



PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS																																																																							
<p><b>PURPOSE OF THIS FORM</b></p> <p>This form enables employers to comply with Section 27 (1) of the Employment Equity Act 55 of 1998 as amended.</p> <p>This form contains the format for an Income Differential Statement to be completed by designated employer and submitted to the Department of Employment and Labour.</p> <p><b>WHO COMPLETES THIS FORM?</b></p> <p>All designated employers must submit a report in terms of Section 27 (1) of the Employment Equity Act, 55 of 1998 as amended.</p> <p><b>WHEN SHOULD EMPLOYERS REPORT?</b></p> <p>Designated employers must submit their report annually at a Department of Employment and Labour office on the first working day of October for immediate capturing or by 15 January of the following year for online reporting.</p> <p>Employers who become designated on or after the first working day of April but before the first working day of October must submit their Income Differential Statement on the first working day of October of the following year.</p> <p>Online Reporting: <a href="http://www.labour.gov.za">www.labour.gov.za</a> Helpline: 0860101018</p> <p><b>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</b></p>	<table border="1"> <tr><td>Trade name</td><td>NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD</td></tr> <tr><td>DTI registration name</td><td>NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD</td></tr> <tr><td>DTI registration number</td><td>2016/27258/30</td></tr> <tr><td>PAYE/SARS number</td><td>7160794444</td></tr> <tr><td>UIF reference number</td><td>U7160794444</td></tr> <tr><td>EE reference number</td><td>828220</td></tr> <tr><td>Seta classification</td><td>LOCAL GOVERNMENT, WATER &amp; RELATED SERVICES SECTOR</td></tr> <tr><td>Industry/Sector</td><td>PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY</td></tr> <tr><td>Industry Sub Sector</td><td>Administration of the state and the economic and social policy of the community and provision of services to the community as a whole at National; Provincial and Local government levels</td></tr> <tr><td>Bargaining Council</td><td>Other</td></tr> <tr><td>Telephone number</td><td>0475310346</td></tr> <tr><td>Postal address</td><td>P. O. Box 1134 CENTRAL</td></tr> <tr><td>City/Town</td><td>MTHATHA</td></tr> <tr><td>Province</td><td>EASTERN CAPE</td></tr> <tr><td>Postal code</td><td>5100</td></tr> <tr><td>Physical address</td><td>No 5 Textile Road UMTATA</td></tr> <tr><td>City/Town</td><td>MTHATHA</td></tr> <tr><td>Province</td><td>EASTERN CAPE</td></tr> <tr><td>Postal code</td><td>5099</td></tr> <tr><td colspan="2" style="text-align: center;">Details of CEO/Accounting Officer at the time of submitting this report</td></tr> <tr><td>Name and surname</td><td>Pakamile Pongwana</td></tr> <tr><td>Telephone number</td><td>0475310346</td></tr> <tr><td>Fax number</td><td>0475314121</td></tr> <tr><td>Email address</td><td>ceo@ntinga.org.za</td></tr> <tr><td colspan="2" style="text-align: center;">Details of Employment Equity Senior Manager at the time of submitting this report</td></tr> <tr><td>Name and surname</td><td>Vuyiseka Mviko</td></tr> <tr><td>Telephone number</td><td>0475310346</td></tr> <tr><td>Fax number</td><td>0475314121</td></tr> <tr><td>Email address</td><td>vuyisekam@ntinga.org.za</td></tr> <tr><td colspan="2" style="text-align: center;">Information about the organization at the time of submitting this report</td></tr> <tr><td>Business type</td><td>Non-Profit Organization</td></tr> <tr><td>Number of employees in the organization</td><td>50 - 149</td></tr> <tr><td>Is your organization an organ of State?</td><td>Yes</td></tr> <tr><td>Is your organisation part of a group / holding company? If yes, please provide the name.</td><td>No</td></tr> <tr><td>Year for which this report is submitted</td><td>2019</td></tr> </table>	Trade name	NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD	DTI registration name	NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD	DTI registration number	2016/27258/30	PAYE/SARS number	7160794444	UIF reference number	U7160794444	EE reference number	828220	Seta classification	LOCAL GOVERNMENT, WATER & RELATED SERVICES SECTOR	Industry/Sector	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY	Industry Sub Sector	Administration of the state and the economic and social policy of the community and provision of services to the community as a whole at National; Provincial and Local government levels	Bargaining Council	Other	Telephone number	0475310346	Postal address	P. O. Box 1134 CENTRAL	City/Town	MTHATHA	Province	EASTERN CAPE	Postal code	5100	Physical address	No 5 Textile Road UMTATA	City/Town	MTHATHA	Province	EASTERN CAPE	Postal code	5099	Details of CEO/Accounting Officer at the time of submitting this report		Name and surname	Pakamile Pongwana	Telephone number	0475310346	Fax number	0475314121	Email address	ceo@ntinga.org.za	Details of Employment Equity Senior Manager at the time of submitting this report		Name and surname	Vuyiseka Mviko	Telephone number	0475310346	Fax number	0475314121	Email address	vuyisekam@ntinga.org.za	Information about the organization at the time of submitting this report		Business type	Non-Profit Organization	Number of employees in the organization	50 - 149	Is your organization an organ of State?	Yes	Is your organisation part of a group / holding company? If yes, please provide the name.	No	Year for which this report is submitted	2019	
Trade name	NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD																																																																							
DTI registration name	NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD																																																																							
DTI registration number	2016/27258/30																																																																							
PAYE/SARS number	7160794444																																																																							
UIF reference number	U7160794444																																																																							
EE reference number	828220																																																																							
Seta classification	LOCAL GOVERNMENT, WATER & RELATED SERVICES SECTOR																																																																							
Industry/Sector	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY																																																																							
Industry Sub Sector	Administration of the state and the economic and social policy of the community and provision of services to the community as a whole at National; Provincial and Local government levels																																																																							
Bargaining Council	Other																																																																							
Telephone number	0475310346																																																																							
Postal address	P. O. Box 1134 CENTRAL																																																																							
City/Town	MTHATHA																																																																							
Province	EASTERN CAPE																																																																							
Postal code	5100																																																																							
Physical address	No 5 Textile Road UMTATA																																																																							
City/Town	MTHATHA																																																																							
Province	EASTERN CAPE																																																																							
Postal code	5099																																																																							
Details of CEO/Accounting Officer at the time of submitting this report																																																																								
Name and surname	Pakamile Pongwana																																																																							
Telephone number	0475310346																																																																							
Fax number	0475314121																																																																							
Email address	ceo@ntinga.org.za																																																																							
Details of Employment Equity Senior Manager at the time of submitting this report																																																																								
Name and surname	Vuyiseka Mviko																																																																							
Telephone number	0475310346																																																																							
Fax number	0475314121																																																																							
Email address	vuyisekam@ntinga.org.za																																																																							
Information about the organization at the time of submitting this report																																																																								
Business type	Non-Profit Organization																																																																							
Number of employees in the organization	50 - 149																																																																							
Is your organization an organ of State?	Yes																																																																							
Is your organisation part of a group / holding company? If yes, please provide the name.	No																																																																							
Year for which this report is submitted	2019																																																																							

