



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

How to Submit your Return of Earnings?

CF-Filing User Guide



Compensation Fund
WORKING FOR YOU

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2 INTRODUCTION

2.1 SCOPE AND PURPOSE

The Compensation Fund site (CF-Filing) training manual details the end to end process required for electronically registering an Employer, Submitting the Employers Return of Earnings, paying electronically, and obtaining your Letter of Good Standing.

This User Guide will demonstrate the site's functionality for end-users.

Please note that the site currently only caters for the following:

- o All organizations who have already registered with the Compensation Fund and have been issued with a Contract Account Number (99-number)
- o Organizations registering with the Compensation Fund for the first time and have a Company Registration number from the Companies and Intellectual Property Commission (CIPC)

Organizations falling out of the above criteria (i.e. Sole Proprietors, Non-Profit Organizations, Trusts, etc.) are encouraged to manually submit their registration forms to their nearest Department of Labour: Labour Centre/ Provincial Office or Compensation Fund Head Office. Alternatively, submit their completed forms as well as all accompanying documentation to cfcallcentre@labour.gov.za Once they have received their Contract Account number, they can use the CF-Filing website going forward.

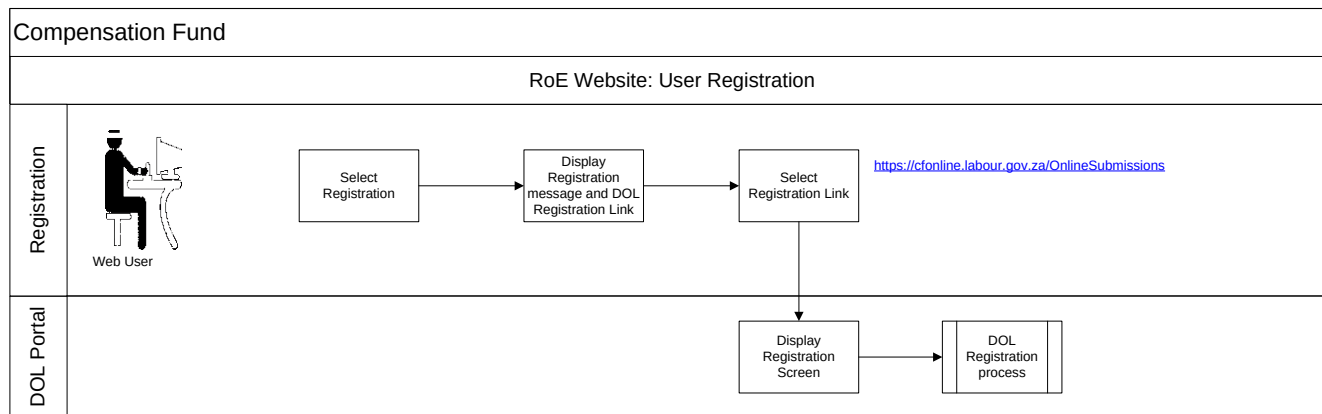
The following Mutual Associations should also submit their registrations manually:

- o Rand Mutual Assurance Company Ltd (Mining Industry)
- o Federated Employers Mutual Assurance (Building Industry)

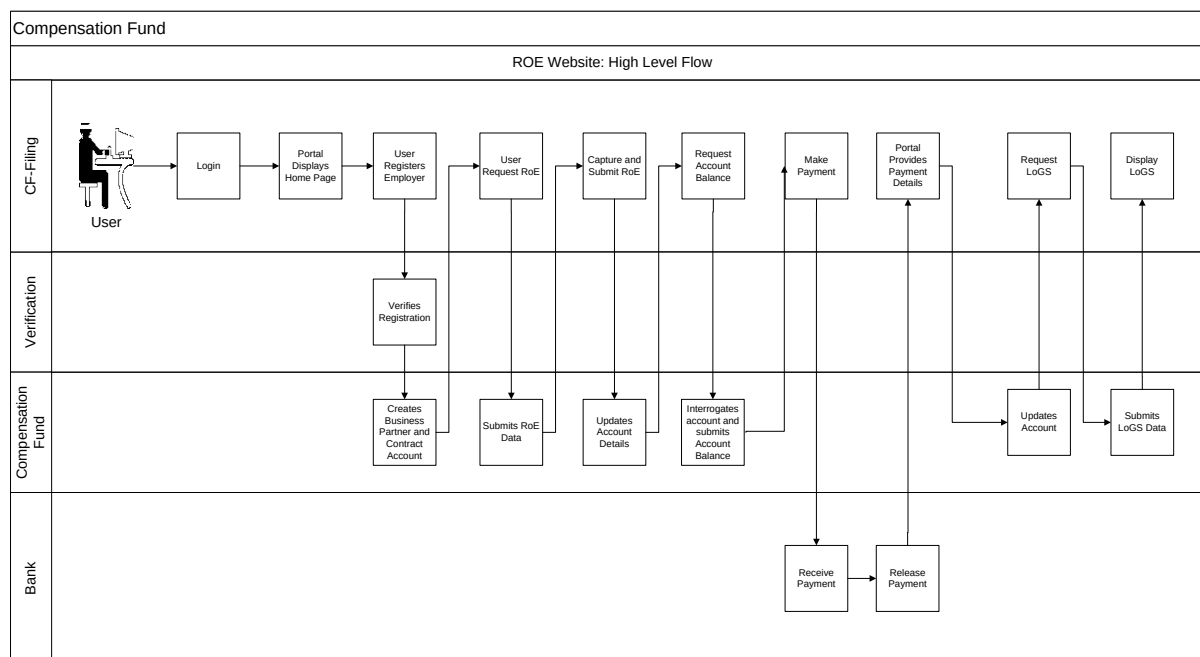
However, upon registration, they are transferred accordingly. Please note that these organizations will not be able to use the CF-Filing website.

