



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

Postal Address: Private Bag X117, PRETORIA, 0001 • Street Address: Laboria Building, Francis Baard Street, PRETORIA Tel: 0860101018
Fax: (012) 309 4737 or (012) 309 4000

Dear Employer

Reminder: Notice to all Employers regarding the 2023 EE reporting period

This serves to inform you that the EE Amendment Act, No. 4 of 2022 has not yet become effective. As a result of the pending commencement date of the EE amendment Act, No. 4 of 2022, all designated employers, including small employers (those with 1-49 employees) that are designated as per Schedule 4 of the Employment Equity Act, 1998 (EEA) must submit their 2023 EE Reports (EEA2 and EEA4 forms) using the current EEA.

Please note that the 2023 EE reporting period will open on 1 September 2023 for both manual and online submissions. The closing date for manual EE submission is 2 October 2023 and for the online EE submission is 15 January 2024 (midnight).

Kindly note that the annual reminder letters that contain the activation link will be circulated to all employers before 1 September 2023 to enable employers to activate their 2023 EE Reporting accounts.

Failure to submit your 2023 EE report by 15 January 2024 (midnight) will subject your organization to the enforcement process prescribed by the EEA. Your organization will also be omitted from the Employment Equity Public Register for 2023 reporting period that will be published by the Minister of Employment and Labour in terms of section 41 of the Act.

We look forward to your continued co-operation in fulfilling the requirements of the Employment Equity Act.

Yours sincerely

Ntsoaki Mamashela

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Ntsoaki Mamashela
DIRECTOR: EE-LABOUR POLICY AND INDUSTRIAL RELATIONS