## SECTION B: THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS

1. The objective of the EEA4 Form is to collect information for the assessment of the remuneration gap between the highest paid and lowest paid employees and, at the same time, to assess inequalities in remuneration in relation to race and gender in the various occupational levels. It must be noted that the total number of employees in the EEA2 in each occupational level (Workforce profile table 1.1) must be taken into account when completing this form (EEA4).

2. All employees (including Foreign Nationals) must be included when completing the EEA4 form in the appropriate space provided in the table below. Temporary employees are employees employed to work for less than three months over a period of 12 months.

3. "Remuneration" means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person, including the State.

4. Remuneration (i.e. fixed and variable remuneration) contained in this form must reflect information of the same employees reflected in the EEA2 Form for the reporting period concerned across all occupational levels. The workforce in terms of race and gender must be exactly the same as the workforce outlined in the EEA2 Form.

5. All employees, including Foreign Nationals and temporary employees (i.e. those employees employed to work for less than three months) must be included when completing the EEA4 Form.

6. Calculation of remuneration must include a period of twelve months and reflect the same reporting period covered by the EEA2 Form. Where an employee had not worked for a full twelve month period, an amount equivalent to the annual remuneration must be calculated and furnished. For example, the annual equivalent for an employee who worked for three months and earned R30 000 is R120 000 (i.e.  $(R30\ 000 / 3) * 12$ ). All remuneration amounts to be reflected in the table below must be rounded up to the nearest Rand (R) and included as total remuneration (fixed / guaranteed remuneration plus any variable remuneration) that was paid out for each group in terms of population group and gender.

