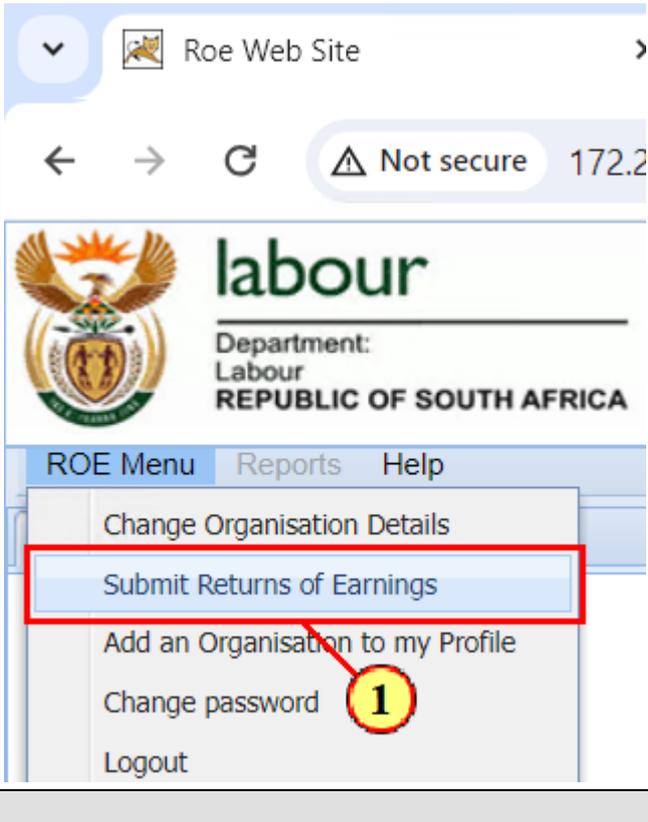
Explanation	Screenshot
<p>            Once the documents are uploaded and you finish your submission, you will get a message showing your invoice amount, due date, banking and contact details of the Compensation Fund.         </p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DolRoeWeb/index.html. The page title is 'ROE Submission Form'. A warning message states: 'IF YOUR STATUS HAS CHANGED PLEASE DO NOT SUBMIT YOUR ROE ONLINE. I have read and accepted the terms and conditions.' with a checked checkbox. Below this, the form displays the following details:</p> <ul style="list-style-type: none"> <li>CF Registration Number: 990001570</li> <li>Trade Name: AKA K</li> <li>Assessment Year: 2022</li> <li>Status: Completely processed</li> <li>Number of Employees: 10</li> <li>Number of Directors: 1</li> </ul> <p>Buttons for 'Get Return of Earnings' and 'Submit Return of Earnings' are visible. 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>

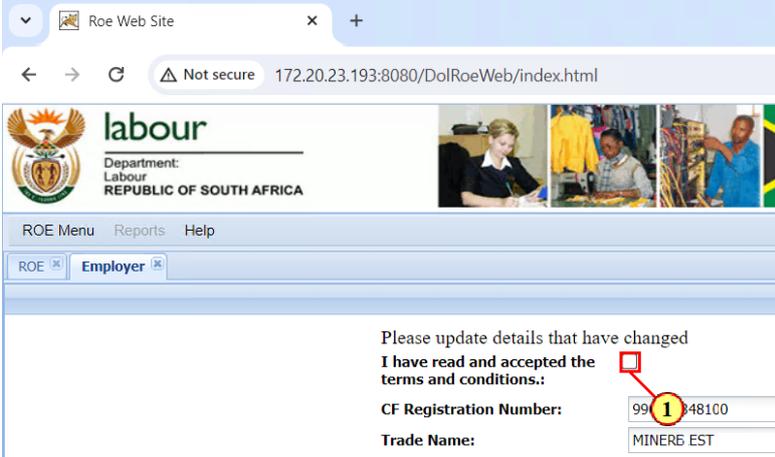


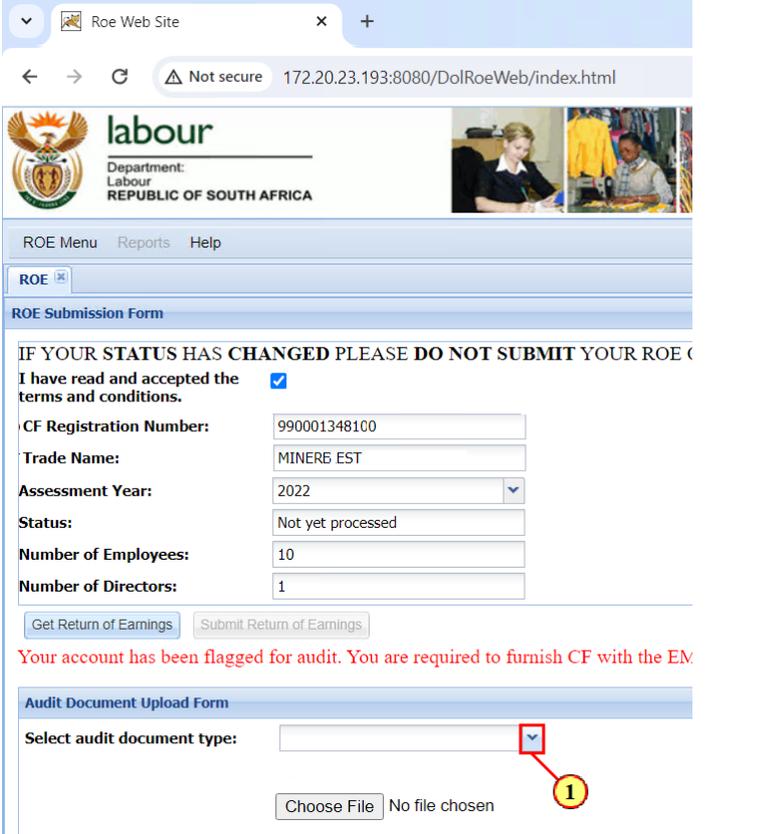
### 3. ROE Flagged for Audit

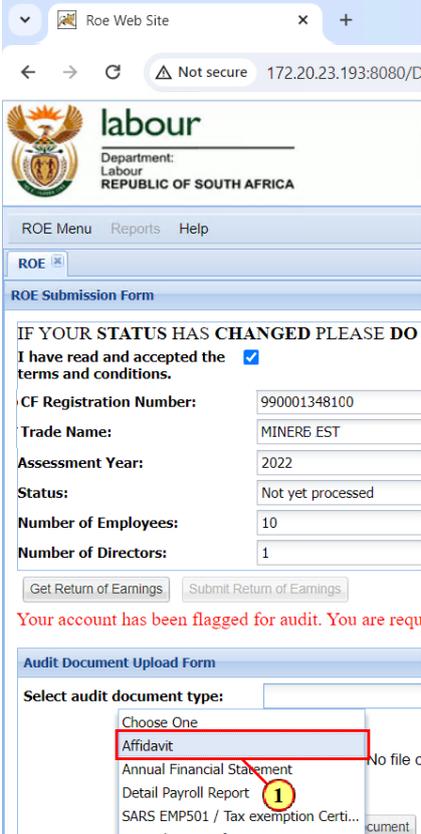
The following are the steps to be taken when uploading documents when your return is flagged for audit by the Compensation Fund.

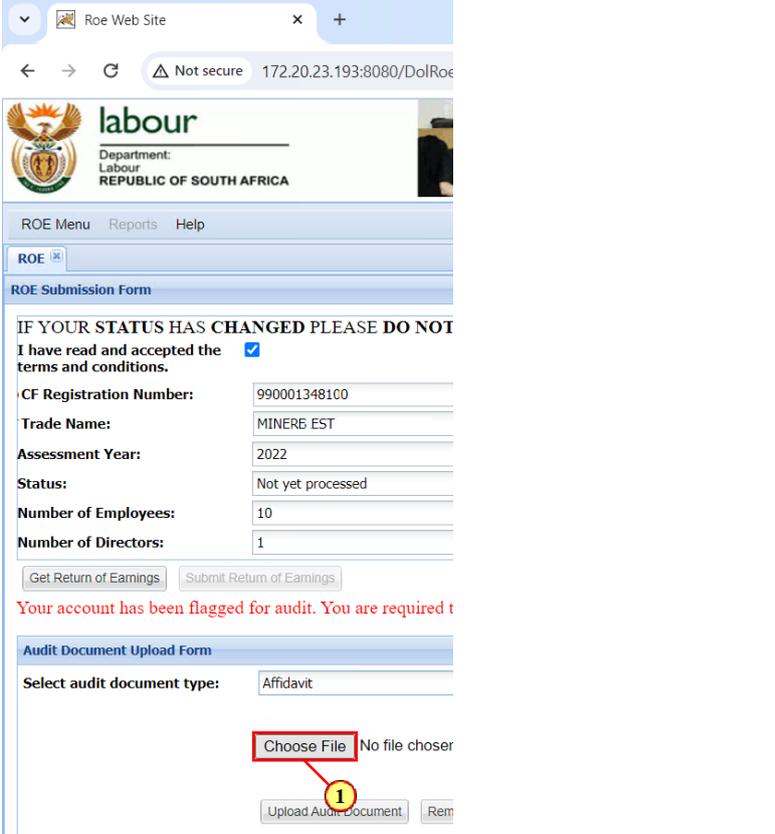
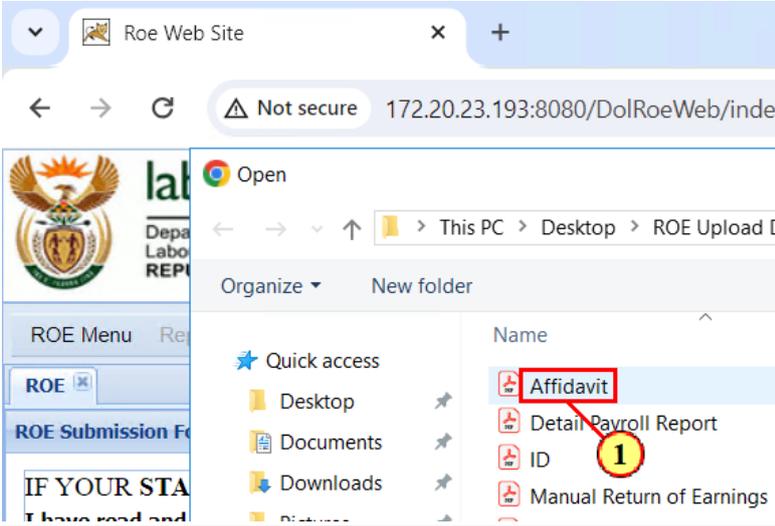
Explanation	Screenshot
<p> Before proceeding to submit your ROE, you must first apply for access and register the entity if its your first time.</p> <p>You will receive a <b>CF Registration number</b>.</p> <p>(1) Enter your username in the <b>Username</b> field.</p>	
<p>(1) Enter your password in the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