2.2 PROCESS OVERVIEW

2.2.1 USER REGISTRATION



2.2.2 RETURN OF EARNINGS END TO END PROCESS



3 NAVIGATING TO THE CF-FILING HOME PAGE

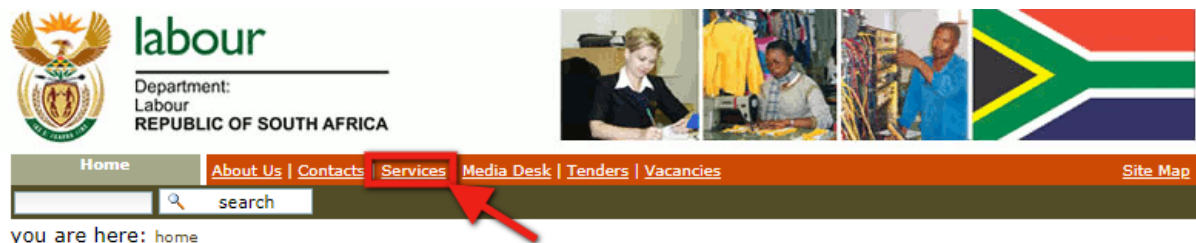
To access the CF-Filing Home Page, you will need to do the following:

STEP 1 – VISIT WWW.LABOUR.GOV.ZA IN YOUR BROWSER



The screenshot shows the homepage of the South African Department of Labour. The header includes the department's logo and name. A navigation bar contains links: Home, About Us, Contacts, Services, Media Desk, Tenders, and Vacancies. A search bar is also present. Below the navigation bar, the main content area features a large banner for the 'National Minimum Wage Roadshows with employers, 19 March – 20 April'. To the left of the banner is a sidebar with links to Documents and Legislation, and a Fraud Hotline. To the right is a News section with several articles. The footer includes logos for the South African Council for Skills Development and the BRICS Business Council.

STEP 2 – CLICK ON SERVICES



This screenshot is identical to the one above, but with a red arrow pointing to the 'Services' link in the navigation bar, indicating the next step in the process.

STEP 3 – SELECT COMPENSATION FUND ROE SUBMISSION


labour
 Department:
 Labour
 REPUBLIC OF SOUTH AFRICA




[Home](#) | [About Us](#) | [Contacts](#) | [Services](#) | [Media Desk](#) | [Tenders](#) | [Vacancies](#)

you are here: [home](#) → [online services](#)

Documents

Legislation




Fraud Hotline
 08600 22 194
fraud@labour.gov.za





Online Services

by DoL — last modified 2018-03-28 11:41

In the interests of service delivery, we are making a number of our services available online.

UIF Online declarations (Ufiling)

Employers must send information about their workers to the UIF. This information is used to calculate UIF contributions payable to the UIF.

-  [UIF online declarations \(Ufiling\)](#)
 Declare employees online

Compensation Fund status

This service will provide the status of a claim submitted to the Compensation Fund.

-  [Compensation Claim Status](#)
 The status of a claim at the Compensation Fund

Employment Services for South Africa

Employment Services for South Africa (ESSA)

-  [Employment Services for South Africa \(ESSA\)](#)

Compensation Fund ROE Submissions

Compensation Fund ROE Submissions

-  [Compensation Fund ROE Submissions](#)

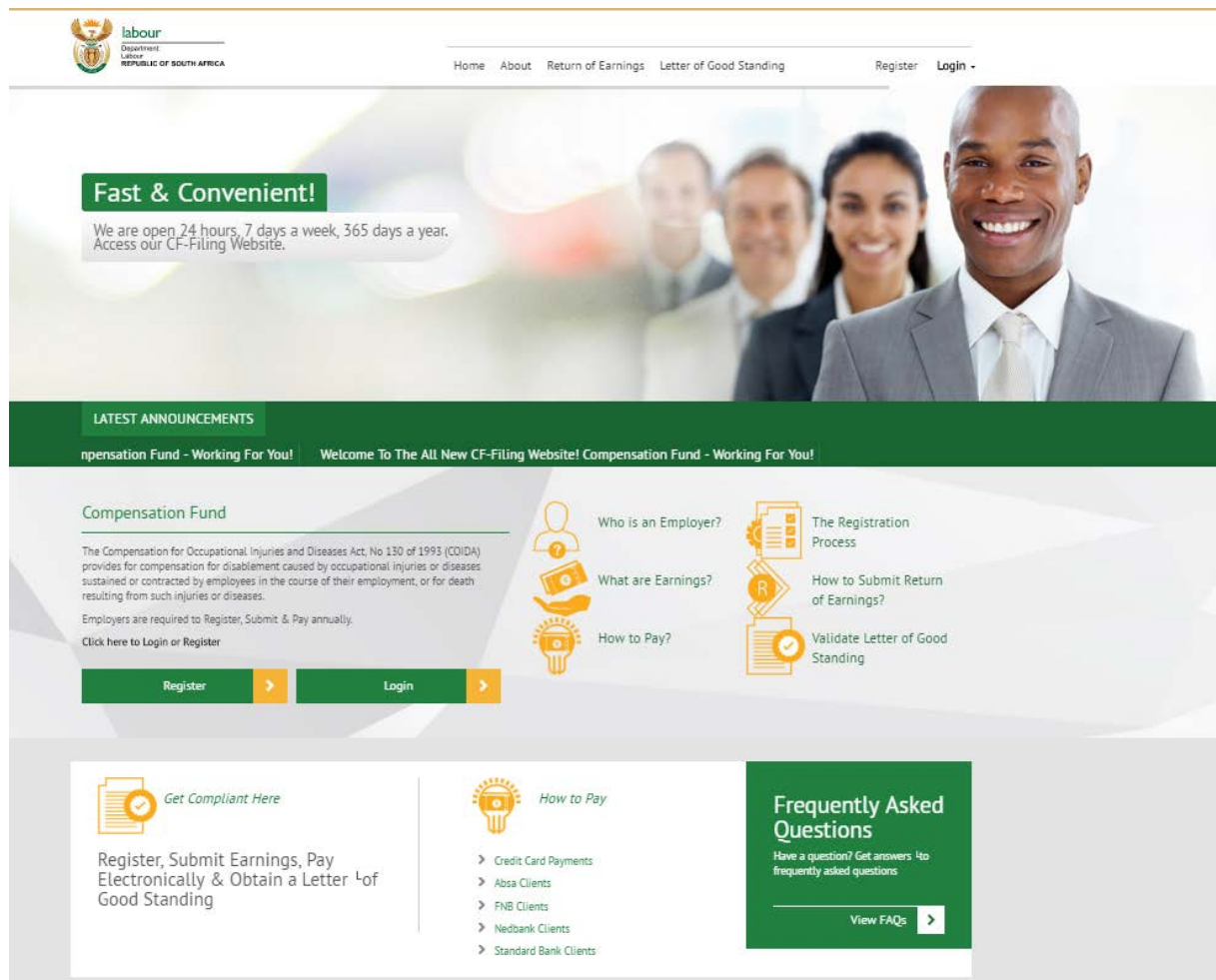
Compensation Fund ROE Submissions which includes the following services:

