



helperhub provides a comprehensive service that enables employers to effortlessly manage important aspects in their employment relationships. These aspects include:

- HR
- Tax Administration
- Employee Benefits (Optional)

In order to use our services, you would be required to register with us through the portal. To register with us you will need the following:

<b>Employer: SMME</b>	
<b>Required Documents:</b>	✓
• Company Registration Documents	
• Proof of Business Address	
• Copy of Director's/Member's Identity Document(s).	
• Copy of Director's/Member's proof of address – not older than 3 months	
• Proof of Bank Account	
<b>Additional Information:</b>	✓
• Income Tax Reference Number	
• PAYE Reference Number	
• UIF Reference Number	
• SIC Division Code	
• Your bank account details that we will debit on the 25 <sup>th</sup> of each month	

<b>Employee: SMME</b>	
<b>Required Documents:</b>	✓
• Copy of the Employee's Identity Document.	
• Copy of proof of address – not older than 3 months	
• Proof of Bank Account	
<b>Additional Information:</b>	✓
• Employee's full names (as per Identity Document or Passport)	
• Employee's Identity or Passport Number	
• Country of Issue – Passport (if applicable)	
• Employee's physical address	
• Employees email address	
• Income Tax Reference Number	
• Employee's bank account details that we deposit the salary into of each month	
• If the Employee has an existing medical aid – the medical aid details	
• If the Employee has an existing retirement annuity fund – the RA details	