



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



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How To Register with the UIF

There are various ways to register with the UIF. It is employers' responsibility to fill in and send the forms to register themselves and their workers.

Registering Online

If employers want to register online they should use the following steps:

Step 1: Get the necessary information ready

Get information like the ID numbers and addresses of employers and workers ready before registering.

Step 2: Complete the online registration

Complete the online registration forms:

- For Commercial Employers
- For Employers of Domestic Workers

NB: THIS FORM OF REGISTRATION IS CURRENTLY NOT ACTIVE

Re: If employers want to register via e-mail they should use the following steps:

Step 1: Get the forms

Get the UI-8 and UI-19 (for business employers) or the UI-8D and UI-19 (for domestic employers) from the website.

Step 2: Fill in the forms

Employers must complete the forms for both themselves and their workers. The form for the registration of workers asks for an employer reference number. Employers who do not have a reference number yet, can leave this part open. The UIF will create a reference number and send it to you. Also ignore the part asking for a signature.

Step 3: E-Mail the forms

Domestic Employers:

E-mail the forms to the UIF at webmaster@uif.gov.za.

Commercial Employers:

E-mail the forms to the UIF at webmaster@uif.gov.za.

Registering Via Telephone

If employers want to register via telephone they should use the following steps:

Step 1: Get the necessary information ready

Get information like the ID numbers and addresses of employers and workers ready before phoning the UIF.

Step 2: Phone the UIF

Phone the UIF at (012) 337 1680 and follow the instructions of the UIF official.

NB: THIS FORM OF REGISTRATION IS CURRENTLY NOT ACTIVE

Registering Via Fax

If employers want to register via fax they should use the following steps:

Step 1: Call the UIF fax line

Get UI-8 for commercial employers or UI-8D for domestic/private household and UI-19 from their nearest Department of Labour or Department of Labour's website.

Step 2: Fill in the forms

Employers must complete the forms for both themselves and their workers. The form for the registration of workers asks for an employer reference number. Employers who do not have a reference number yet, can leave this part open. The UIF will create a reference number and send it to you.

Step 3: Fax the forms back

Fax the completed forms back to the UIF at 086 713 3000.

Registering Via Mail

If employers want to register via mail they should use the following steps:

Step 1: Get the forms

Get the UI-8 and UI-19 (for business employers) or the UI-8D and UI-19 (for domestic employers) from the website or at any labour centre.

Step 2: Fill in the forms

Employers must complete the forms for both themselves and their workers. The form for the registration of workers asks for an employer reference number. Employers who do not have a reference number yet, can leave this part open. The UIF will create a reference number and send it to you.

Step 3: Mail the forms

Mail the forms to the UIF at
The UIF
Pretoria
0052

Postage is payable on all mail sent to the UIF.

Registering at a Labour Centre

If employers want to register at a labour centre they should use the following steps:

Step 1: Get the necessary information ready

Get information like the ID numbers and addresses of employers and workers ready before going to the labour centre.

Step 2: Get the forms

Get the UI-8 and UI-19 (for business employers) or the UI-8D and UI-19 (for domestic employers) from the labour centre staff.

Step 3: Fill in the forms

Employers must complete the forms for both themselves and their workers. The form for the registration of workers asks for an employer reference number. Employers who do not have a reference number yet, can leave this part open. The UIF will create a reference number and send it to you.

Step 4: Hand in the forms

Hand in the forms with the labour centre staff.

Related Links

- **Basic Guide to UIF Registration**
All employers must register with the UIF or SARS.
- **Basic Guide to UIF Unemployment Benefits**
Workers who become unemployed have the right to claim from UIF.
- **How To Apply to Pay the UIF Annually**
Employers who want to pay UIF annually may do so before the 7 of March every year.
- **How to Claim UIF Unemployment Benefits**
Registered work-seekers must apply for benefits at their nearest labour centre in person.
- **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 Pay the UIF**
Employers' must deduct UIF from workers and pay it and their own to the UIF.
- **Form UI-19 - Declaration of information of commercial employees and workers employed in a private household**
Employers' must forward this form to the UIF, PRETORIA, 0052 or alternatively fax.
- **Form UI-8 - Application for registration as an employer with the UIF**
An application form to register as an employer with the UIF.
- **Form UI-8D - Application for registration as an employer of workers in a PRIVATE HOUSEHOLD**
Application for Registration as an employer of Domestic Workers with the UIF