- Employer Registration
- Return of Earnings
- Online Payments
- Letter of Good Standing
- Verify Letter of Good Standing

News

- [Department of labour investigating collapse of Durban building which left at least three workers dead and several others injured](#)
 2018-03-29
 28 March 2018
- [NMW aims to reduce poverty and inequality – Department of Labour](#)
 2018-03-28
 28 March 2018
- [Department of Labour invites inputs and participation from the Explosive Industry players](#)
 2018-03-27
 27 March 2018
- [Implementation of NMW still on track – Department tells employers](#)
 2018-03-27
 27-MARCH-2018
- [Update on the Labour Amendment bills with specific reference to the National Minimum Wage bill currently](#)

4 CF-FILING HOME PAGE



From the Home Page, you are able to:

- o Read about the CF-Filing services and Return of Earnings(ROE) process
- o Lodge a complaint / query or compliment
- o Review the Frequently Asked Questions (FAQ)
- o Validate Letter of Good Standing (LOGS)
- o Obtain the contact details for the CF-Filing Call Centre and the Compensation Fund office.

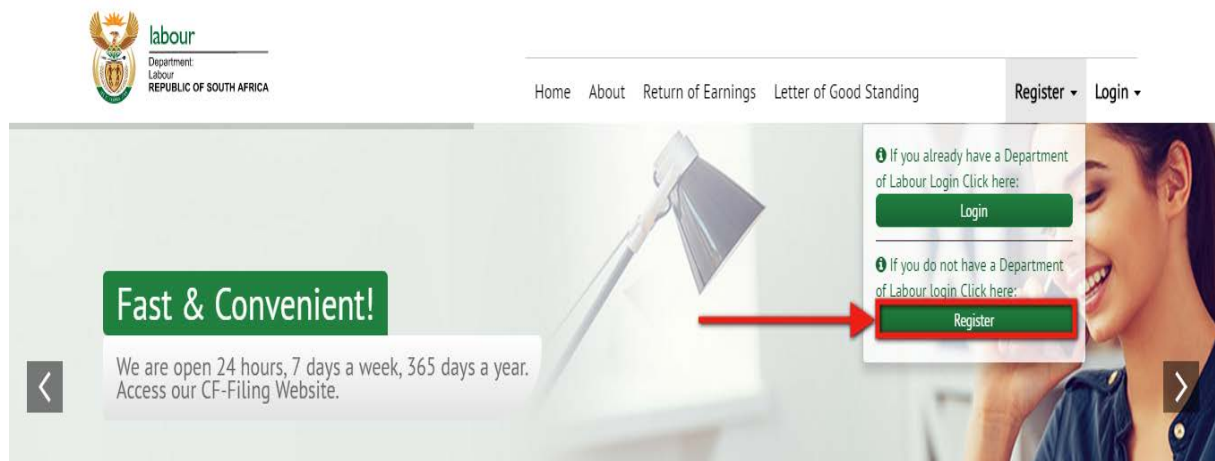
5 REGISTRATION

In order to register for the CF-Filing service, you will be directed to the Department of Labour website, where you will be required to enter your **SAID/Passport Number (the system will populate the Full Names and Surname)**, **Mobile number** and your **Telephone number**. Your username and password will be sent to the e-mail address provided, with a hyperlink that will redirect you back to the CF-Filing website.

5.1 NEW REGISTRATION

STEP 1 - USER REGISTRATION

From the CF-Filing **Home Page**, navigate to the **Register** option at the top right of the Menu bar.



STEP 2



Navigation

User Menu

Home

WELCOME TO THE ONLINE SUBMISSIONS

Register For DOL Access

*ID Number:

Get Individual

*First Names:

*Surname:

*Email Address:

*Mobile:

*Telephone Number:

Submit

Instructions Panel

Online User Registration Instructions

Enter The RSA ID Number And Click The "Get Individual" Button

Your Full Names And Surname Will Be Populated, If They Don't Please Contact CF.

Complete The Rest Of The Fields.

Verify If Your Email Address Is Correct, As Your Password Will Be Send To It.

Click The Submit Button To Send Your Application (To Be A New CF- Online User).

Your username and password will be emailed to you.

If you have previously accessed the old Compensation Fund Return of Earnings website, you must use your previous login credentials to access the CF-Filing website.