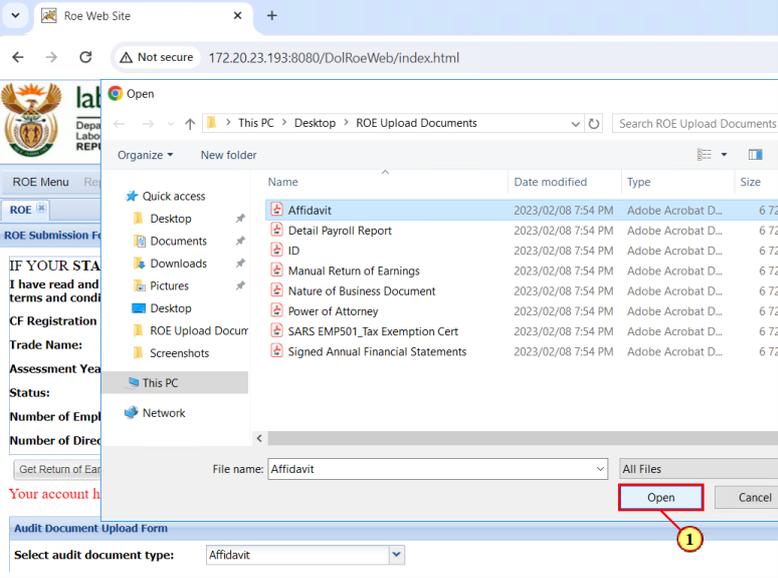
Explanation	Screenshot
<p data-bbox="172 504 204 537"></p> <p data-bbox="159 548 558 604">Read the terms and conditions of the Compensation Fund.</p> <p data-bbox="159 638 502 705">(1) Click the <b>ROE Menu</b> to submit your ROE return.</p>	 <p data-bbox="585 284 1233 945">Screenshot of the ROE Web Site. The browser address bar shows 'Roe Web Site' and 'Not secure 172.2'. The page header includes the South African coat of arms, the word 'labour', and 'Department: Labour REPUBLIC OF SOUTH AFRICA'. A navigation bar contains 'ROE Menu', 'Reports', and 'Help'. The 'ROE Menu' button is highlighted with a red box, and a yellow circle with the number '1' points to it. A 'Welcome' message is partially visible below the navigation bar.</p>
<p data-bbox="159 1332 303 1361">(1) Click the</p> <div data-bbox="159 1361 571 1406" style="border: 1px solid blue; padding: 2px; background-color: #e6f2ff;"> <p data-bbox="210 1370 470 1400">Submit Returns of Earnings</p> </div> <p data-bbox="159 1411 247 1440">button.</p>	 <p data-bbox="585 1008 1233 1830">Screenshot of the ROE Web Site. The browser address bar shows 'Roe Web Site' and 'Not secure 172.2'. The page header includes the South African coat of arms, the word 'labour', and 'Department: Labour REPUBLIC OF SOUTH AFRICA'. A navigation bar contains 'ROE Menu', 'Reports', and 'Help'. The 'ROE Menu' button is highlighted with a red box, and a yellow circle with the number '1' points to it. A dropdown menu is open, showing 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.</p>

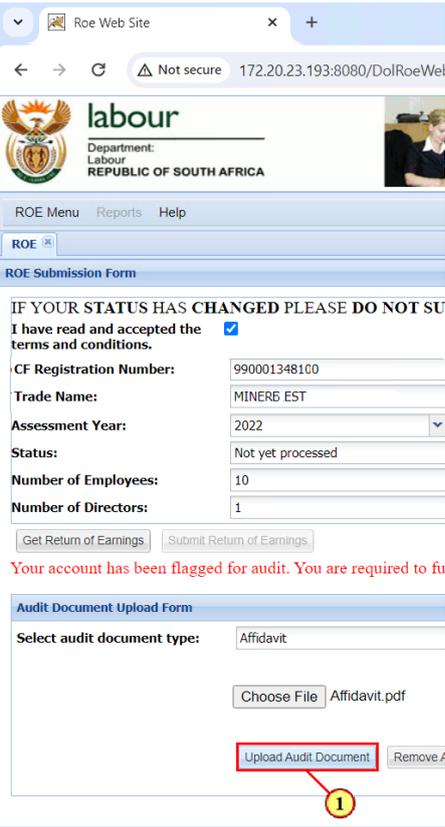
Explanation	Screenshot
<p>(1) Click the <b>Terms and Conditions</b> <input checked="" type="checkbox"/> checkbox to confirm and accept the terms and conditions.</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/DolRoeWeb/index.html. The page header includes the Labour Department logo and name. Below the header, there are navigation links for 'ROE Menu', 'Reports', and 'Help'. A dropdown menu is open, showing 'ROE' and 'Employer'. The main content area contains 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 box highlights the 'I have read and accepted the terms and conditions:' text, and a yellow circle with the number 1 is next to it.</p>
<p>(1) Click the <b>Save Details/Confirm</b> button to confirm your details are correct.</p>	 <p>The screenshot shows the same web browser window as the previous one. The 'Save Details/Confirm' button is highlighted with a red box, and a yellow circle with the number 1 is next to it. Below the button, there is a green 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'.</p>

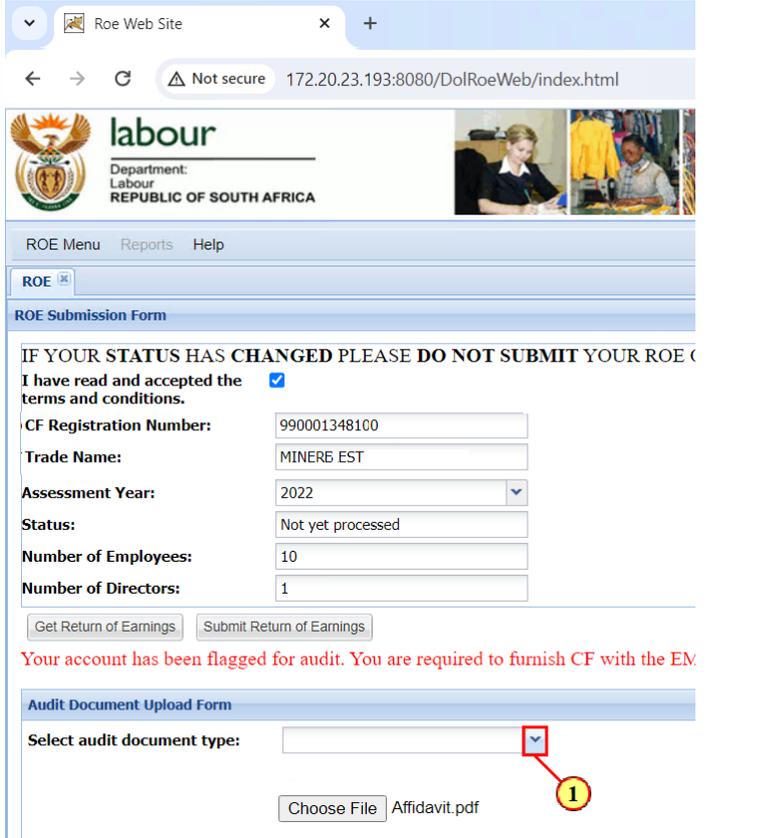
Explanation	Screenshot
<p data-bbox="172 555 204 589"></p> <p data-bbox="159 600 563 689">You can upload different formats of documents which include word, excel, pdf, etc.</p> <p data-bbox="159 723 515 824">(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

