

Application to Link Skills Development Levy Numbers

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BACKGROUND

In certain circumstances employers require the Seta to consider grant applications and levy payments on behalf of more than one Skills Development Levy (SDL) number. This may occur where the employer:

1. Merges with another employer, taking on an additional SDL number (and the levy paid over on behalf of that SDL number), and wishes to claim this levy by submitting a grant application in respect of both SDL numbers,
2. Wishes to do an inter-Seta transfer on an SDL number (from another Seta to Fasset). SDL from this transfer may be transferred into the Seta after 30 April,
3. Has paid a portion of the full years' levy on an old SDL number and another portion on a new SDL number, which has since been changed with SARS, and/or
4. Chooses to submit one grant application on behalf of a number of SDL numbers which operate as a single entity.

In these circumstances, Fasset will consider requests from employers to 'link' SDL numbers. The linking process involves the Seta electronically assigning SDL numbers to a designated SDL number. The designated SDL number is referred to as the Parent SDL (the 'main' SDL number, or the SDL number that the employer wishes to retain as the 'main number' in the future). SDL numbers that are linked to the Parent SDL are referred to as Child SDL numbers. These are SDL numbers that are not 'main' (Parent), for example, a Child SDL number may be the smaller employer of two SDL numbers that merge, or a smaller branch office that falls under the umbrella of a larger company, or a SDL number that has been discontinued or changed but still has levy income with the Seta.

RULES FOR LINKING

There are a number of rules affecting the SDL linking process.

- Linking may not occur for SDL received in financial years prior to the financial year in which the request for linking has been received. Fasset's financial year is from 1 April to 31 March.
- Fasset will not link a Child SDL to a Parent SDL if the Child SDL has not satisfied the requirements of the grant submissions already applied for by the Parent SDL within the financial year in question. For example, Company A merges with Company B on 15 July. Company A has been participating with Fasset and submitted their grant application timeously by 30 April. Company B is also registered with Fasset but has not submitted their grant application by the deadline date of 30 April. A link will not be performed between Company A and Company B until such time as Company B has followed procedures to become up-to-date with their grant submission.
- A request for linking must be received within the financial year that the link is to be effected and before 30 April of the financial year or within 6 months of a company being created. A company may not be linked if a grant has already been paid out to any of the Parent or Child SDL numbers.
- Employees in Child SDLs to be linked to Parent SDLs must have been included (in the case where the company is linked after the deadline date for the grant submission) in the grant applications already submitted by the respective SDL numbers, either to Fasset, or to another Seta. For example, Company A discovers that their grant submission included employees who relate to a SDL number never reported to the Seta. In their grant submission to the Seta on e.g. L123456789 they reported that they employ 200 staff, not knowing that the staff are split between L123456789 (180 staff) and L999999999 (20 staff). Because the staff for L999999999 have been inadvertently included in L123456789, Fasset will approve the link. If this was not the case, the request would have been denied.
- If the link request is received after the Seta financial year-end that the SDL wants the link to be effected from, the request for linking will be denied. Requests must come in by the end of the Seta financial year i.e. 31 March.
- Each request for linking will be individually considered.
- Only Fasset will perform the linking of SDL numbers.
- After linking SDL numbers, levies paid over by the Child SDL will be associated with the Parent SDL.
- Child companies will be delinked from the Parent SDL if the company does not confirm the link arrangement on their annual Mandatory Grant application form and does not respond to a letter of query sent by Fasset. Linked relationships must be renewed on the grant application form on an annual basis.
- The linking of SDL numbers is internal to Fasset and does not reflect on to the Department of Higher Education and Training (DHET) system or other Seta systems.

SUBMISSION REQUIREMENTS

Please complete a separate form for each SDL number to be linked.

- In the case of hand delivery or courier, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The Seta physical address is **1st Floor, 296 Kent Avenue, Ferndale, Randburg 2194**. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if it is received / delivered after the deadline date.
- In the case of submission via the postal system, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and that proof of sending the specified document is kept. The correct postal address is **PO Box 6801, Cresta, 2118**.
- In the case of email submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct email address and that a copy of the sent email is kept, and is retained for later use/proof. The only and correct email address is **grantapplications@fasset.org.za**

Name of Organisation				
SDL number of Parent SDL				
Number of employees of Parent SDL at 1 April of current financial year				
SDL number(s) of existing Child SDLs (if applicable)				
	Child SDL to be Linked 1	Child SDL to be Linked 2	Child SDL to be Linked 3	Child SDL to be Linked 4
Name and SDL number of Child SDL to be linked to Parent				
Indicate financial year for which Child SDL is to be linked to the Parent, e.g. 1 April 2019				
Why do you want the Child SDL to be linked to this Parent SDL?				
Why do you want the Child SDL to be linked to this Parent SDL?				
Number of employees of Child SDL at 1 April of current financial year				
Have the employees of the Child SDL been included in the grants already / to be submitted to Fasset, or another Seta, within the current financial year?				
Your date of submission of this request to Fasset				

Name of **Skills Development Facilitator (SDF)** _____

Identity Number of SDF _____

Details Authorised Signatory email: _____ telephone: _____ fax: _____

Signed (SDF) _____ Date _____

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Position in organisation _____

Details Authorised Signatory email: _____ telephone: _____ fax: _____

Signed Authorised Signatory _____ Date _____

I declare that this application is to the best of my/our knowledge true and correct. I understand that Fasset may independently verify the information. I also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. Fasset reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that Fasset and/or any of its affiliates will be processing the personal information included in this application. The processing of such information by Fasset will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform with the performance monitoring process instituted by the Department of Higher Education and Training (DHET) which Fasset is required to complete on a quarterly basis. By submitting this application the parties agree that the purpose of collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall constitute confidential information and shall be treated as such by all the parties involved respectively. By completing and signing this application form, the authorised signatory confirms that the application guidelines for this grant have been read and understood.