



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA



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## How To Apply to Pay the UIF Annually

Employers must send a note to the UIF, saying that they will pay annually. They have to pay before 7 March every year. Employers are not allowed to deduct their workers' contributions once a year.

### Application

The Unemployment Insurance Act and Unemployment Insurance Contributions Act apply to **all employers** and **workers**, but not to -

- workers working **less than 24 hours** a month for an employer;
- **learners;**
- **public servants;**
- **foreigners** working on contract;
- workers who get a monthly **State (old age) pension**; or
- workers who only earn commission.

Domestic employers and their workers are included under the Act since 1 April 2003.

### See

- Unemployment Insurance Contributions Act

**Prescribes how employers should contribute to the UIF Contributions fund.**

### Annual Payments

If employers want to pay their contributions annually, they must use the following steps:

#### Step 1: Send a letter

If employers want to pay the UIF annually, they must send a note to the UIF. In the note, tell the UIF what your name and employer reference number is, and that you plan to pay annually.

Employers can send the note in any of the following ways:

- Mail it to  
UIF  
Pretoria  
0052
- Fax it to (012) 337 1636
- E-mail it to [annual.upfront@labour.gov.za](mailto:annual.upfront@labour.gov.za)

#### Step 2: Pay the UIF

Employers who pay annually must pay the UIF every year before 7 March.

They must work out how much they should pay for a year and pay that amount to the UIF.

#### Step 3: Deduct contributions from workers

Employers may not deduct their workers' contributions once a year if they pay annually. Employers must still deduct workers' contributions every month.

### Related Links

- Basic Guide to UIF Contributions
- **Employers must pay UIF contributions of 2% of the value of each worker's pay per month. The employer and the worker contribute 1% each.**
- Basic Guide to UIF Declarations
- Certain information about workers must be sent to UIF or SARS every month by employers.
- Basic Guide to UIF Registration  
All employers must register with the UIF or SARS.
- How To De-register with the UIF  
Employers must complete certain documents to de-register with the UIF and then follow up to make sure that it has been done.
- How To do UIF Declarations  
Employers can mail, fax, email or do their declarations online.
- How to Pay the UIF  
Employers must deduct UIF from workers and pay it and their own to the UIF.
- How To Register with the UIF  
It is the employers' responsibility to fill in and send the forms to register themselves and their workers.
- Contact Us

How to contact the Department of Labour