7. No blank spaces, commas (,), full stops or decimal points (.) or any other separator should be included when capturing the remuneration information in each of the cells in the table below — for example R7 345 567.6 must be captured as 7345568 with no separators.

8. All remuneration (i.e. total cost to company) must be included in the form as annualized fixed / guaranteed remuneration and annualized variable remuneration). The information below provides inclusions and exclusions to consider when completing the EEA4 Form.

### 8.1 Fixed / Guaranteed remuneration includes:

- a) Salary/wage;
- b) Housing or accommodation subsidy or housing or accommodation received as a benefit in kind;
- c) Travel allowance or provision of a car, except to the extent that the allowance or the car is provided to enable the employee to work as provided for by the Fourth and Seventh Schedules of the Income Tax Act;
- d) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
- e) Any other payments in kind received by an employee, except those listed as exclusions in terms of this schedule;
- f) Employer's contributions to medical aid, pension, provident fund or similar benefit funds;
- g) Employer's contributions to income protection, funeral or death benefit schemes; and
- h) Guaranteed (non-discretionary) annual bonus/13th cheque.

### 8.2 Variable remuneration includes:

- a) Short-term incentives: annual or shorter incentives and (generally) cash performance-based payments, including deferrals (commission schemes are included here);
- b) Long-term incentives: longer than one year, (usually) share-based awards and cash-based settlement that have a vesting period of more than one year must also be included, which may be retention and / or performance-based;
- c) Lump sums in respect of ongoing employment e.g. back pay and leave paid upon termination;
- d) Discretionary payments not related to an employee's hours of work or performance (for example, a retention bonus);
- e) As provided for by the Income Tax Act, the taxable benefit portion of bursaries and scholarships provided to the employee and/or relatives of the employee; and
- f) Dividends included as remuneration by the Fourth Schedule of the Income Tax Act.

### 8.3 Excluded:

- a) Any allowance, cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowances or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
- b) Gratuities (for example, tips received from customers) and gifts from the employer;
- c) Non-employment related lump sums such as severance pay; and
- d) Dividends not included as remuneration by the Fourth Schedule of the Income Tax Act.

### 9. Information and Calculations:

Information is required on the number of employees, including persons with disabilities, and the total remuneration in each occupational level in terms of the population group and gender in Section C of the EEA4 form.

In addition, remuneration information is required for the lowest paid individual at the lowest occupational level and the remuneration of the highest paid individual is required for each of the other occupational levels in your organisation in terms of population group and gender in Section D of the EEA4 form.

9.1 Please provide the remuneration of the employee with the highest total remuneration (i.e. fixed/guaranteed and variable remuneration) for each occupational level in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.

9.2 Please provide the remuneration of the employee with the lowest total remuneration (i.e. fixed/guaranteed and variable remuneration) for the lowest occupational level in your organisation in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.

9.3 Please provide the average/mean remuneration, the median remuneration and the remuneration gap as required in Section E of the EEA4 Form.

SECTION C: WORKFORCE PROFILE AND TOTAL REMUNERATION

Please use the table below to indicate the number of employees, including people with disabilities, and the total remuneration in terms of population group and gender for each occupational level. In addition, please provide the total remuneration per occupational level in your organisation.