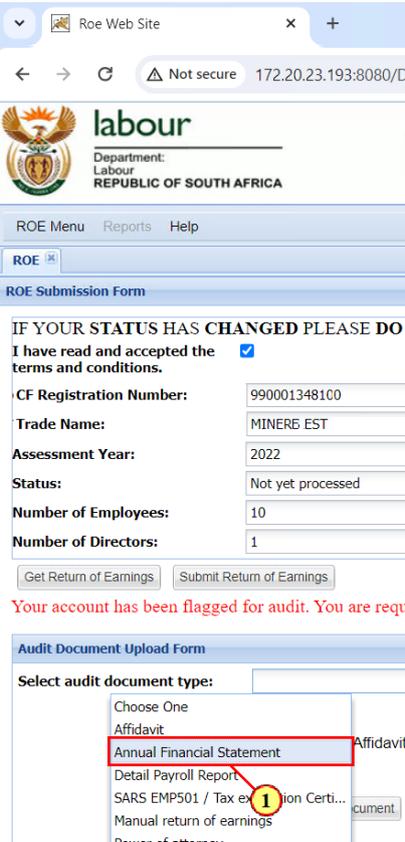
Explanation	Screenshot
<p data-bbox="172 526 204 560"></p> <p data-bbox="159 571 534 728">For Audit purposes all the document types uploads are mandatory apart from <b>Other 1</b>, <b>Other 2</b>, <b>Other 3</b> options which are optional.</p> <p data-bbox="159 750 438 862">(1) Select the <b>Affidavit</b> option by clicking on it.</p>	

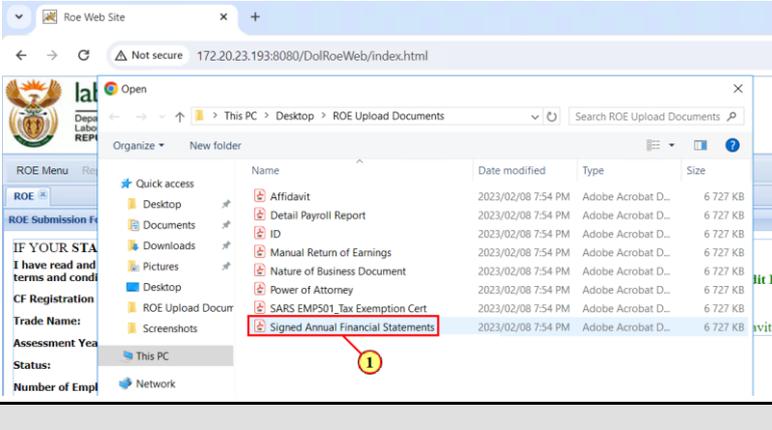
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the Department of Labour website. The form includes fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. A red text message states: 'Your account has been flagged for audit. You are required to'. Below this, the 'Audit Document Upload Form' section has a dropdown menu set to 'Affidavit'. The 'Choose File' button is highlighted with a red box, and a circled '1' points to it.</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>	 <p>The screenshot shows a file explorer window open to 'This PC &gt; Desktop &gt; ROE Upload Documents'. The 'Affidavit' file is selected and highlighted with a red box, and a circled '1' points to it. Other files visible include 'Detail Payroll Report', 'ID', and 'Manual Return of Earnings'.</p>

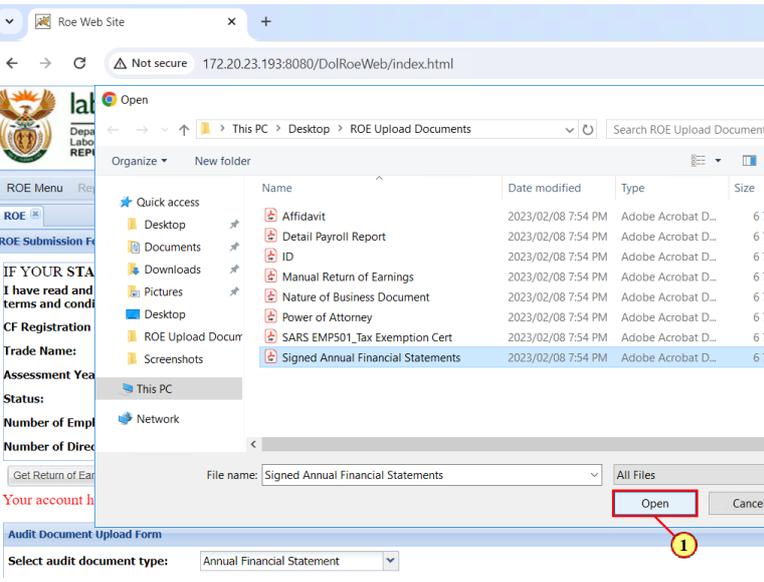
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a web browser window with a file explorer overlay. The file explorer is open to the 'ROE Upload Documents' folder on the desktop. A list of files is displayed, including 'Affidavit', 'Detail Payroll Report', 'ID', 'Manual Return of Earnings', 'Nature of Business Document', 'Power of Attorney', 'SARS EMP501_Tax Exemption Cert', and 'Signed Annual Financial Statements'. The 'Affidavit' file is selected. At the bottom of the file explorer, the 'File name' field contains 'Affidavit' and the 'All Files' file type is selected. The 'Open' button is highlighted with a red box and a circled '1'.</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 Department of Labour website. 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 for 'Audit Document Upload Form' with a dropdown menu set to 'Affidavit'. A 'Choose File' button is present, and the file 'Affidavit.pdf' is listed. The 'Upload Audit Document' button is highlighted with a red box and a circled '1'.</p>
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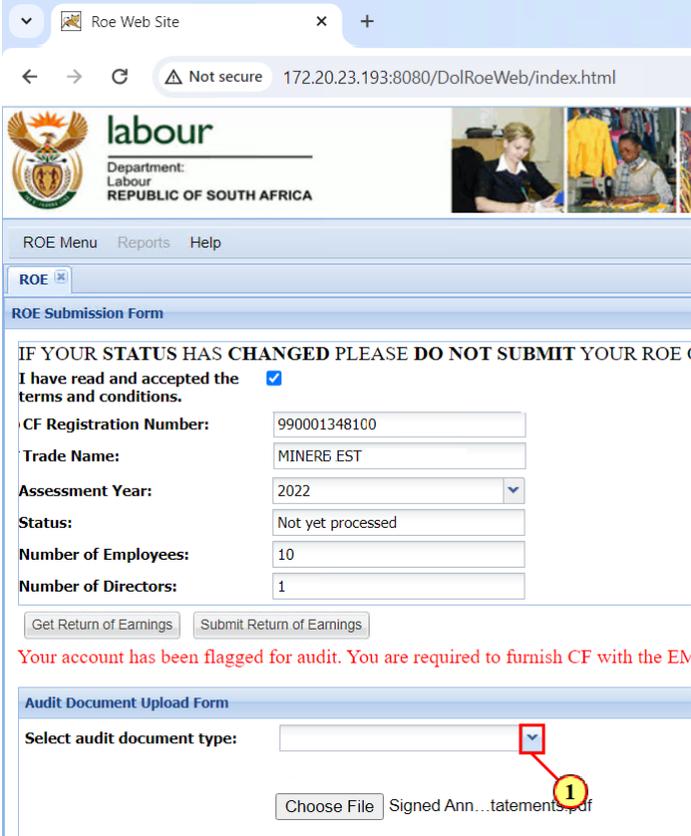
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

Explanation	Screenshot
<p>(1) Click</p> <p>Annual Financial Statement</p>	 <p>The screenshot shows a web browser window with the URL 172.20.23.193:8080/D. The page header includes the Labour Department logo and the text 'Department: Labour REPUBLIC OF SOUTH AFRICA'. Below the header is a navigation menu with 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form' and contains a warning: 'IF YOUR STATUS HAS CHANGED PLEASE DO I have read and accepted the terms and conditions.' with a checked checkbox. The form fields are: CF Registration Number (990001348100), Trade Name (MINERE EST), Assessment Year (2022), Status (Not yet processed), Number of Employees (10), and Number of Directors (1). There are two buttons: 'Get Return of Earnings' and 'Submit Return of Earnings'. A red message states: 'Your account has been flagged for audit. You are requ'. Below this is an 'Audit Document Upload Form' with a dropdown menu for 'Select audit document type'. The dropdown is open, showing options: 'Choose One', 'Affidavit', 'Annual Financial Statement' (highlighted in red), 'Detail Payroll Report', 'SARS EMP501 / Tax ex... ion Certi...', and 'Manual return of earnings'. A red circle with the number '1' is placed over the dropdown arrow.</p>

