

September 2011

CIRCULAR TO THE INDUSTRY

RE: 2011 ONLINE YEAR-END PAY-OUTS APPLICATIONS

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 leave pay and sick bonuses.

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

Leave Pay and Sick Bonus Notes:

1. Employers are to review the application and ensure that all relevant information is correct with regards to employees listed and their individual banking details.
2. Employers are requested to update the relevant banking details (for scheduled or individual payments) through the online e-Business solution.
3. 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.
4. Completed applications/schedules are to be submitted at least 21 days before the date of payment. This is the minimum period required for the processing procedure.
5. Ensure that all compulsory fields are completed correctly.
6. No payments will be made until OCTOBER 2011 monthly returns (and all related outstanding contributions and invoices) have been received and processed by the Council.
7. All applications are to be submitted by no later than 11 November 2011. No applications will be considered after this date.
8. The names of employees no longer employed are to be removed and pro-rata leave vouchers (Annexure F) must be submitted.

13th Cheque / Holiday Bonus Notes:

1. No schedule payments will be made for 13th cheque/holiday bonus.

2. Employers are requested to update the relevant outstanding banking details for individual payment through the online e-Business solution.
3. 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.
4. Employers need to logon to www.nbcfrionline.org.za to submit payment release dates.
5. Payment release dates are to be submitted at least 21 days before. This is the minimum period required for the processing procedure.
6. No payments will be made until OCTOBER 2011 monthly returns (and all related outstanding contributions and invoices) have been received and processed by the Council.
7. All payment release dates are to be submitted by no later than 01 December 2011. No applications will be considered after this date.
8. The names of employees no longer employed will not be included in this payment run; pro-rata leave vouchers (Annexure F) must be submitted.

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


1. Funds will be transferred into the employer's bank account (excluding Labour Brokers and 13th Cheque/Holiday Bonus) and issues a schedule with individual remittance advice for employees' verification.
2. Funds will be transferred directly into the employees' bank accounts.

Take note: Payments to employees employed by Labour Brokers for all funds will be effected directly into the individual employee accounts only.

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,



Joe Letswalo

NATIONAL SECRETARY