

EMPLOYEE REGISTRATION FORM

NAME:

ADDRESS:

POSTAL CODE:

HOME TEL:

I/D NUMBER:

DATE OF BIRTH:

GENDER:

OCCUPATION:

DATE OF ENGAGEMENT:

OTHER DEDUCTIONS:

RATE OF PAY: R

PER

D

W

M

MARITAL STATUS:

NO. OF DEPENDANTS:

BANK DETAILS

BANK NAME:

BRANCH NAME:

ACCOUNT NAME:

ACCOUNT TYPE:

BRANCH CODE:

ACCOUNT NUMBER:

EMPLOYER REGISTRATION FORM

EMPLOYER NAME:

PHYSICAL ADDRESS:

POSTAL CODE:

POSTAL ADDRESS:

POSTAL CODE:

PHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NO:

CONTACT PERSON:

UIF REFERENCE NO:

CASH (UIF AND FEE'S DEBIT ORDER ONLY)

TRANSFER (UIF, FEE'S AND SALARY DEBIT ORDER)

BANK DETAILS

BANK NAME:

BRANCH NAME:

ACCOUNT TYPE:

BRANCH CODE:

ACCOUNT NUMBER:

Terms & Conditions

1. DEFINITIONS

The terms below have their specified meanings wherever they appear in this agreement.

1.1 '**DPS**' means Domestic Payroll Solutions the company which offers to provide payroll solutions in terms of this contact.

1.2 '**Customer**' means the client of **DPS** who is undertaking to make payment for services in terms of this agreement and being willfully held bound by all terms contained herein.

1.3 '**Nominated bank account**' means the bank account nominated by the customer from which DPS is authorised to make withdrawals in terms of this agreement, or any other bank or branch to which such account may be subsequently transferred.

1.4 '**Domestic employee**' means the employee of the **Customer**, who is a third party to this contract.

2. SERVICE PROVIDED

2.1 DPS undertakes to:

2.1.1 Calculate all earnings and deductions

2.1.2 Process the Debit order and Payment transfers

2.1.3 Print or E-Mail Payslips

2.1.4 Deliver Printed Payslips

2.1.5 Keep YTD Figures for Possible ITB3/lrp5

2.1.7 Pay over the UIF deductions to the UIF department

2.1.8 Process all UIF documentation if and when an employee is terminated

2.1.9 Assist telephonically with general employment queries

2.1.10 Supply Certificate of Service

3. PAYMENT

Authorisation and obligations in respect of withdrawals from Customer's account

3.1 The **customer** acknowledges that he/she instructs and authorizes **DPS** to draw against the **nominated bank account** the amount necessary for payment of the monthly premium due in respect of the contract with **DPS**, on *[the day specified in terms of the contract]* each and every month and continuing until termination of our agreement or until cancelled by either of the parties in writing.

3.1.1 All such withdrawals from the **nominated bank account** will be treated as though they had been authorised by the **customer** personally.

3.1.2 *The withdrawals will be processed through a computerized system provided by the South African Banks and that details of each withdrawal will be printed on my bank statement.*

3.1.3 The **customer** agrees to pay any bank charges relating to this debit order instruction.

3.1.4 The **customer** undertakes to ensure that adequate funds are available in the bank account detailed in this agreement, to cover the amounts due in terms of this Debit for the duration of the contract.

3.1.5 The **customer** undertakes to inform **DPS** of any relevant changes to his/her/its bank account details.

Termination of authorisation by Customer

3.2 Authorisation for withdrawals from the **customer's** account may be cancelled by the **customer** in writing, giving thirty days' notice.

3.2.1 The **customer** acknowledges that upon cancellation of authority granted in terms of [2.1] by the **customer**, such customer shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to **DPS**.

3.2.2 The **customer** acknowledges that where there has not been prior cancellation in accordance with [3.2], and in the event that any debit order due in terms of this agreement is rejected by the **customer's** bank, all related bank rejection fees, and any outstanding amounts owed by to **DPS** by the **customer** in terms of this contract, will be due and payable immediately on demand by **DPS**, and that all services provided by **DPS** will be suspended immediately.

3.2.3 Receipt of this instruction by **DPS** shall be regarded as receipt thereof by the **customer's nominated bank account**.

Restrictions on transfer of parties' respective rights and obligations

3.3 The **Customer** acknowledges that

3.3.1 **DPS**, hereby authorised to effect the drawing(s) against the **nominated bank account**, may not cede or assign any of its rights to any third party without the **customer's** prior written consent; and that

3.3.2 The **customer** may not delegate any of his/her/its obligations in terms of this authority to any third party without prior written consent of the authorized party.

Indemnification of DPS

3.4 The customer confirms that he/she/it shall have no claims against DPS arising out of exercise of this debit order authorisation in terms of this agreement.

4. GENERAL INDEMNIFICATION

The customer agrees to indemnify, defend, and hold harmless DPS and its officers, directors, agents, and employees from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by any actions or omissions by such officers, directors, agents, and employees.

5. RELATIONSHIP BETWEEN THE PARTIES

Nothing contained herein shall constitute the relationship of employer and employee, a contract of employment or any partnership between **DPS** and the **customer** or between **DPS** and the **domestic employee**. The **customer** expressly acknowledges that it is engaged under a contract for services only.

6. DOCUMENT CONSTITUTES ENTIRE AGREEMENT

The terms specified herein constitute the entire agreement between the parties.

7. NO VARIATION OF TERMS

No alteration to any term or condition specified herein will be of any force or effect unless reduced to writing and signed by both parties hereto.

8. GOVERNING LAW

This Agreement shall be interpreted and enforced in accordance with the laws of the Republic of South Africa.

9. SEVERABILITY OF TERMS

Each of the provisions of this Agreement is a separate and distinct agreement and independent of the others, so that if any provision hereof shall be held to be invalid for any reason, such invalidity or unenforceability shall not affect the validity or enforceability of the other provisions hereof.

Name: _____

Date: _____

Signed: _____

The details of my/our bank account are as follows:

Account Name _____

Bank _____

Branch Name _____

Branch Number _____ (6digits)

Account Number _____

Type of Account: Current /Cheque / Savings / Transmission (Delete where not applicable)

I hereby request, "instruct" and authorize **Domestic Payroll Solutions** to draw against my account with the above mentioned bank (or any other bank or branch to which I may transfer my account) the amount necessary for the monthly payment due in respect of the above mentioned agreement on the **25th** day of each and every month commencing on the **18th of** _____ **2011** for the amount of:

Domestic Wage: approx R _____ per month

Payments will be made to the relevant parties on **the last working** day of each month.

Please note:

UIF Contribution:

1% - Employee – To be taken from Domestic Wage Mentioned Above

1% - Employer – To be added to the Debit Amount from Wage Mentioned Above

R85.00 Service Fee to Be Added to the Wage Mentioned Above

All such withdrawals from my bank account by you shall be treated as though they had been signed by me personally.

I agree to pay **any penalty bank charges** relating to this debit order instruction.

This authority may be cancelled by an email. We should receive a month notice of cancellation.

Date _____

Full Name _____

Signed _____

Capacity _____