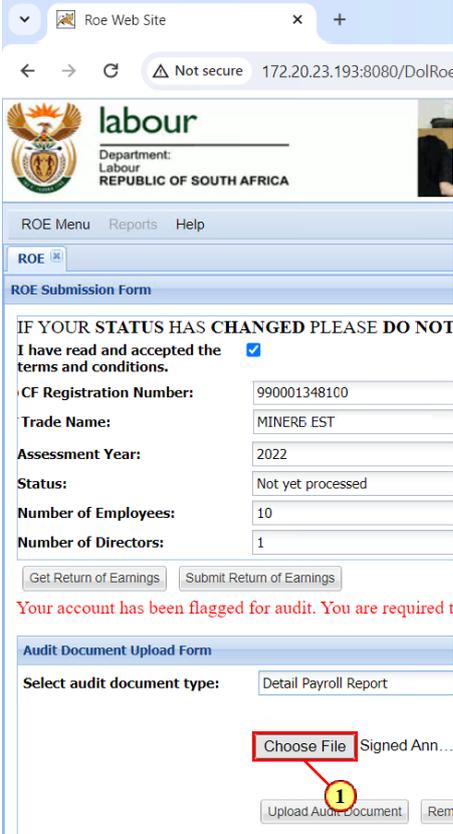
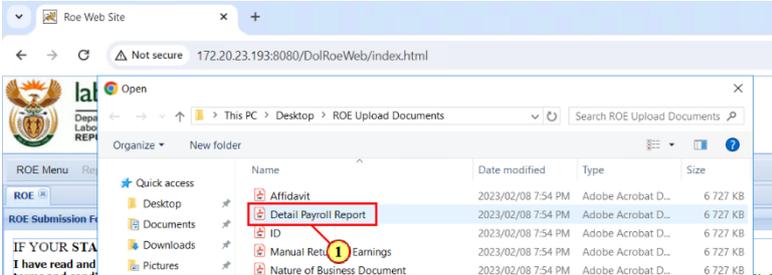
Explanation	Screenshot																																				
<p>(1) Click the <b>Choose File</b> button.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the Department of Labour website. The form contains the following fields:</p> <ul style="list-style-type: none"> <li>CF Registration Number: 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>Below the form, there is a red warning message: "Your account has been flagged for audit. You are required to..."</p> <p>The 'Audit Document Upload Form' section is visible, with 'Select audit document type:' set to 'Annual Financial Statement'. A 'Choose File' button is highlighted with a red box and a circled '1'.</p>																																				
<p>(1) Select the <b>Signed Annual Financial Statements</b> file by clicking on it.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'ROE Upload Documents'. The file list is as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Affidavit</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td>Detail Payroll Report</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td>ID</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td>Manual Return of Earnings</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td>Nature of Business Document</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td>Power of Attorney</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td>SARS EMP501 Tax Exemption Cert</td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> <tr> <td><b>Signed Annual Financial Statements</b></td> <td>2023/02/08 7:54 PM</td> <td>Adobe Acrobat D...</td> <td>6 727 KB</td> </tr> </tbody> </table> <p>The file 'Signed Annual Financial Statements' is highlighted with a red box and a circled '1'.</p>	Name	Date modified	Type	Size	Affidavit	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	Detail Payroll Report	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	ID	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	Manual Return of Earnings	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	Nature of Business Document	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	Power of Attorney	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	SARS EMP501 Tax Exemption Cert	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB	<b>Signed Annual Financial Statements</b>	2023/02/08 7:54 PM	Adobe Acrobat D...	6 727 KB
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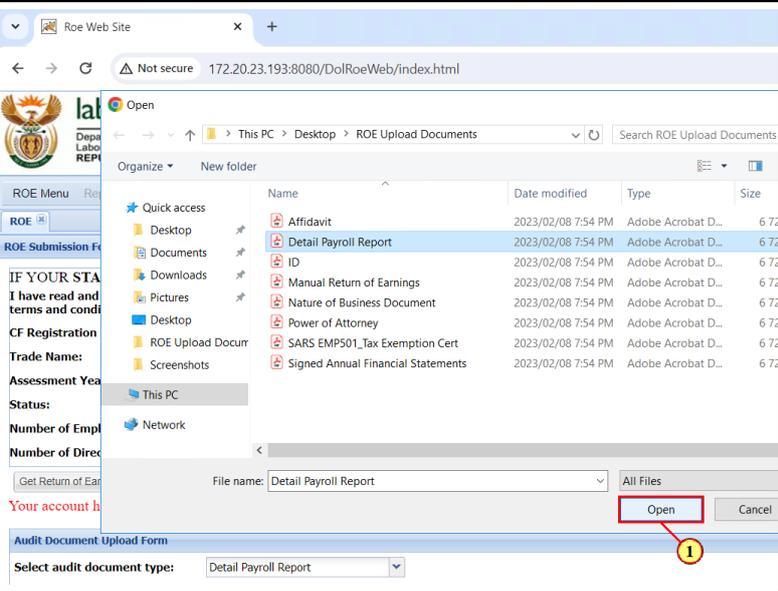
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a web browser window with a file explorer overlay. The file explorer is open to 'This PC &gt; Desktop &gt; ROE Upload Documents'. A list of files is displayed with columns for Name, Date modified, Type, and Size. The file 'Signed Annual Financial Statements' is selected. At the bottom of the file explorer, the 'Open' button is highlighted with a red box and a circled '1'.</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 Department of Labour website. The form contains fields for CF Registration Number, Trade Name, Assessment Year, Status, Number of Employees, and Number of Directors. Below the form, there is a section for 'Audit Document Upload Form' with a dropdown menu set to 'Annual Financial Statement'. The 'Upload Audit Document' button is highlighted with a red box and a circled '1'.</p>
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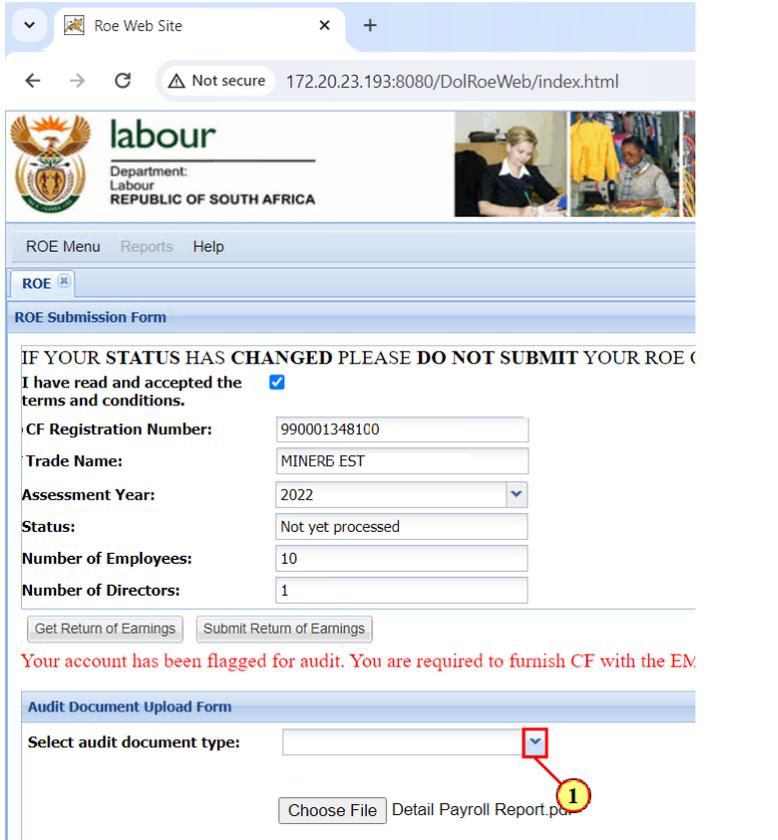
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

Explanation	Screenshot
<p>(1) Select the <b>Detail Payroll Report</b> option by clicking on it.</p>	<p>The screenshot shows a web browser window with the URL '172.20.23.193:8080/D'. The page is the 'ROE Submission Form' for the Department of Labour, Republic of South Africa. The form includes fields for CF Registration Number (990001348100), Trade Name (MINER5 EST), Assessment Year (2022), Status (Not yet processed), Number of Employees (10), and Number of Directors (1). A red warning message states: 'Your account has been flagged for audit. You are required to upload an audit document.' Below this, there is an 'Audit Document Upload Form' section with a dropdown menu for 'Select audit document type:'. The dropdown menu is open, and the 'Detail Payroll Report' option is highlighted with a red box. A red circle with the number '1' is placed over the selected option.</p>