In the event that you have since changed email addresses and require an email address swop, send an email to support@cf-filing.co.za with the following details:

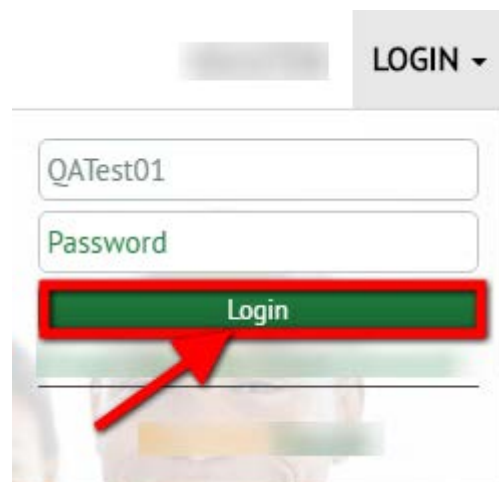
- o Request to change email address and reason
- o Full name and surname
- o ID number
- o Old email address
- o New email address

STEP 3 - LOGIN TO THE CF-FILING WEBSITE

From the CF-Filing **Home Page**, navigate to the **Login** option at the top right of the Menu bar.



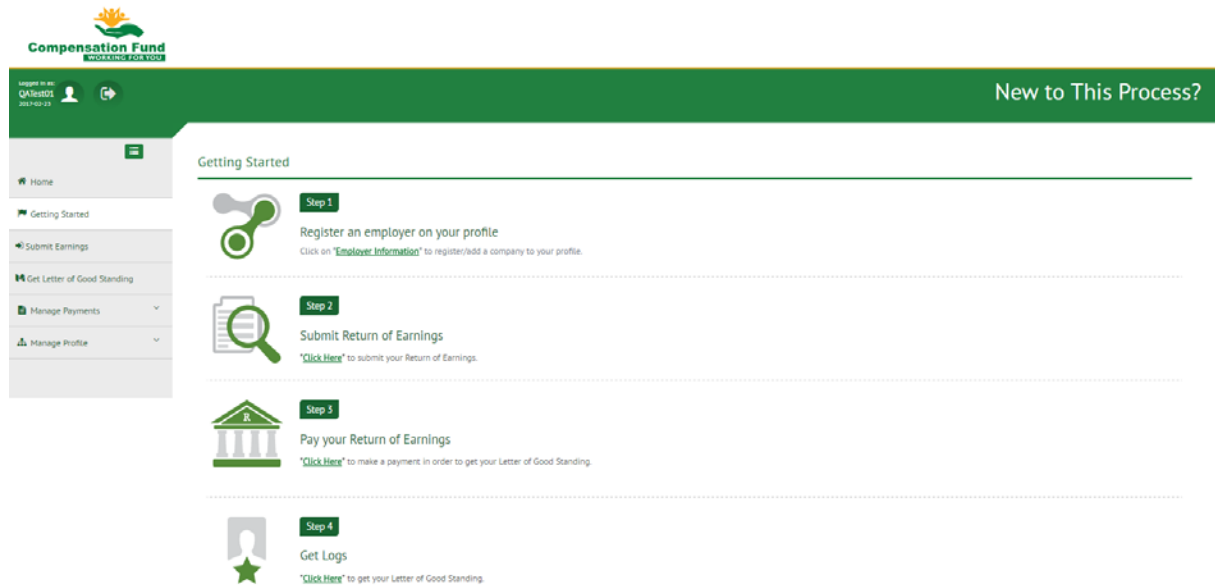
- o Enter your Username and Password that has been emailed to you
- o Select the **Login** button.



6 LOGGED INTO CF-FILING WEBSITE

6.1 FIRST TIME LOGIN

After the successful registration and upon your first login onto the CF-Filing Website, you will be shown the **Getting Started** Page.



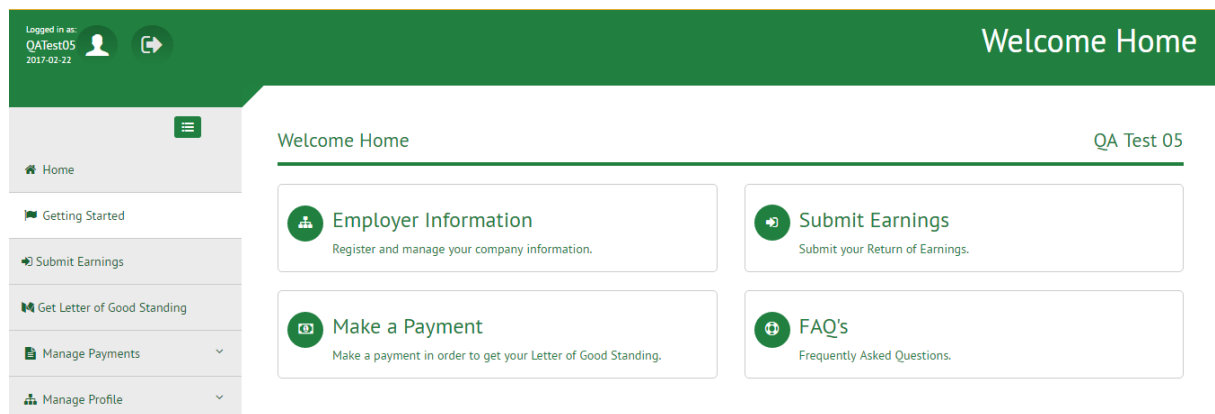
This page provides you the steps required for you to obtain your Letter of Good Standing;

- o Register an Employer on your Profile
- o Submit your Return of Earnings
- o Pay your Return of Earnings
- o Get your Letter of Good Standing

6.2 FUTURE LOGON - HOME PAGE

You will be routed to the home page, which has quick access tabs to the following;

- o Employer Information
- o Submit Earnings
- o Make a Payment
- o Frequently asked Questions



7 EMPLOYER INFORMATION

7.1 USER WITH CONTRACT ACCOUNT NUMBER

STEP 1 - ADD NEW EMPLOYER

This process caters for companies who have already been registered with the Compensation Fund and have been issued with a contract account number (99-number).

