

New Employee Form

Printed for KT Opportunities (Pty) Ltd: Payroll

Personal Details

Title		Initials	
Surname			
First name		Second name	
Known as		Trading name	
Date of birth		ID number	
Passport country		Passport number	

Statutory Information

Tax number		Directive number		Directive percentage	
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Bank Details

Pay method		Bank name	
Branch name		Branch number	
Account type		Account number	
Account holder name		Relationship	

Contact Details

Residential address	Postal address		
Unit number		Address line 1	
Complex name		Address line 2	
Street number		Address line 3	
Street name		Postal code	
Suburb			
City		Phone number	
Postal code		Email address	

Benefit Details

Retirement annuity		Clearance number	
Medical aid		Start date	
Medical aid dependants	Medical aid dependants		

For office use only

Pay cycle			
Employee code			
Occupation			
Pension fund		Start date	
Provident fund		Start date	