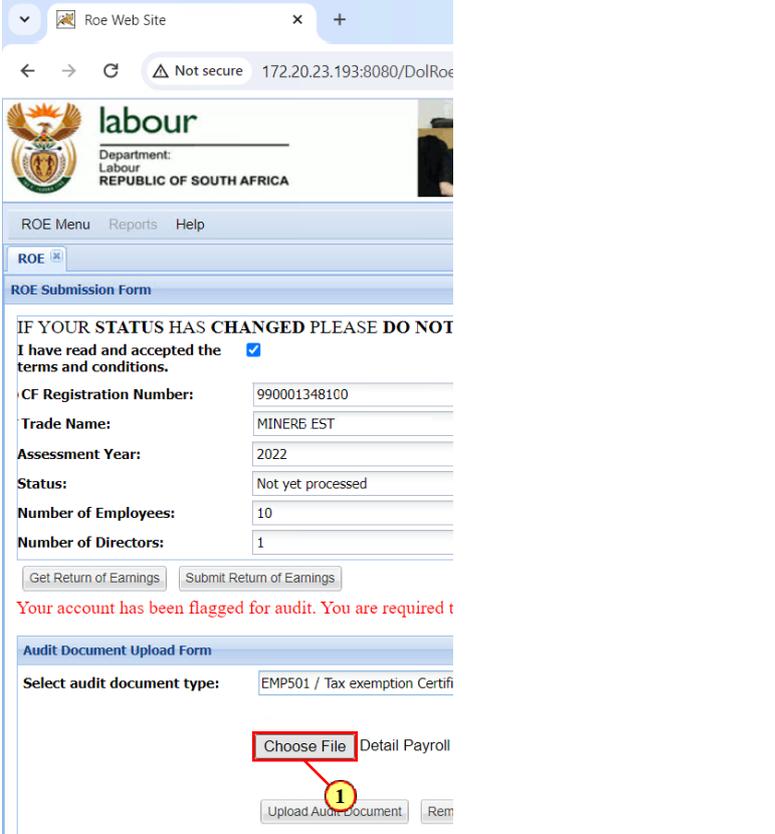
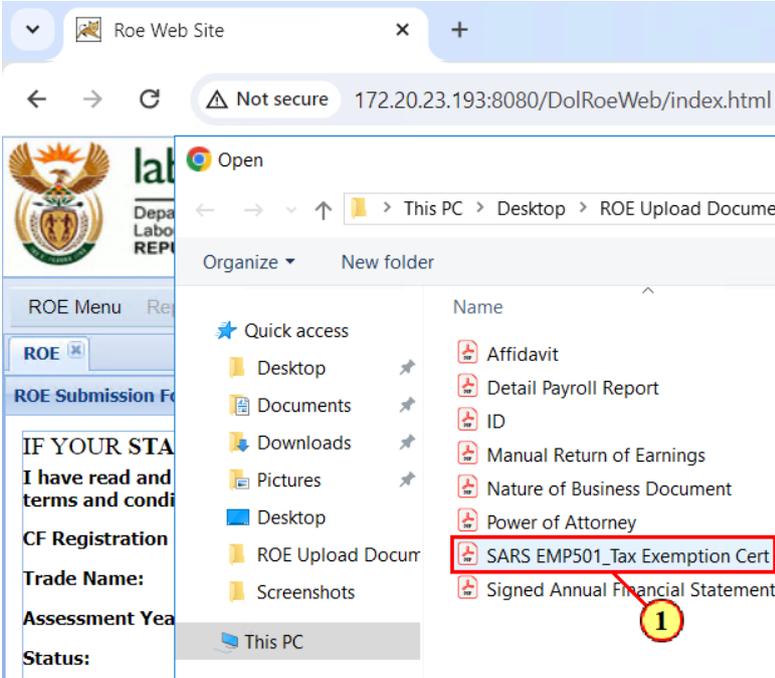
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Detail Payroll Report</b> file by clicking on it.</p>	

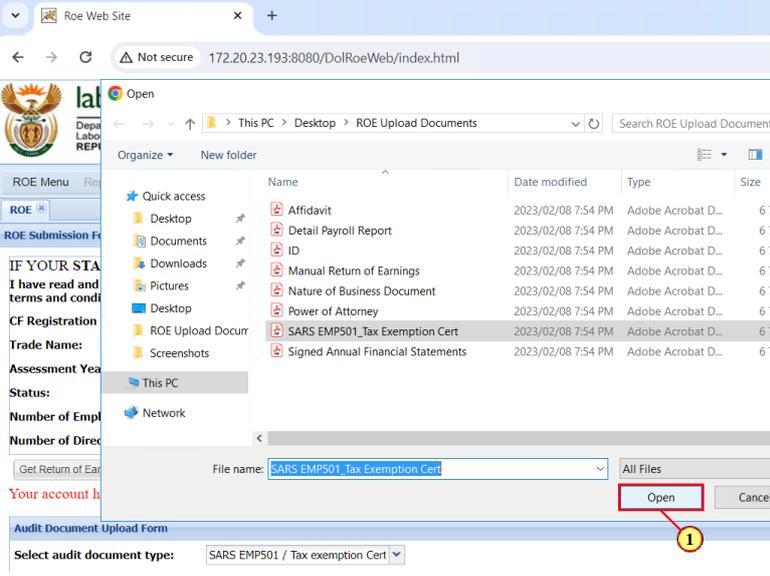
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC &gt; Desktop &gt; ROE Upload Documents'. A list of files is displayed, including 'Affidavit', 'Detail Payroll Report', 'ID', 'Manual Return of Earnings', 'Nature of Business Document', 'Power of Attorney', 'SARS EMP501_Tax Exemption Cert', and 'Signed Annual Financial Statements'. The 'Detail Payroll Report' file is selected. At the bottom of the window, the 'Open' button is highlighted with a red box and a yellow circle containing the number '1'.</p>

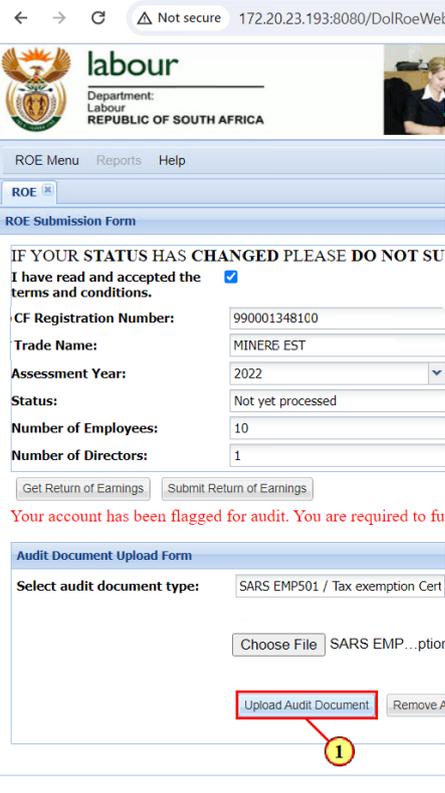
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the Department of Labour website. The form includes fields for 'CF Registration Number', 'Trade Name', 'Assessment Year', 'Status', 'Number of Employees', and 'Number of Directors'. Below the form, there is a section for 'Audit Document Upload Form' with a dropdown menu set to 'Detail Payroll Report'. The 'Upload Audit Document' button is highlighted with a red box and a yellow circle containing the number '1'.</p>
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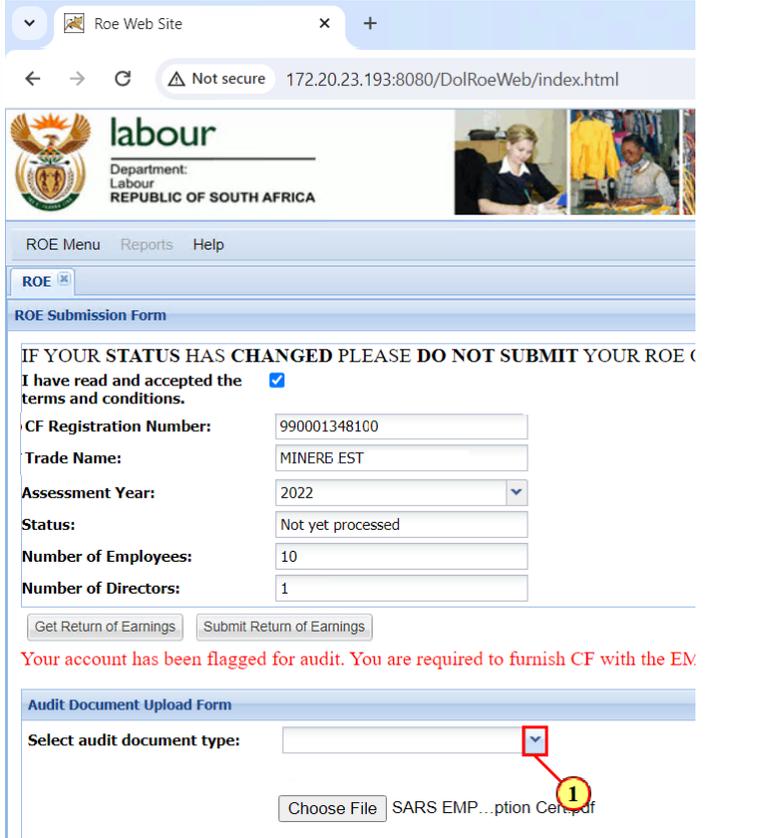
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