Register Employer

☒ Below are the employers you have added to your profile.

Employer Name	Type	Registration Number	Contract Account Number	Actions
CCN INSURANCE CONSULTANTS	Company	2002/026253/23	990001067228	Edit
CELL FANATICS	Company	2002/026249/23	990001067227	Edit
DDC CONSTRUCTION MANAGERS	Company	2002/026257/23	990001067229	Edit
PROFIT PLAN SECRETARIAL SERVICES	Company	2002/026248/23	990001067226	Edit
SANCORP 88 TRADING	Company	2002/026244/23	990001067223	Edit
SLB PROPERTY DEVELOPERS	Company	2002/026246/23	990001067225	Edit
SUPERSHIELD DETAILING SERVICES	Company	2002/026251/23	2001475756	Edit
				Add

Click **Add** to create a new Employer



STEP 2 - TERMS AND CONDITIONS

Read and approve the terms and conditions

Terms & Conditions

Employer Registration

Terms & conditions for Employer Registration

☒ Please read and accept the terms and conditions.

1. Introduction

- These conditions will govern the relationship between the Compensation Fund and the registered user on the CF-Filing service as rendered by the Compensation Fund via the CF-Filing web site.
- The user acknowledges that they have familiarized themselves with the contents in these Terms and Conditions, that they accept such terms and conditions, and that they are bound by the contents.
- This Agreement will commence when the Compensation Fund accepts the Users request to subscribe to Service, which acceptance will manifest at that point in time when the Compensation Fund sends the User an activation confirmation the "**commencement date**".

2. Definitions

- "**Agent**" means a person who acts on behalf of a User, an Employer or a company registered with the Compensation Fund;
- "**Compensation Fund**" means the Compensation Fund, an organ of the State established in terms of Section 15(1) of Compensation for Occupational Injuries and Diseases Act 130 of 1993 read with Schedule 3 of Public Finance Management Act 1 of 1999 with its registered address located at the Office of the Compensation Fund, 4th floor, cnr Soutpan and Hamilton street Street, Pretoria, 0001, South Africa.
- "**CF-Filing site**" means the website through which the Compensation Fund provides the Service.
- "**Employer**" means any person, including the State, who employs an employee, and includes-
 - (a) any person controlling the business of an employer;
 - (b) if the services of an employee are lent or let or temporarily made available to some other person by his employer, such

Do you agree to the Terms & Conditions stated above? *

☐

Yes

> Next

[Click here to cancel the wizard](#)

STEP 3 – EXISTING REGISTRATIONS

Answer the following questions;

- o Do you have a Contract Account Number from the Fund?
- o If yes, enter the contract account number.
- o Synchronize the information provided

[Terms & Conditions](#) [Employer Registration](#)

Employer Registration

☒ Please confirm the details below to continue.

Do you have a Contract Account number from the Fund?

☒ Yes ☐ No

Contract Account Number *

Click the button to start the process.

Sync

[< Back](#)

[Click here to cancel the wizard](#)

- o Confirm the information supplied



Terms & Conditions Existing Registrations

Existing Registrations

☒ Please confirm the details below to continue.

Do you have a Contract Account number from the Fund?

☒ Yes ☐ No

Contract Account Number *

9900

Company Registration/CIPC Number *

2006/

Click the button to start the process.

Sync

Trading Name of Employer

SALES (PTY) LTD

Is this information correct?

Yes **No**

< Back

[Click here to cancel the wizard](#)

STEP 4 – SUCCESSFULLY LINKED EMPLOYER

Ready to submit your Return of Earnings?

Thank you!



We have linked your existing employer to your profile.

Submit Earnings

7.2 USER WITHOUT A CONTRACT ACCOUNT NUMBER

STEP 1 - ADD NEW EMPLOYER

This process caters for companies who are registering with the Compensation Fund for the first time.

Register Employer

☒ Below are the employers you have added to your profile.

Employer Name	Type	Registration Number	Contract Account Number	Actions
CCN INSURANCE CONSULTANTS	Company	2002/026253/23	990001067228	Edit
CELL FANATICS	Company	2002/026249/23	990001067227	Edit
DDC CONSTRUCTION MANAGERS	Company	2002/026257/23	990001067229	Edit
PROFIT PLAN SECRETARIAL SERVICES	Company	2002/026248/23	990001067226	Edit
SANCORP 88 TRADING	Company	2002/026244/23	990001067223	Edit
SLB PROPERTY DEVELOPERS	Company	2002/026246/23	990001067225	Edit
SUPERSHIELD DETAILING SERVICES	Company	2002/026251/23	2001475756	Edit
				Add

Click **Add** to create a new Employer

STEP 2 - TERMS AND CONDITIONS

Read and approve the terms and conditions

Terms & Conditions
Employer Registration

Terms & conditions for Employer Registration

☒ Please read and accept the terms and conditions.

1. Introduction

- These conditions will govern the relationship between the Compensation Fund and the registered user on the CF-Filing service as rendered by the Compensation Fund via the CF-Filing web site.
- The user acknowledges that they have familiarized themselves with the contents in these Terms and Conditions, that they accept such terms and conditions, and that they are bound by the contents.
- This Agreement will commence when the Compensation Fund accepts the Users request to subscribe to Service, which acceptance will manifest at that point in time when the Compensation Fund sends the User an activation confirmation the "commencement date".

