



BLACK YOUNG ENTERPRISES
19 CACTUS ROAD
PORT ELIZABETH
Gqeberha.

Annexure "B1"

Reference: Pro-active

Tel no : 041 506 5006

Cell no : 063 683 6034

Email: Sibonelelo.nkohla@labour.gov.za

Date: 30/10/2025

**NOTICE OF INSPECTION BY INSPECTION & ENFORCEMENT SERVICES INSPECTORS
BASIC CONDITIONS OF EMPLOYMENT ACT 75 of 1997**

This is to notify you that Sibonelelo Nkohla, a Labour Inspector appointed in terms of Section 63 (1) of the BCEA 75 of 1997 of this Department, intends conducting an inspection on your establishment on 04/11/2025 at 10h30. This will be in line with section 66 of the BCEA.

It is imperative that you prepare for the inspection.

You are required to submit the following records, which you are required to keep in terms of labour legislation, on the abovementioned date and time.

1. Completed Company Profile (pro-forma attached)
2. A copy of the CIPC Certificate/ Trust documents/ Letter confirming Sole Propriety
3. Copy of company letter head (Cancelled)
4. A list containing the names, surnames and ID numbers of all employees.
5. Unemployment Insurance, registration number as well as proof of last payment.
6. Letter of Good standing for Compensation of Occupational Injuries and Diseases Act (COIDA)
7. Attendance Register for two employees for the last 2 months.
8. Information about remuneration for two employees for the last two months (pay slips)
9. A signed Contract of Employment / letter of appointment for two employees.

Employees must be informed that the Labour inspector might contact them to confirm information provided.

Employer to keep a copy of the relevant act/sectorial determination on the premises.

NB: Please note that all information received will be utilized for the intended purpose and protected in terms of the POPI Act.

If you are making use of the services of an accountant / bookkeeper, it is your responsibility to obtain all relevant documentation prior to the inspection from them.

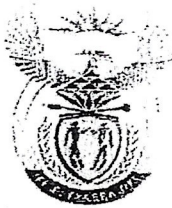
Yours faithfully,

S. NKOHLA
LABOUR INSPECTOR

INSPECTION AND ENFORCEMENT SERVICES: PORT ELIZABETH

116-134 GOVAN MBEKI STREET, CENTRAL, PORT ELIZABETH, 6000
PRIVATE BAG 6045, PORT ELIZABETH, 6000

• E-mail: Sibonelelo.nkohla@labour.gov.za • Room 234, 2nd Floor, VSN Building



Dept of Employment & Labour

COMPANY PROFILE

Registered Name of Business	
Trade Name of Business	
Company Registration No	
Chief Executive Officer	
Cell number of CEO	
Address of Premises The one that is inspected	
Postal Address	
Contact Person	
Telephone number	
Fax number	
E-mail address	
UIF Registration No	
COIDA Registration No	
Applicable Legislation	BCEA
Activities, products manufactured and / services rendered	
Number of employees: Male: Female: People with disabilities: Male: Female: Total workforce of undocumented foreigners Total number of employees:	