

Company Letterhead

Date

ATTENTION: BOARD/ W&RSETA EXECUTIVE MANAGEMENT

ANNEXURE 2 SUBMISSION REQUEST FOR EXTENSION UNTIL 30 MAY 2020

COMPANY NAME (REGISTRATION NUMBER) (LEVY NUMBER) will be unable to submit the Annexure 2 for the skills year **2020/21** by the stipulated deadline of **30 April 2020** for the following reason(s):

(Provide your valid reasons in this space)

We hereby make application for W&RSETA to grant us an extension until 30 May 2020 in order to submit our Annexure 2 Report and undertake to ensure that it submitted by the aforementioned extension date requested.

The **Primary SDF** responsible for the submission is **SDF NAME SURNAME, ID NUMBER** and **who is contactable on** (Mobile Number), (Landline Number) and email: (e-Mail address)

Your favourable consideration and speedy response will be appreciated.

Yours faithfully

_____ (Signature)

(PRINT NAME IN FULL)

DESIGNATION (POSITION IN COMPANY)

Email address:

Cell phone number:

NOTE: Extension Request to be signed by the CEO/MD/OWNER and submitted to W&RSETA thirty (30) days prior to the stipulated deadline date of 30 April 2020

10.3 (b)-(d) of the W&RSETA Grant Policy states that

An Application for a mandatory grant must be submitted by 30 April of each year (10.3 b)

In terms of sub regulation 4(8), the Accounting Authority may grant an extension of a maximum of one month to allow for the late submission of an application for a mandatory grant, subject to a written request by an employer. (10.3 c)

The W&RSETA Board shall grant approval for late submission only at its own discretion if it is satisfied with the reasons for late submission and provided that the application for such late submission is lodged at least 30 days before the submission deadline. The extension can only be given for 30 days after the submission deadline. (10.3 c)