2. Definitions

- "Agent" means a person who acts on behalf of a User, an Employer or a company registered with the Compensation Fund;
- "Compensation Fund" means the Compensation Fund, an organ of the State established in terms of Section 15(1) of Compensation for Occupational Injuries and Diseases Act 130 of 1993 read with Schedule 3 of Public Finance Management Act 1 of 1999 with its registered address located at the Office of the Compensation Fund, 4th floor, cnr Soutpan and Hamilton street Street, Pretoria, 0001, South Africa.
- "CF-Filing site" means the website through which the Compensation Fund provides the Service.
- "Employer" means any person, including the State, who employs an employee, and includes-
 - (a) any person controlling the business of an employer;
 - (b) if the services of an employee are lent or let or temporarily made available to some other person by his employer, such

Do you agree to the Terms & Conditions stated above? *

☐ Yes

[Click here to cancel the wizard](#)

[Next](#)

STEP 3 – NEW REGISTRATIONS

Answer the following question;

o Do you have a Contract Account Number from the Fund?

If no, tick the relevant box and click on the **Next** button.

Terms & Conditions	Employer Registration	Verify Employer
Qualification Criteria	Employer Details	Confirm

Employer Registration

☒ Please confirm the details below to continue.

Do you have a Contract Account number from the Fund?

☐ Yes ☒ No

[Click here to cancel the wizard](#)

[Back](#) [Next](#)

STEP 4 – VERIFY EMPLOYER

Please ensure that you enter the information as per your CIPC document.

Terms & Conditions	Employer Registration	Verify Employer
Qualification Criteria	Employer Details	Confirm

Verify Employer

☒ Please complete the required fields to continue. Only organisations that have a CIPC number can register through CF-Filing.

Entity Type
Company

Company Registration/CIPC Number *

Director's / Owner's / Member's Identification Number *

Tax Number *

[Click here to cancel the wizard](#)

[Back](#) [Next](#)

If you have submitted the correct details, and cannot proceed on to the next stage, please submit an email to support@cf-filing.co.za with the following documentation for assistance:

- o CIPC documentation
- o Director's ID copy
- o SARS Tax Certificate

STEP 5 - QUALIFICATION CRITERIA

Answer the following questions;

- o Are you an Employer as per the Act that Governs the Compensation Fund?
- o Date on which the first Employee was employed / Business changed ownership.
- o Number of Employees presently employed
- o Industry Classification Type (Nature of Business)

Important to note: there are 102 sub-class types that are available at the Compensation Fund. You need to choose the sub-class type that most accurately reflects the Company's nature of business.

Terms & Conditions
Employer Registration
Verify Employer
Qualification Criteria
Employer Details
Confirm

Qualification Criteria

☒ Please complete the required fields to continue.

Are you an Employer as per the Act that governs the Fund? ☒ Yes

Date on which the first Employee was employed or date on which business changed ownership:

Number of Employees presently employed:

Classification Type

0111 - Livestock, Fish & Oyster Farming
0114 - Crop, Tillage & Forestry Farming
0116 - Mixed Farming, Livestock & Tillage
0118 - Sugar Cane / Tea Farming
0300 - Fish Catching

>

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K

1710 - Passenger Transport, Driving School

[Download Classification Type PDF](#)

< Back
> Next

[Click here to cancel the wizard](#)



STEP 6 - EMPLOYER DETAILS

- o Enter your Company Contact Person's details
- o Enter your Company Banking Details
- o Enter your Company Address (Physical and Postal)

Terms & Conditions	Employer Registration	Verify Employer	Qualification Criteria
Employer Details	Confirm		

Employer Contact Person

Name *		E-mail Address *	
Cell Phone Number *		Work Number *	

Banking Details

Account Holder *	
Bank Name *	Select One v
Bank Account Number *	
Branch Code *	
Bank Account Type *	Select One v

Physical address

Street Number *	
Address line 2 *	
Address line 3	
Suburb *	
City *	
Region *	Select One v
Postal code *	

Postal address

Same as physical	☒ YES
------------------	---

< Back

> Next

[Click here to cancel the wizard](#)

STEP 7 - EMPLOYER DECLARATION

Declaration of authority to act on behalf of the registered Employer.

Terms & Conditions	Employer Registration	Verify Employer
Qualification Criteria	Employer Details	Confirm

Confirm Declaration

☒ Please complete the required fields to continue.

I hereby declare that this declaration is true and correct. *

☒ Yes

Name
QA Test 03

Authority To Act *
Select One

Declaration Date
Thu Nov 09 16:18:26 SAST 2017

Submit Declaration

< Back

[Click here to cancel the wizard](#)

STEP 8 - SUCCESSFUL EMPLOYER REGISTRATION

Ready to submit your Return of Earnings?

Employer Information

 Employer successfully registered! Click 'Submit ROE' to declare and submit your Return of Earnings.

8 SUBMIT YOUR RETURN OF EARNINGS

STEP 1 - REQUEST RETURN OF EARNINGS

Select the Company you are requesting Return of Earnings for.

Request Return of Earnings

☒ Please note that by requesting to submit your Return of Earnings declaration, you will be required to complete the oldest outstanding Return of Earnings first. Only on one successful submission will the Return of Earnings process allow you to request the next outstanding Return of Earnings.

Select Company : *

Select One

Request

The system will return your Earnings.

STEP 2 - COMPLETE EARNINGS

Please complete **the oldest outstanding ROE** first

Latest Complete ROE (2010)

Earliest Incomplete ROE (2011)

Request Number	7001461194	Period Number	2011	Contract Account	990000978758
Billing Status	Open	Number of Employees *	1	Net Value	1692.00

Actual Return of Earnings (2011)

Provisional Return of Earnings (2012)

Total earnings paid to employees *	R1,400.00	Total earnings paid to employees *	R20,100.00
Total earnings paid to directors *	R110.00	Total earnings paid to directors *	R0.00
Total value of food and lodging *	R0.00	Total value of food and lodging *	R0.00
Total value of other in-kind benefits	R1,210.00	Total value of other in-kind benefits	R20,100.00

Reason for variance from previous year's Return Of Earnings *

All fields marked with asterisks (*) are mandatory.

