

31 October 2011



CIRCULAR TO THE INDUSTRY

RE: 2011 ONLINE YEAR-END PAY-OUTS APPLICATIONS (INDIVIDUAL OR SCHEDULE)

It is mandatory for employers who are registered online to submit applications through the e-Business solution www.nbcrfionline.org.za on behalf of employees who are due for holiday pay bonus and, where applicable, leave pay and sick bonus.

Employers are encouraged to submit the online applications as this allows for faster payouts and minimises human error.

Please Take Note of the Following Important Information

1. Ensure that all relevant employee information is correct and accurate including individual banking details.
2. All foreign employee banking details must be forwarded to your regional office for updating together with copies of passports and a letter from the relevant bank confirming employee's accounts details.
3. Completed applications are to be submitted on or before 11 November 2011 and no applications will be considered after this date.
4. Ensure that all compulsory fields are completed correctly.
5. No payments will be made until OCTOBER 2011 monthly returns have been received and processed by the Council.
6. The names of employees no longer employed are to be removed from the applications and pro-rata leave vouchers (Annexure F) must be submitted.

The Council will effect payment in one of the following ways:

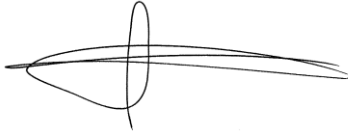
1. Funds will be transferred into the employer's bank account and a schedule with individual remittance advice for employees' verification will be issued or
2. Funds will be transferred directly into the employees' bank accounts.

Should you require any assistance please do not hesitate to contact our e-Business regional helpdesk

or your designated agent?

Your compliance with the above procedure is appreciated as it will ensure the smooth processing of applications and payments.

Yours Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Joe Letswalo

NATIONAL SECRETARY