



# Request for Extension of WSP/ATR Grant Application

## INSTRUCTIONS

*The Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) for 2010-2011 is due on 30<sup>th</sup> June 2010.*

*The Regulations state "(5) A SETA Board or Council may grant an extension up to a maximum period of one month from the date contemplated in sub-regulation (2)(b) for late submission of an application for a mandatory grant subject to a written request by an employer." Employers who wish to request an extension can do so by completing this form.*

*The request for extension must reach the MQA before the submission deadline (30<sup>th</sup> June 2010) or by 5 working days after the submission deadline (7<sup>th</sup> July 2010).*

*Where the MQA grants an extension to an employer, the complete submission of the Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) must be made by 31st July 2010.*

The Request for Extension of Mandatory Grant Application form must be submitted to the Skills Development and Research Manager by one of the following means:

- Scan and email to [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za);
- Fax to 086 516 3619;
- Hand delivery or courier to 74 – 78 Marshall Street, 4<sup>th</sup> Floor, Union Corporation Building, Marshalltown, Johannesburg; or
- Post to MQA, Private Bag X118, Marshalltown, 2017.

Please retain a copy of the application for extension of grant application as well as proof of submission to the MQA.

Name of organisation	
Main SDL number	
Sub-SDL numbers (linked)	
Number of employees @ 1 April 2010	
Reasons for requesting this extension	

<b>Skills Development Facilitator</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Email address</b>	
<b>Tel number</b>	
<b>Fax number</b>	
<b>Signature</b>	
<b>Senior Company Representative</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Designation</b>	
<b>Email address</b>	
<b>Tel number</b>	
<b>Fax number</b>	
<b>Signature</b>	

<b>Date</b>	
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<b>FOR OFFICE USE ONLY</b>	
<b>Date received by MQA</b>	
<b>Recommendation</b>	
<b>Approved Yes/No</b>	
<b>Signature</b>	
<b>Date of approval</b>	