

ZIMBABWE MANPOWER DEVELOPMENT FUND REGISTRATION OF BUSINESS PARTNER

*Please read the instructions attached (annexure 1) before completing this form
(Please write clearly)*

1. **BUSINESS PARTNER NAME:** _____
Name of proprietor, company, partners, body corporate or unincorporated,
by whom the business or organisation is owned or controlled, i.e. the employer
for the purposes of the Manpower Development Act, Chapter 28:02 of 1996

2. **LEGAL FORM:** _____
(e.g. Public, Partnership, Sole trader, private limited etc.)

3. **INDUSTRY:** _____
(e.g. Retail , insurance, rail, banking, mining, telecommunication, tourism and hospitality.

4. **RELATIONSHIP WITH
OTHER COMPANY:** _____
(e.g. parent company of, subsidiary to etc)

5. **BUSINESS PHYSICAL ADDRESS:** _____

6. **POSTAL ADDRESS:** _____

7. **E-MAIL ADDRESS 1:** _____
E-MAIL ADDRESS 2: _____
E-MAIL ADDRESS 3: _____

8. **TELEPHONE NUMBERS:** _____

9. **FAX NUMBER:** _____

10. **CELL PHONE NUMBER 1:** _____
CELL PHONE NUMBER 2: _____
CELL PHONE NUMBER 3: _____

11. **CONTACT PERSON:** _____

Please attach the following documents: **CERTIFIED PHOTOCOPIES OF
CERTIFICATE OF INCORPORATION AND TAX CLEARANCE**

12. INDEPENDENT COMMUNICATION

Telephone 1 _____ Telephone 2 _____

Mobile Number 1 _____

Mobile Number 2 _____

Email Address 1 _____

Email Address 2 _____

Address: _____

INDUSTRY SECTION

1. INDUSTRY TYPE: _____
(e.g mining)

2. NATURE OF BUSINESS: _____
(e.g gold mining)

3. COMPANY DIRECTORS: _____

4. COMPANY AUDITORS: _____

5. FINANCIAL PERIOD: FROM: _____ TO: _____

6. COMPANY REGISTRATION NUMBER: _____
(Refer to certificate of incorporation)

7. DATE OF INCORPORATION: _____
(Refer to certificate of incorporation)

8. TAX CLEARANCE NUMBER: _____
(refer to Zimra Clearance Certificate)

9. GROSS WAGE BILL \$.....(at the time of registration)

10. TRAINING LEVY (1% of gross wage bill) \$.....

BUSINESS PARTNER BANKING DETAILS:

BANK NAME: _____

BRANCH: _____

ACCOUNT NUMBER: _____

SIGNATURE: _____ DATE: _____

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CERTIFICATE OF INCORPORATION AND TAX CLEARANCE**

REGISTERING Revenue Officer

FOR OFFICIAL USE ONLY.

AUTHORISING SIGNATURE: DATE:
MANAGER

Registering Inspector:		
Employer BP Number:		
CAPTURED BY:	SIGNATURE:	DATE:

(Annexure 1)

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SECTION 1.01: TO ALL BUSINESS PARTNERS

LEVABLE ITEMS

INTRODUCTION

The Zimbabwe Manpower Development Fund [ZIMDEF] was established by the section 23 of the Manpower Planning and Development Act, 1984 (now revised Manpower Planning and Development Act Chapter 28:02 of 1996) with the broad objective of developing skilled manpower in Zimbabwe in terms of Section 47 (2) of the same Act:

LEVIES

Section 53 (1) of Manpower Planning and Development Chapter 28.02 of 1996 provides guidelines on the calculation of levies. Levy is calculated as 1 % of the TOTAL GROSS WAGE BILL which includes the following:

- (a) Salaries and wages of all employees and agents;
- (b) Cash in lieu rations;
- (c) Any bonuses paid in terms of a contract of services or for work performed;
- (d) The employer's pension and medical aid contributions;
- (e) Cost of living, housing, holiday, education, climatic and other allowances of similar nature.
- (f) Leave pay;
- (g) Commissions;
- (h) The value of free food, free quarters, including rent paid on behalf of any employees, electricity, water and any other remuneration in kind;
- (i) Director's fees and all other pre-tax emoluments paid to directors;
- (j) Any other remuneration or moneys that may be specified in statutory Instrument in terms of subsection (2)

PAYMENT OF LEVIES

The payment of levies shall be on or before the 15th of each month and is based on the wage-bill of the preceding month. Levy is payable **on monthly basis** and any delay attract a **surcharge or interest** in terms of section 54 (3) of Manpower Planning and Development Act No. 24 1994 and if unpaid litigation proceedings will be taken of section 54 (4) of the said Act to recover the levy.

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