



**Independent Payroll Services (Pty) Ltd**

Registration No: 2002/013104/07

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Directors: C Louw (Managing) & A J Louw

**PERSONAL PARTICULARS SETUP FORM**

Please complete the attached form and return to your Manager/Regional Manager as soon as possible.

EMPLOYEE CODE: (If not new starter)		E-MAIL ADDRESS (PAYSLEIPS):	
SURNAME:			
FULL NAMES: (All of them) (STATUTORY)		KNOWN AS:	
ADDRESS:		HOME/RESIDENTIAL (STATUTORY)	POSTAL (STATUTORY)
UNIT NO:			
NAME OF COMPLEX:			
STREET NO:			
STREET NAME:			
SUBURB:			
CITY/TOWN:			
POSTAL CODE:			
INCOME TAX NUMBER/OFFICE (STATUTORY)	TAX NO:	TAX OFFICE:	
ID NUMBER (STATUTORY)			
DATE OF BIRTH: (When no RSA ID no is available) (STATUTORY)			
PASSPORT DETAILS: (When no RSA ID no is available) (STATUTORY)		PASSPORT NO:	PASSPORT COUNTRY:
EQUITY GROUP:		AFRICAN - INDIAN - COLOURED - WHITE	
GENDER:		MALE	FEMALE
MARITAL STATUS:		SINGLE - MARRIED - WIDOWED - DIVORCED	
JOB TITLE:			
DATE ENGAGED/STARTED:			
PAYPOINT DETAILS:		DEPARTMENT:	COST CENTRE:
BANKING DETAILS: (ACCOUNT HOLDER) (STATUTORY)		NAME OF BANK	BRANCH CODE (First 6 digits) ACCOUNT NUMBER
NAME OF ACCOUNT HOLDER: (STATUTORY)			
TYPE OF ACCOUNT: (ACCOUNT HOLDER) (STATUTORY)		SAVINGS	CHEQUE ACCOUNT RELATIONSHIP: OWN - SPOUSE - OTHER
SIGNATURE		DATE	