Occupational levels	Male				Female				FOREIGN NATIONALS		Total	
	A	C	I	W	A	C	I	W	Male	Female		
Top Management	Number of employees	4	0	0	0	1	1	0	0	0	0	6
	Total Remuneration	2828112	0	0	0	721227	81335	0	0	0	0	3630674
Senior Management	Number of employees	1	0	0	0	1	0	0	0	0	0	2
	Total Remuneration	449442	0	0	0	572258	0	0	0	0	0	1021700
Professionally qualified and experienced specialists and mid-management	Number of employees	7	0	0	0	2	0	0	0	0	0	9
	Total Remuneration	2672649	0	0	0	693383	0	0	0	0	0	3366032
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	Number of employees	21	1	1	1	23	0	0	0	0	0	46
	Total Remuneration	4847940	150942	33427	0	4562784	0	0	0	0	0	9595093
Semi-skilled and discretionary decision making	Number of employees	16	0	0	0	9	0	0	0	0	0	25
	Total Remuneration	1250125	0	0	0	483866	0	0	0	0	0	1733991
Unskilled and defined decision making	Number of employees	31	0	0	0	10	0	0	0	0	0	41
	Total Remuneration	1464897	0	0	0	438108	0	0	0	0	0	1903005
Total Permanent	Number of employees	80	1	1	1	46	1	0	0	0	0	129
	Total Remuneration	13513165	150942	33427	0	7471626	81335	0	0	0	0	21250495
Temporary Employees	Number of employees	0	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	0	0	0	0	0	0	0	0	0	0	0
TOTAL	Number of employees	80	1	1	1	46	1	0	0	0	0	129
	Total Remuneration	13513165	150942	33427	0	7471626	81335	0	0	0	0	21250495

## SECTION D: FIXED / GUARANTEED AND VARIABLE REMUNERATION

Please provide the remuneration of the employee with the highest total remuneration (i.e. fixed/guaranteed and variable remuneration) in terms of population group and gender for all the occupational levels, except for the lowest occupational level in your organisation. Please provide the remuneration of the employee with the lowest total remuneration in your organisation in terms of population group and gender. Where a choice has to be made between two employees with the same total remuneration, i.e. one employee having a higher fixed/guaranteed remuneration and the other employee having a higher variable remuneration, the employee with the higher variable remuneration, except at the lowest occupational level, wherein an employee with the lowest variable remuneration should be chosen when completing the form below.

Occupational levels		MALE				FEMALE				FOREIGN NATIONALS	
		A	C	I	W	A	C	I	W	M	F
Top Management	Fixed/Guaranteed	817625	0	0	0	721227	81335	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	817625	0	0	0	721227	81335	0	0	0	0
Senior Management	Fixed/Guaranteed	449442	0	0	0	572258	0	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	449442	0	0	0	572258	0	0	0	0	0
Professionally qualified, experienced specialists and mid-management	Fixed/Guaranteed	422931	0	0	0	372768	0	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	422931	0	0	0	372768	0	0	0	0	0
skilled technically, academically qualified and, junior management	Fixed/Guaranteed	291372	150941	33427	0	322112	0	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	291372	150941	33427	0	322112	0	0	0	0	0
Semi-skilled and discretionary decision making	Fixed/Guaranteed	173019	0	0	0	82123	0	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	173019	0	0	0	82123	0	0	0	0	0
Unskilled and defined decision making	Fixed/Guaranteed	49352	0	0	0	56909	0	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	49352	0	0	0	56909	0	0	0	0	0

## SECTION E: AVERAGE AND MEDIAN PAY AND THE REMUNERATION GAP

Please note the average/ mean remuneration involves adding up a number of amounts in remuneration and dividing the total by the total number of employees included in the total. The 'median' is the "middle" value in a list of payments (i.e. remuneration) ranked from lowest to highest.

What is the average annual remuneration for the top 10% of your top earners?	Average Annual Remuneration	R 525367
What is the average annual remuneration for the bottom 10% of your bottom earners?	Average Annual Remuneration	R 55106
What is the median earners remuneration in your organisation?	Median Earners Remuneration	R 235657
Please indicate whether your organisation has a policy in place to address and close the vertical gap between the highest and lowest paid employees in your workforce?	YES	
How many times (e.g. 10x, 15x, 20x) is the vertical gap between the highest and lowest paid worker in your organisation in terms of the policy?	37	
Is the remuneration-gap between the highest and lowest paid employees in your organisation aligned to your policy?	YES	X
	NO	
Are AA measures to address the remuneration gap included in your EE Plan?	YES	X
	NO	
Please indicate a key reason for the Income Differentials that apply to your organisation.	a) seniority/ length of service	X
	b) Qualifications	
	c) Performance	
	d) Demotion	
	e) Experiential training	
	f) Short of skill	
	g) Transfer of busines	

EEA4 Section F: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Pakamile Pongwana (full Name) CEO/Accounting Officer of NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 14<sup>th</sup> day of January (month) year 2020</p> <p>At (place) : Mthatha</p> <p>Chief Executive Officer/Accounting Officer</p>