



**Contractor's questionnaire for a Labour Broker**

*Labour Broker = Provides persons to a client*

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

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

\_\_\_\_\_  
*Name in block letters*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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

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



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

*Labour Broker*

1. Does the contractor provide persons to University of Cape Town?

*If "YES", please complete this form.*

*If "NO", you need to complete the contractor's questionnaire for either an Individual/Sole Proprietor or Private Company/Close Corporation/Trust or other legal entity.*

2. Has the contractor provided you with a valid and current tax exemption certificate (IRP30)?

YES  *If "YES", please ensure copy attached.*

NO  *If "NO", contractor is classed as **DEPENDANT** and the necessary HR ad hoc payment forms need to be completed. See [FG002](#), 3. Payment via HR. **PAYE** to be deducted according to the statutory tables*

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