STEP 3 - COMPLETE YOUR RETURN OF EARNINGS



Return of Earnings Submitted

Thank you for your submission. Please ensure that you submit all relevant Return of Earnings for compliance.

Note: Your latest Notice of Assessment will automatically be emailed to you within 24 hours. Alternatively, contact the CF Customer Care cfcallcentre@labour.gov.za and request the Notice of Assessment.

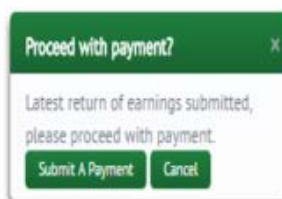
STEP 4 – YOU ARE NOW READY TO PAY

Once latest ROEs have been submitted, you will be ready to pay.

Return of Earnings - RACE THE WIND TRADING 17

☒ Fill in the fields for the open period below and click 'Submit'. Note: If you want to make a manual payment, please use the Contract Account Number as reference.

> Latest Complete ROE (2017)



9 PAY

STEP 1 - REQUEST YOUR LATEST ACCOUNT BALANCE

Request your latest Account Balance

Select Company: *

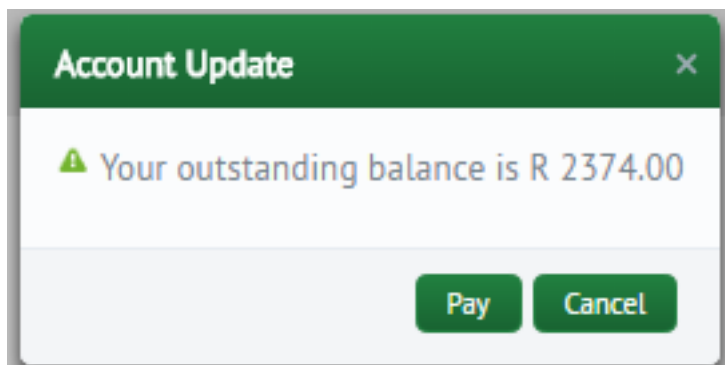
Select One 

Request

Select a **Company** and select **Request**

STEP 2 –ACCOUNT BALANCE

Please note, when requesting your latest account balance, the amount displayed includes all money owed to the Fund (Return of Earnings, penalties and interest).



The ability to view your Statement of Account within CF-Filing will be made available in the near future. In the interim, please contact cfdebtors@labour.gov.za or cfcallcentre@labour.gov.za to request for your Statement of Account.

STEP 3 - PAY

Enter the amount you wish to pay and select the method of payment

Pay Selected Companies

☒ Enter the amount you wish to pay and then select your payment method below

Contract Account Number	Company Name	Amount Due	Amount To Pay
9900	.	R2,374.00	R2,374.00
		R 2,374.00	R 2,374.00

Payment Type ^{*} ?

- o Complete the instructions
- o Click Pay
- o You are required to release the payment inside of Internet Banking Application or your Business Banking Application

9.1 CREDIT PUSH PAYMENTS

- o CF-Filing is integrated with and supported by ABSA, FNB, Nedbank and Standard Bank and soon all major credit and debit cards.
- o ABSA, FNB, Nedbank, Standard Bank customers can instruct payment within CF-Filing and release this payment within their banking application.
- o More detail and instructions for payment can be found below.

9.1.1 ABSA

If you are an Absa Customer will still need to log in to your Absa Internet Banking or Cash Focus and authorise the payment *after* you have initiated it on the CF-Filing site. This 2-step payment authorisation process is to ensure the security of your personal funds. This option also allows you to schedule future account payments or set up recurring payments through the CF-Filing site.

9.1.1.1 Absa Cash Focus

- o Log into ABSA Cash Focus.
- o Enter your Group Number — the user ID which uniquely identifies the organisation — this information must be obtained from the bank. This is the first five (5) digits of the Cash Focus user code.
- o Enter your Operator Number — This is the number allocated to an employee of a registered Cash Focus client, giving them access to Cash Focus.
- o Select "Approvals" then "Singles" menu to authorise the payment.
- o Your CF-Filing transaction is awaiting authorisation.

9.1.1.2 Absa Internet Banking

- o Log into Internet Banking (Enter your User Number — More than one user may be registered on a profile and each user must have a unique number/identifier. This is usually 1).
- o Go to "Authorisations".
- o You will find a few sub-tabs, select "Tax and Regulatory option".
- o Your CF-Filing transaction is awaiting authorisation.

9.1.2 FNB

If you are an FNB Customer you will be required to log onto Online Banking Enterprise and authorise the payment *after* you have initiated it on the CF-Filing site. This 2-step payment authorisation process is to ensure the security of your funds.

- o Log into Online Banking Enterprise.
- o Navigate to the "Payments" tab.
- o Click on "eFiling" sub tab.
- o Click on "Submit eFiling" in the menu to submit a CF-Filing payment authorisation.
- o Select the eFiling payment which requires authorisation (The type should state "CF") and click on "Continue".

- o The landing page will no longer reflect the eFiling payment as it has been forwarded for authorisation.
- o Click on the "Payments" sub tab.
- o Click on "Authorisation Needed" and select the CF-Filing payment to authorise. Thereafter click on "Authorise".
- o Enter your Digital Certificate and password and click on "Accept".

9.1.3 NEDBANK

If you are a Nedbank Customer you will be required to log onto Internet Banking or Nedbank Business Banking and authorise the payment after you have initiated it on the CF-Filing site. This 2-step payment authorisation process is to ensure the security of your funds.

