

2025

BIANNUAL LEGISLATIVE SEMINAR AND PAYROLL EA@SYFILE PREPARATION

04 August to 17 September 2025

PRESENTATIONS BY

PayDay Software Systems and other Stakeholders



EARLY BIRD SPECIAL

Book and pay before 30 June 2025
and receive a 5% discount

BIANNUAL LEGISLATIVE SEMINAR

R 4,099.00 VAT INCL.

FOCUS POINTS

- ✓ Overview of PAYE tables
- ✓ Legislation pertaining to PAYE fully unpacked and explained
- ✓ Presentation by the Department of labour
- ✓ Presentation by e@syFile recapping on the new platform as well as Q&A

ITINERARY

- ✓ FULL DAY
- ✓ 08:30 — 09:00 Registration
- ✓ 09:00 — 16:00 Seminar

Includes: Manual, tea/coffee break and lunch
Excludes: Flights, accommodation and transfers

PAYROLL EA@SYFILE PREPARATION

R 4,099.00 VAT INCL.

FOCUS POINTS

- ✓ Preparing the file submitted to SARS on the PayDay system
- ✓ Reconciling the biannual figures for PAYE
- ✓ Reports to generate
- ✓ Procedures to follow when preparing the output file and Q&A

ITINERARY

- ✓ FULL DAY
- ✓ 08:30 — 09:00 Registration
- ✓ 09:00 — 16:00 File preparation

Includes: Manual, tea/coffee break and lunch
Excludes: Flights, accommodation and transfers

WHO WILL BENEFIT

New and existing clients | Payroll practitioners | HR practitioners

2025

BIANNUAL LEGISLATIVE SEMINAR AND PAYROLL e@SYFILE PREPARATION



SELECT THE DATE/S

DATE	EVENT	# DELEGATES
04 August 2025	Example	2
PRETORIA		
04 August 2025	Biannual Legislative Seminar	
05 August 2025	Payroll e@syFile Preparation	
EAST LONDON		
07 August 2025	Biannual Legislative Seminar	
08 August 2025	Payroll e@syFile Preparation	
BLOEMFONTEIN		
11 August 2025	Biannual Legislative Seminar	
12 August 2025	Payroll e@syFile Preparation	
UMHLANGA		
14 August 2025	Biannual Legislative Seminar	
15 August 2025	Payroll e@syFile Preparation	
POLOKWANE		
19 August 2025	Biannual Legislative Seminar	
20 August 2025	Payroll e@syFile Preparation	
JOHANNESBURG		
01 September 2025	Biannual Legislative Seminar	
02 September 2025	Payroll e@syFile Preparation	
CAPE TOWN		
09 September 2025	Biannual Legislative Seminar	
10 September 2025	Payroll e@syFile Preparation	
PRETORIA		
16 September 2025	Biannual Legislative Seminar	
17 September 2025	Payroll e@syFile Preparation	

REGISTRATION

Company name:	_____
Contact person:	_____
Email address:	_____
Alternative email address:	_____
Person responsible for payment:	_____
Contact number:	_____
No. delegates attending Seminar:	_____
No. delegates attending File Preparation:	_____
Signature of authorised representative:	_____

By signing this form, the authorised signatory/representative agrees and accepts the terms and conditions as indicated below.

Registration Terms & Conditions

- ▶ On completion of registration form, please fax proof of payment and/or order form to 012 803 7734 or send via email to training@payday.co.za.
- ▶ Receipt of completed registration form or online booking strictly serves as a temporary reservation.
- ▶ Please ensure that booking and purchase order form/proof of payment reach PayDay's offices no later than 10 working days prior to the event. Should the aforesaid not be received within the provided time frame, the temporary reservation will be cancelled.
- ▶ Please note: No admission will be granted unless a signed order or proof of payment has been received within the 10 working days prior to the event.
- ▶ A map and directions to the venue will be sent to delegates upon receipt of proof of payment and/or order form.

Cancellation Policy

- PayDay reserves the right to reschedule or cancel bookings in the event of insufficient delegates.
- In the event of cancellation or postponement of a confirmed booking by the client the following conditions will apply:
- ▶ No cancellation fee will apply if written cancellation/postponement of the booking is received prior to the specified 10 working days before the commencement of the event.
 - ▶ 50% cancellation fee will apply if written cancellation of the booking is received during the 10 working days prior to commencement of the event.
 - ▶ Written postponement received prior to the 10 working days before the event is allowed once off at no additional charge.
 - ▶ If written postponement is received within the 10 working days prior to the event, an additional 50% postponement fee will be charged.
 - ▶ 100% cancellation fee will automatically apply to the booking if no prior written cancellation/postponement is received or should a delegate fail to attend (no show) the confirmed event.

BOOK ONLINE @ WWW.PAYDAY.CO.ZA

Banking Details

Account Name: PayDay Software Systems | Account No.: 62190292195 | Bank: First National Bank (FNB) | Branch: Lynnwood (252045)
Payment Reference: Your company name | Email Proof of Payment to: training@payday.co.za
Co. Reg. No.: 2006/010098/07 | VAT No.: 4850106677

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