

17 August 2009

CIRCULAR TO THE INDUSTRY

RE: 2009 YEAREND PAYOUT APPLICATIONS

Attached please find a schedule to be completed on behalf of employees who are due to take annual leave in December 2009/January 2010 and/or are eligible for year-end payments. This schedule is relevant for holiday pay bonuses and, where applicable, leave pay and sick bonus.

The abovementioned scheduled may be completed manually and submitted directly to your designated agent. However, it is mandatory for employers who have already registered and/or used the system to submit applications through the eBusiness Solution. Employers who are yet to register on the online system, are encouraged to do so as this allows for faster processing and minimises human error. Online submissions can be accessed by logging on to www.nbcrfi.org.za

Notes:

1. Employers are to review the application and ensure that all information is correct and up to date.
2. Employers are requested to update the relevant banking details (for scheduled or individual payments) using any one of these options:

- a. by completing the attached schedule, ensuring that all the information is correct and legible.
 - b. through the online e-Business Solution by logging on to www.nbcrfionline.org.za
 - c. Excel Spreadsheet which can be downloaded from our website – www.nbcrfi.org.za
3. Completed applications/schedules are to be returned to the relevant Regional Office at least 21 days before the date of payment. This is the minimum period required for processing the applications.
4. No payments will be made until OCTOBER 2009 monthly returns (and all related contributions) have been received and processed by Council. All applications are to reach the Regional Office by no later than 13 November 2009. No applications will be considered after this date.
5. No payments will be released after 18 December 2009.
6. Applications will not be processed if any monthly returns or invoices are outstanding
7. Fifteen shifts are to be credited to the actual number of shifts worked during the leave month for all employees.
8. The names of employees employed after the printing of the schedules are to be added. Those no longer employed after the printing of the schedule are to be removed and pro-rata leave vouchers (Annexure F) must be submitted.

Payments to employees can be effected in one of the following ways:

- A. Council transfers the funds into the employer's bank account and issues a schedule with Individual Remittance Advice for employees' verification.
- B. Council transfers the funds directly into the employees' bank accounts.

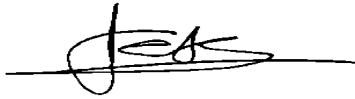
Please indicate the preferred option for payment in the space provided on the schedule application.

Once completed the attached application is to be returned to your designated agent on the following contact details:

Agent's Name:	
Tel:	
Fax:	
Email:	
Cell:	

Your co-operation in complying with the above procedure will be greatly appreciated and will ensure the smooth processing of applications.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joe Letswalo', written over a horizontal line.

Joe Letswalo
NATIONAL SECRETARY