

BASIC CONDITIONS OF EMPLOYMENT ACT, 1997

Section 42

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is proof of employment with an employer.

WHO FILLS IN THIS FORM?

The employer.

WHERE DOES THIS FORM GO?

To the employee.

INSTRUCTIONS

This form may be issued upon termination of employment.

NOTE

In terms of section 42(g) the reason for termination of employment must only be given if requested by the employee.

This is only a model and not a prescribed form. Completing a document in another format containing the same information is sufficient compliance with the regulation.

CERTIFICATE OF SERVICE

I
(name and designation of person)

of

.....
(full name of employer)

address:
.....

in the **(trade)**

declare that

.....
(full name of employee)

.....
(I.D. no.)

was in employment

from **until**

as

.....
(type of work/occupation)

.....
any other information.....

On termination of service this employee was earning: R.....

..... **(amount in words)**

per hour per day per week per fortnight per month per year

.....
Employer's signature

.....
Date