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

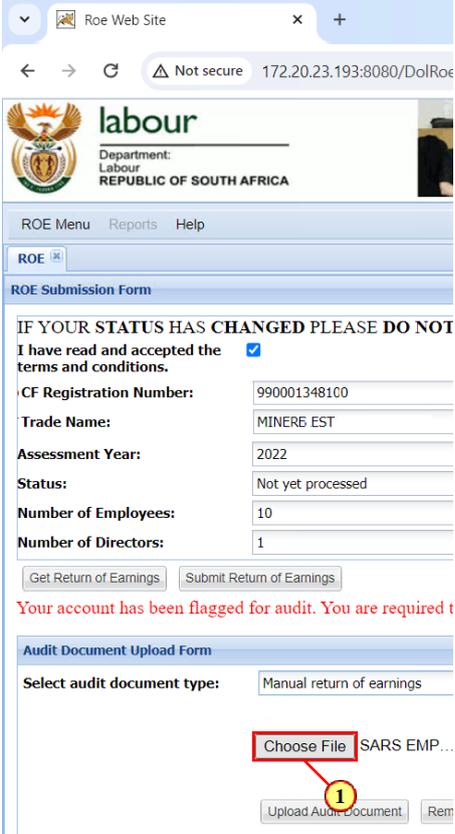
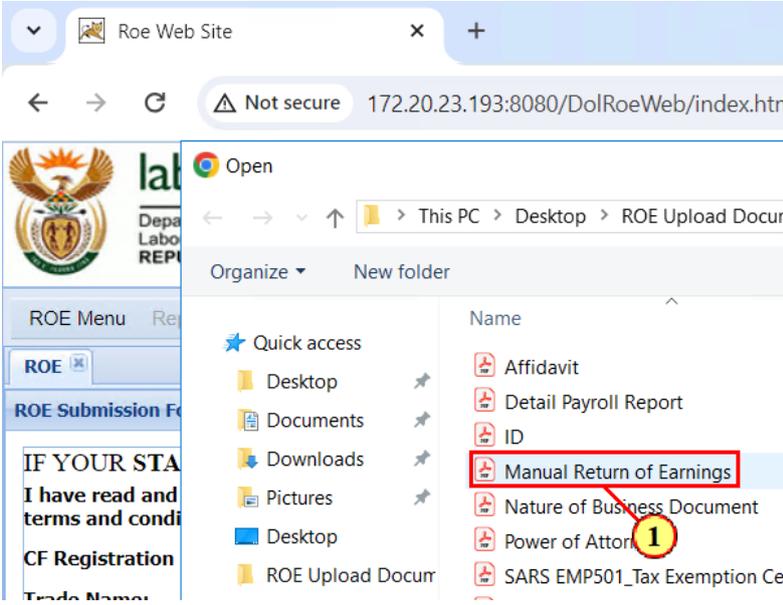
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>SARS EMP501_Tax Exemption Cert</b> file by clicking on it.</p>	

Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'ROE Upload Documents'. The address bar shows the path 'This PC &gt; Desktop &gt; ROE Upload Documents'. A list of files is displayed with columns for Name, Date modified, Type, and Size. The file 'SARS EMP501_Tax Exemption Cert' is selected. Below the list, the 'File name' field contains the selected file name, and the 'Open' button is highlighted with a red box and a circled '1'.</p>

Explanation	Screenshot
<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 Department of Labour website. 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 for 'Audit Document Upload Form' with a dropdown menu for 'Select audit document type' set to 'SARS EMP501 / Tax exemption Cert'. The 'Upload Audit Document' button is highlighted with a red box and a circled '1'.</p>

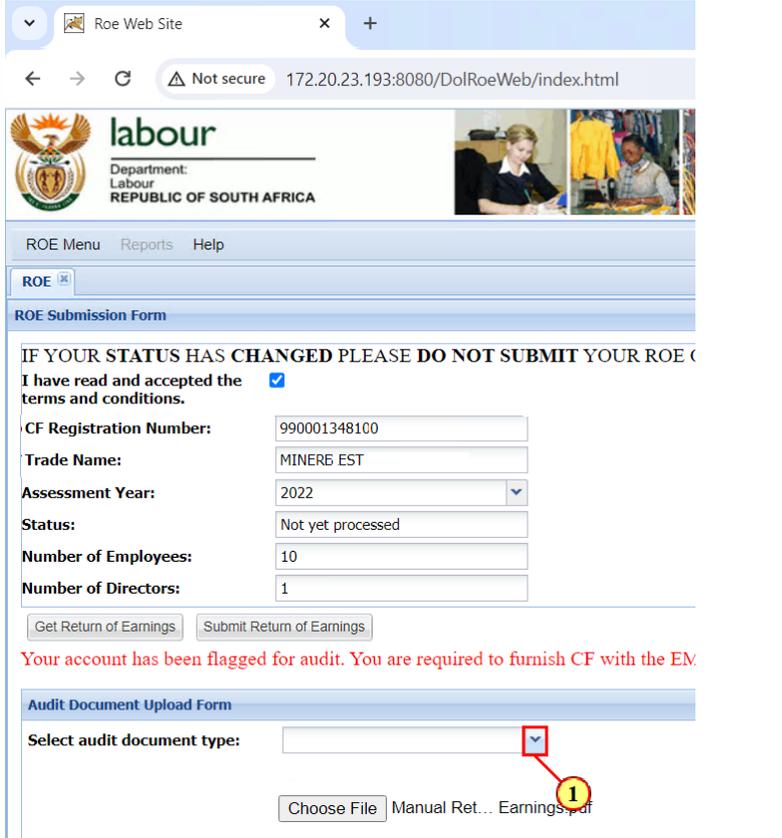
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

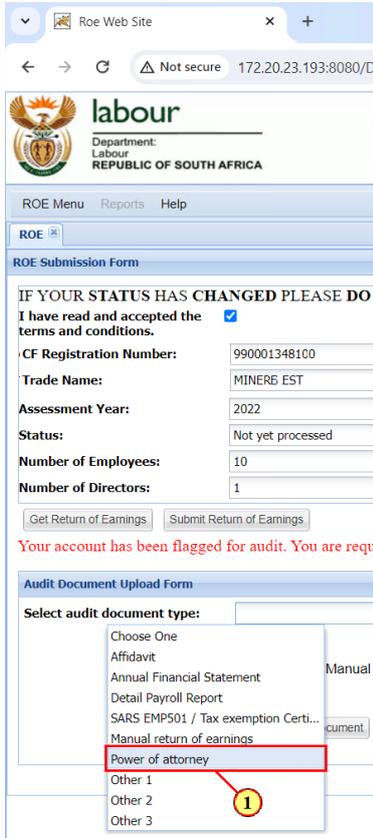
Explanation	Screenshot
<p>(1) Select the <b>Manual return of earnings</b> option by clicking on it.</p>	<p>The screenshot shows a web browser window with the URL '172.20.23.193:8080/D'. The page header includes the Labour Department logo and 'REPUBLIC OF SOUTH AFRICA'. The main content area is titled 'ROE Submission Form' and contains a section for accepting terms and conditions. Below this, there are several input fields: 'CF Registration Number' (990001348100), 'Trade Name' (MINERES EST), 'Assessment Year' (2022), 'Status' (Not yet processed), 'Number of Employees' (10), and 'Number of Directors' (1). There are two buttons: 'Get Return of Earnings' and 'Submit Return of Earnings'. A red warning message reads: 'Your account has been flagged for audit. You are requ'. Below this is an 'Audit Document Upload Form' with a dropdown menu for 'Select audit document type'. The dropdown is open, showing options: 'Choose One', 'Affidavit', 'Annual Financial Statement', 'Detail Payroll Report', 'SARS EMP501 / Tax exemption Certi...', 'Manual return of earnings' (highlighted in red and circled with a yellow '1'), 'Power of attorney', 'Other 1', and 'Other 2'.</p>

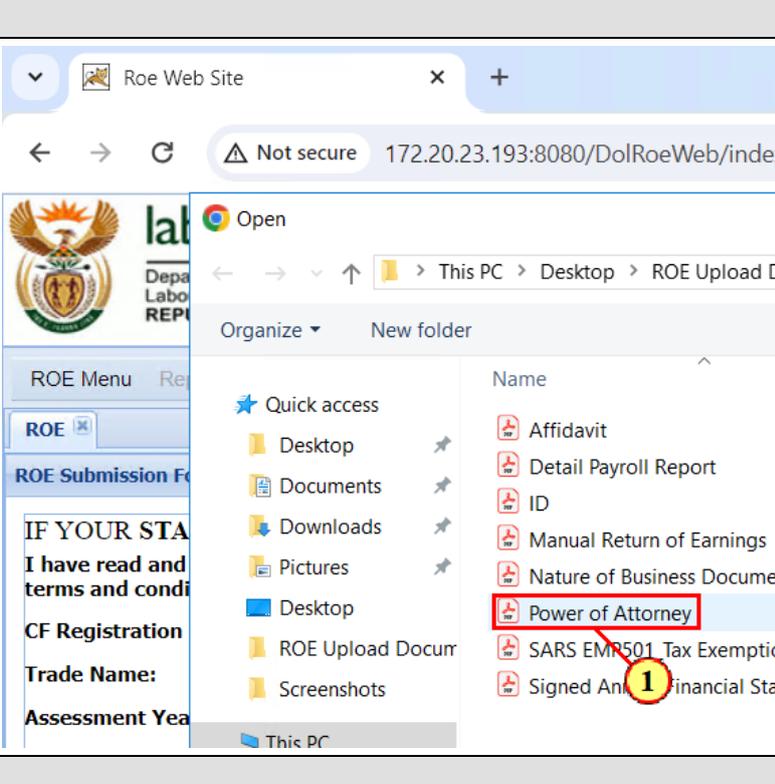
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Manual Return of Earnings</b> file by clicking on it.</p>	

