

Quick Guide: Report EE Progress to the DoEL

1

PREPARE DATA

- HR compiles workforce and remuneration data by occupational level, race, gender, and disability.
- Ensure the data covers the full reporting period (1 September - 31 August).

2

EE COMMITTEE REVIEW

- The EE Committee must meet to discuss progress against the EE Plan.
- A draft EEA2 form is shared with the committee for input and consultation.

3

SIGN OFF

- The Accounting Officer/CEO (or legally delegated senior manager) must approve and sign the EEA2, as well as an EEA4.
- Keep signed copies on file for compliance verification.

4

SUBMIT TO DOEL

- Submit EEA2 and EEA4 online via the Department of Employment and Labour (DoEL) EE portal.
- Deadline: by 15 January every year.
- Request certificate of compliance.

5

KEEP RECORDS

- Retain copies of submitted reports, workforce data, minutes of consultation, and sign-off documents.
- These must be available for inspection by labour inspectors.



Compliance Note: Failure to submit EEA2 and EEA4 on time, or without proper consultation and sign-off, may result in penalties and can prevent the company from receiving an EE compliance certificate.