

VERY IMPORTANT INFORMATION

Completion & Submission of ATR & WSP:

!!!!DUE DATE: 30 JUNE 2007!!!!

- ❑ Only make use of the latest available formats. No previous formats will be accepted!
- ❑ Do not change or delete any part of the new formats.
- ❑ Select the correct format for your company : Less than 50 PERMANENT employees **or**
: More than 50 PERMANENT employees.
- ❑ Ensure document is completed in full before sending it to AgriSETA
- ❑ Do not complete a “Hard Copy” if already completed/submitted On-Line and visa versa
- ❑ Hard Copy: Fax / E-mail or Post document (Less than 50: Sent Page 2 up to Page6)
(More than 50: Sent Page 2 up to Page 11)
- ❑ On-Line Submission: Only fax /E-mail(scan) or Post the last signed authority page!
- ❑ No Exemptions OR Extensions will be granted for late submission!
- ❑ **NO SIGNED AUTHORITY PAGE – NO APPROVAL**

Approval of ATR & WSP:

If any part of the document is incomplete or incorrect we will notify the SDF at our earliest convenience. Insufficient detail or errors on these applications needs to be corrected and resubmitted within **5 working days** of notification by AgriSETA. (See draft Grant Policy) If not the application will be regarded as a late submission and the employer will forfeit their grants.

Payments:

Mandatory Grants are being disbursed quarterly: **End of May, August, November and February**
Take note that we do not sent any payment remittances as all info are available on the SMS system.

SDF's

All registered SDF's has a username and password to logon to the system. It is the SDF's responsibility to inform employer of latest Grant Payments, new information or outstanding documentations.

Website:

Please visit our website on a regularly basis for new updates and info! www.agriseta.co.za