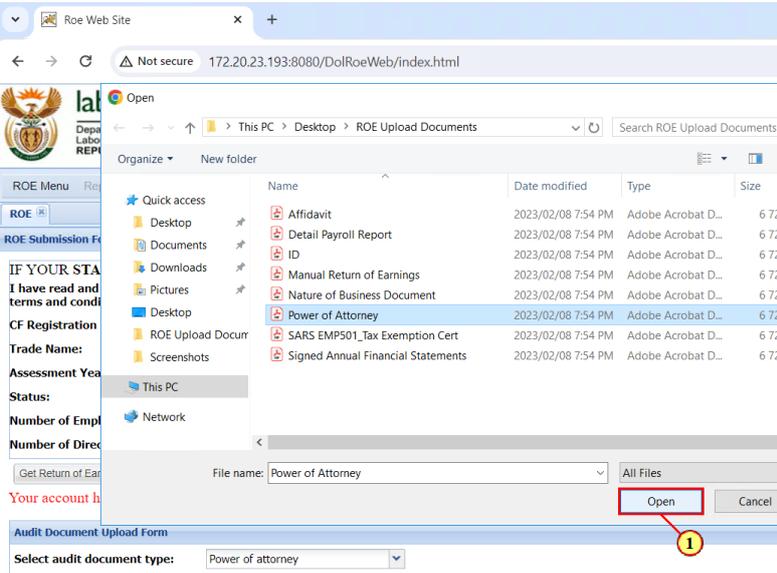
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	<p>The screenshot shows a Windows File Explorer window titled 'ROE Upload Documents' located on the Desktop. The file list contains several documents, with 'Manual Return of Earnings' selected. At the bottom of the window, the 'Open' button is highlighted with a red rectangular box, and a yellow circle with the number '1' points to it.</p>

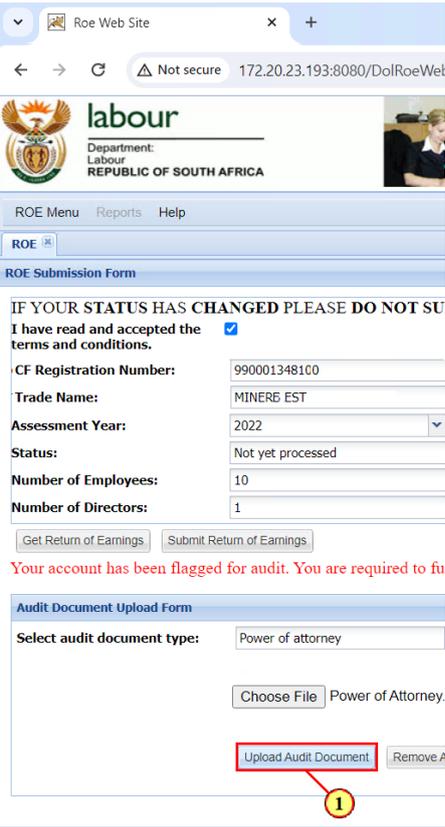
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	<p>The screenshot shows the 'ROE Submission Form' on the 'Roe Web Site'. The form includes fields for 'CF Registration Number', 'Trade Name', 'Assessment Year', 'Status', 'Number of Employees', and 'Number of Directors'. Below the form, there is a section for 'Audit Document Upload Form' with a dropdown menu set to 'Manual return of earnings'. The 'Upload Audit Document' button is highlighted with a red rectangular box, and a yellow circle with the number '1' points to it.</p>
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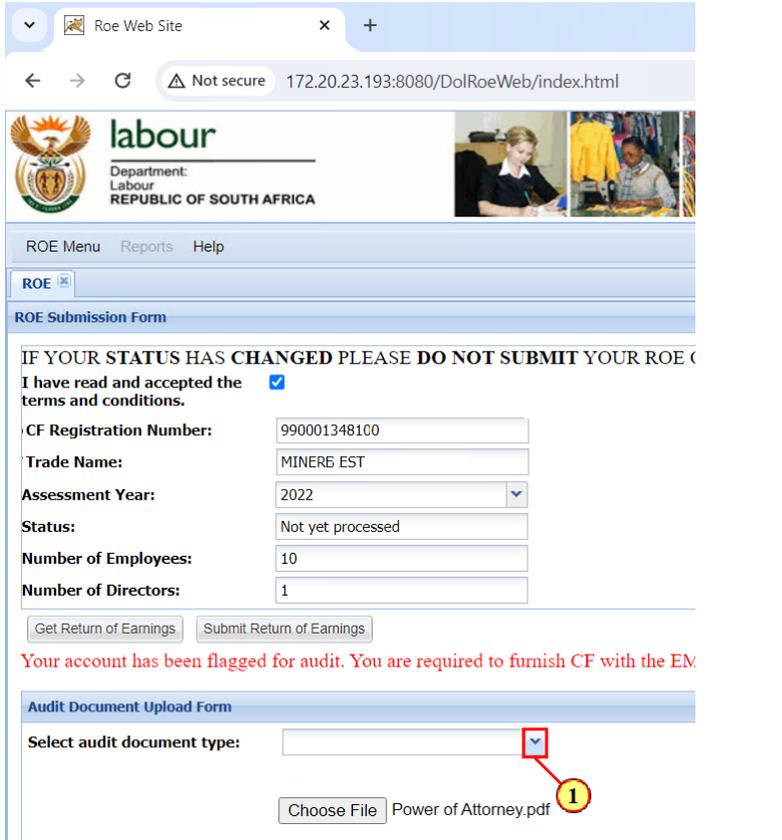
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

Explanation	Screenshot
<p>(1) Select the Power of attorney option by clicking on it.</p>	 <p>The screenshot shows a web browser window with the URL 'Roe Web Site' and 'Not secure 172.20.23.193:8080/D'. The page header includes the Department of Labour logo and the text 'Department: Labour REPUBLIC OF SOUTH AFRICA'. Below the header is a navigation menu with 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form' and contains a warning message: 'IF YOUR STATUS HAS CHANGED PLEASE DO I have read and accepted the terms and conditions.' with a checked checkbox. Below this are several form fields: 'CF Registration Number' (990001348100), 'Trade Name' (MINERB EST), 'Assessment Year' (2022), 'Status' (Not yet processed), 'Number of Employees' (10), and 'Number of Directors' (1). There are two buttons: 'Get Return of Earnings' and 'Submit Return of Earnings'. A red message states: 'Your account has been flagged for audit. You are requ'. Below this is the 'Audit Document Upload Form' section, which has a dropdown menu for 'Select audit document type:'. The dropdown is open, showing options: 'Choose One', 'Affidavit', 'Annual Financial Statement', 'Detail Payroll Report', 'SARS EMP501 / Tax exemption Certi...', 'Manual return of earnings', 'Power of attorney', 'Other 1', 'Other 2', and 'Other 3'. The 'Power of attorney' option is highlighted with a red box, and a yellow circle with the number 1 points to it.</p>

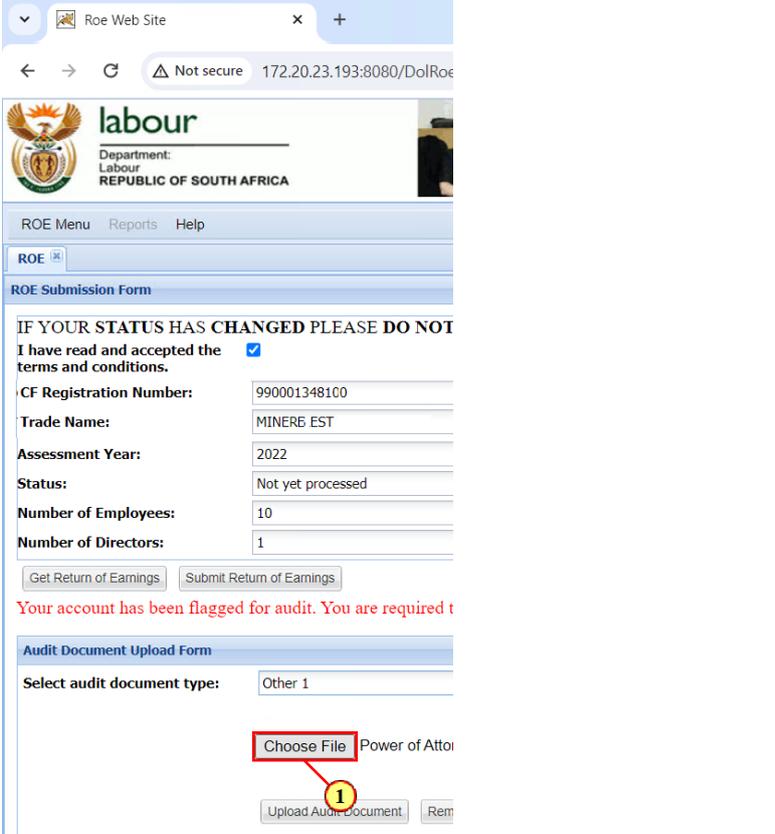
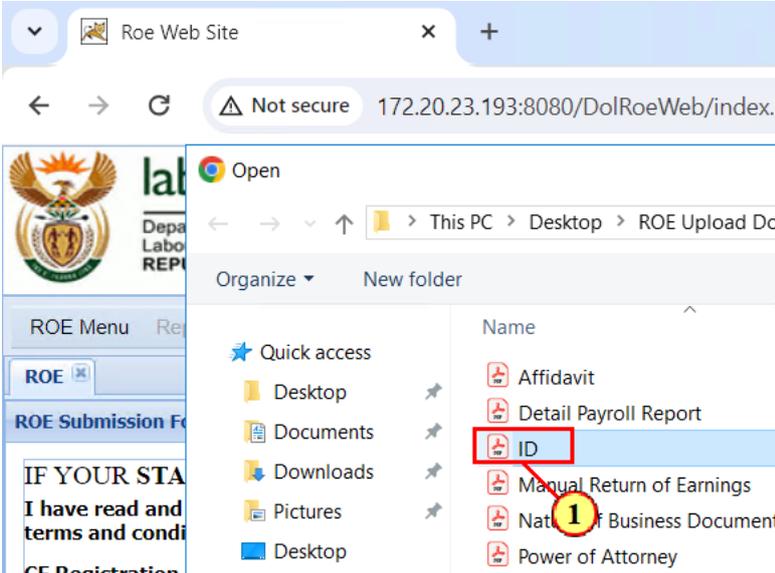
Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	
<p>(1) Select the <b>Power of Attorney</b> file by clicking on it.</p>	