9.1.3.1 *Nedbank Internet Banking*

- o Log into Nedbank Internet Banking.
- o Navigate to the "Payments" Tab.
- o Click on "Government Payments" sub tab.
- o Select the payment you wish to authorise.
- o Enter all the relevant details.
- o Select "Make payment".

9.1.3.2 *Nedbank Business Banking*

CAPTURER

To find the eBill payments batch as generated on CF-Filing:

- o Select "Transactions" > "Payments" > "e-Bill payments".
- o Select the "CFund Payment" that needs to be submitted for authorisation.
- o Select the debit account number from the dropdown list.
- o Select "Submit Batch".

- o "Submit for Authorisation".

AUTHORISER

- o To authorise the batch select "Authorise" > "eBill Payments".
- o Select "CFund eBill Payments".
- o "Authorise".

9.1.1.4 STANDARD BANK

If you are a Standard Banking Customer you will be required to log onto Business Online and authorise the payment after you have initiated it on the CF-Filing site. This 2-step payment authorisation process is to ensure the security of your funds.

9.1.4.1 Standard Bank Business Online

- o Log into Standard Bank Business Online Banking.
- o Click "Funds Transfer" menu.
- o Choose "Payments" — you will see "All Payments" and "SARS Payments".
- o Choose "SARS Payments".
- o All payments requiring authorisation via the credit push payment option from CF-Filing will be visible.
- o Choose the payment due and click "Create".
- o Details of the payment will be displayed.
- o Here you have the option to choose from which Account you would want the payment to be debited.
- o The only fields that can be changed would be "Debit Account" and "Action Date". Reference and Amount are locked.
- o Click "OK" to proceed.
- o Again under the "Funds Transfer" tab choose "All Payments".
- o Click "View Payments".

- o All payments waiting for authorisation will be displayed.
- o Top Tip: Follow the normal workflow as to who would be allowed to authorise for final release.
- o Search for the CF-Filing payments to release.

9.2 VISA/MASTERCARD (CARD NOT PRESENT)

Log in to your CF-Filing profile and follow the payment process. Select Visa/MasterCard as your payment option. You will be required to enter your card number, Expiry Date, CVV Number and email address and Password. Select the bank card you wish to use to make the payment. Once the payment is processed, the payment status will be updated.

10 REQUEST LETTER OF GOODSTANDING

- o Select **Get Letter of Good Standing**
- o Select your Company and click **Request**

Request Your Letter of Good Standing
Please select your company and press 'Request'

Select Company *

Select One

Request

- o Your Letter of Good Standing will be displayed



labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA


2016000040

Call Centre No: 086 0105 350

REG NO: 990001067128
FAX NO: 0123456789
ISSUE DATE: 2017-10-04
CERTIFICATE NO: 2016000040



SID GENERAL DEALER BUTCHERY BAKERS AND B OOKSHOP
PO Box 3441
Harrismith
3214

LETTER OF GOOD STANDING
COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 of 1993 (AS AMENDED).

With reference to sections 80, 82, 86 and 89 of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended), I hereby certify that: SID GENERAL DEALER BUTCHERY BAKERS AND B OOKSHOP has complied with the requirement of the above Act and is at present in good standing with the Compensation Fund.

Nature of business: Accountant, auditor, law agent, quantity surveyor, computer programming
Expiry date: 2018-04-30

IMPORTANT NOTICE:

Any fraudulently obtained Letter of Good Standing shall constitute a criminal offence.

The Compensation Commissioner shall institute criminal proceedings against any perpetrators who unlawfully alter or deface this letter with intent to defraud or misrepresent facts contained therein.

PLEASE, use the Below link (Website Address) to check if the Letter of Good Standing is valid:
<https://www.uat.cf-filing.co.za/CompensationFund/validate-logs>

Yours Faithfully


 COMPENSATION COMMISSIONER
 W.As. 48
 Compensation House, Cnr Hamilton and Soutpansberg Road, PO Box 955, Pretoria, 0001 Fax: (012) 357-1817
 Website: <http://www.labour.gov.za>


Compensation Fund
 WORKING FOR YOU

11 MENUS ITEMS

11.1 HOME

Please refer to [CF-Filing Home Page](#)

11.2 GETTING STARTED

Please refer to [First Time Login](#)

11.3 SUBMIT EARNINGS

Please refer to [Submit your Return of Earnings](#)

11.4 GET LETTER OF GOOD STANDING

Please refer to [Get Letter of Good Standing](#)

11.5 MANAGE PAYMENTS

11.5.1 ACCOUNT BALANCE

Please refer to [Account Balance](#)

11.5.2 PAYMENT HISTORY

In this menu you are able to see all payments made via CF-Filing.

Payment History

☒ View the history of your payment(s). Select from the dropdown menu.

Select: ▼								
Payment Reference	Description	Due Date	Date Paid	Amount Paid	Payment Method	Status	View	Download
1	PAYMENT		22-02-2017	394.00	ABSA Online	PAYMENT INSTRUCTION SUCCESSFUL		
	PAYMENT		22-02-2017	394.00	ABSA Online	PAYMENT INSTRUCTION SUCCESSFUL		
	PAYMENT		22-02-2017	2,000.00	ABSA Online	PAYMENT INSTRUCTION SUCCESSFUL		

11.5.2.1 Payment Status'

- o **Payment Instruction Successful** - You have successfully submitted your payment to the bank and you are still required to release it. Please refer to [Credit Push Payments](#)



- o **Paid** - Your payment to Compensation Fund is Completed
- o **Failed** - Your payment to the Compensation Fund has failed

11.5.3 MANAGE PROFILE

11.5.3.1 Banking Information

You are able to add remove or edit your bank account information.

11.5.3.2 Employer Information

Please refer to [Employer Information](#)