

LEAVE AND PERSONAL TAX OPTION

Name and Surname: _____

ID / Passport no.: _____ or MHR no.: _____

LEAVE

By signing this document, I confirm that I am aware that I will accrue leave and that the following apply to the payment of leave:

1. Leave is granted 1 hour for every 17 hours worked.
2. MHR pays a tariff excluding the leave component as the leave accrues according to the hours worked. Therefore I will receive a lower tariff per hour, as my leave balance will accrue separately.
3. The leave balance will be paid quarterly at the end of February, May, August and November each year.
4. My accrued leave will be calculated and administered by MHR.
5. My accrued leave will be paid out on the scheduled quarterly payment date if my balance exceeds R100. If the balance is less than R100, it will be paid out on the next quarterly payment date when my balance exceeds R100.
6. Accrued leave is taxed during accumulation and is therefore not taxed when paid out.

PERSONAL TAX

Tax reference no.:

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(Number may only start with 0, 1, 2, or 3) **NB: SARS tax document to be attached**

Please mark the applicable block with a ✓ to confirm your tax option:

☐

I hereby confirm that I am employed elsewhere and earn additional income and request MHR to tax me _____% (I understand that this may not be less than 25%).

Current Employer: _____

☐

I hereby confirm that MHR is my sole source of income and request that my tax be deducted according to the normal SARS tax tables.

☐

I hereby confirm that MHR is my sole source of income and request that my tax be deducted at a fixed percentage of _____% (I understand that this may not be less than 25%).

By signing this document, I undertake to inform MHR immediately should my tax status change.

Signature: Applicant/Panel member

Date