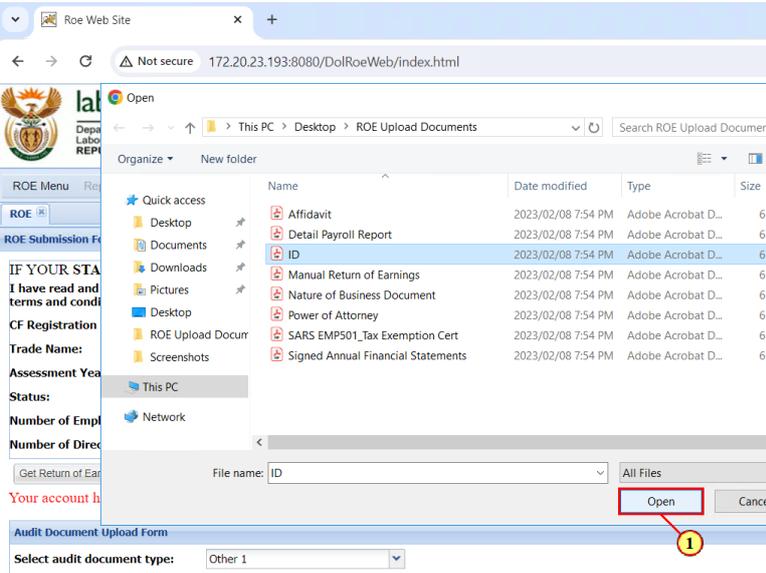
Explanation	Screenshot
<p>(1) Click the <b>Open</b> button.</p>	 <p>The screenshot shows a web browser window with a file explorer overlay. The file explorer is open to the 'ROE Upload Documents' folder on the desktop. A list of files is displayed, including 'Affidavit', 'Detail Payroll Report', 'ID', 'Manual Return of Earnings', 'Nature of Business Document', 'Power of Attorney', 'SARS EMP501_Tax Exemption Cert', and 'Signed Annual Financial Statements'. The 'Power of Attorney' file is selected. Below the list, the 'File name' field contains 'Power of Attorney' and the file type is 'All Files'. The 'Open' button is highlighted with a red box and a circled '1'.</p>

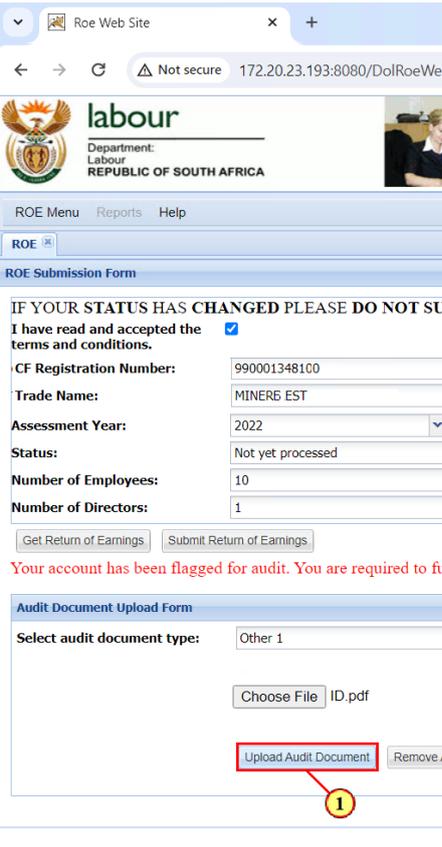
<p>(1) Click the <b>Upload Audit Document</b> button to upload the file.</p>	 <p>The screenshot shows the 'ROE Submission Form' in a web browser. The form contains the following fields: 'CF Registration Number' (990001348100), 'Trade Name' (MINERE EST), 'Assessment Year' (2022), 'Status' (Not yet processed), 'Number of Employees' (10), and 'Number of Directors' (1). Below the form, there are buttons for 'Get Return of Earnings' and 'Submit Return of Earnings'. A red message states: 'Your account has been flagged for audit. You are required to fu'. Below this, there is an 'Audit Document Upload Form' section with a dropdown menu for 'Select audit document type' set to 'Power of attorney'. Below the dropdown, there is a 'Choose File' button followed by 'Power of Attorney.'. At the bottom, the 'Upload Audit Document' button is highlighted with a red box and a circled '1'.</p>
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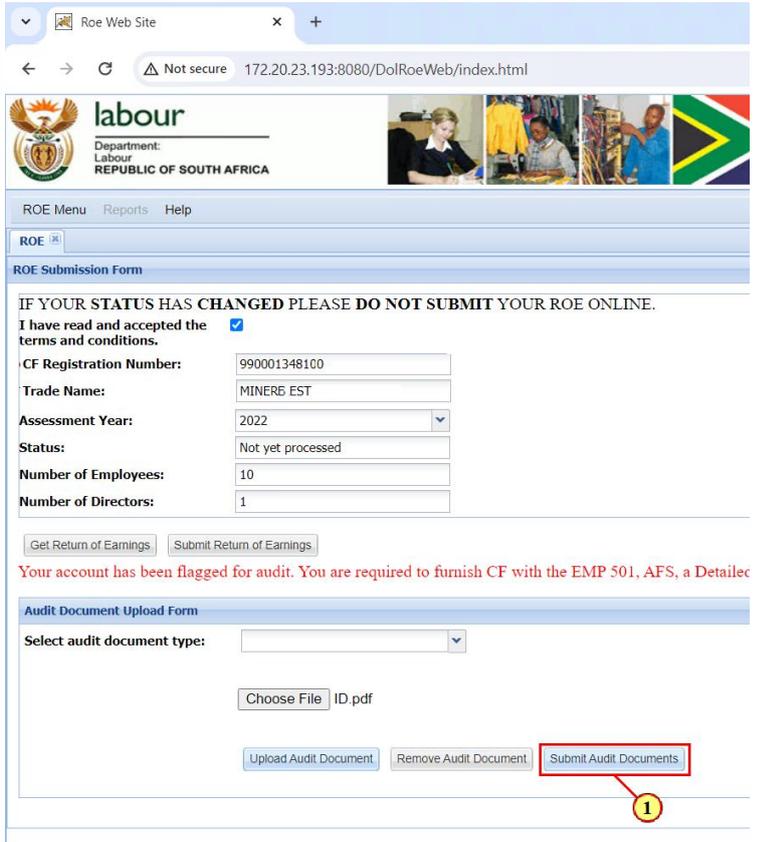
Explanation	Screenshot
<p>(1) Click the <b>Select audit document type</b>  downward arrow.</p>	

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>The screenshot shows a web browser window with the URL 'Roe Web Site' and 'Not secure 172.20.23.193:8080/D'. The page header includes the South African Labour Department logo and 'REPUBLIC OF SOUTH AFRICA'. Below the header is a navigation menu with 'ROE Menu', 'Reports', and 'Help'. The main content area is titled 'ROE Submission Form' and contains a form with the following fields:</p> <ul style="list-style-type: none"> <li>CF Registration Number: 990001348100</li> <li>Trade Name: MINERB 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 for 'Get Return of Earnings' and 'Submit Return of Earnings' are visible. A red error message states: 'Your account has been flagged for audit. You are requ'. Below this is the 'Audit Document Upload Form' with a dropdown menu for 'Select audit document type:'. The dropdown list includes: 'Choose One', 'Affidavit', 'Annual Financial Statement', 'Detail Payroll Report', 'SARS EMP501 / Tax exemption Certi...', 'Manual return of earnings', 'Power of attorney', 'Other 1', 'Other 2', and 'Other 3'. The 'Other 1' option is highlighted with a red box and a yellow circle with the number '1' next to it.</p>
10.120.82.148 - Remote Desktop Connection	

Explanation	Screenshot
<p>(1) Click the <b>Choose File</b> button.</p>	 <p>The screenshot shows the 'ROE Submission Form' on the Department of Labour website. The form contains the following fields:</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>Below the form, there is a red warning message: "Your account has been flagged for audit. You are required to..."</p> <p>The 'Audit Document Upload Form' section is visible, with a 'Choose File' button highlighted by a red box and a circled '1'.</p>
<p>(1) Select the <b>ID</b> file by clicking on it.</p>	 <p>The screenshot shows a file explorer window open to the path 'This PC &gt; Desktop &gt; ROE Upload Documents'. The file list includes:</p> <ul style="list-style-type: none"> <li>Affidavit</li> <li>Detail Payroll Report</li> <li><b>ID</b> (highlighted with a red box and a circled '1')</li> <li>Manual Return of Earnings</li> <li>Naturalization Business Document</li> <li>Power of Attorney</li> </ul>

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>	
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Explanation	Screenshot
<p>(1) Click the  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>	submissions@labour.gov.za or call 0800 321 322.'" data-bbox="366 528 856 725"/>