

04 October 2013

## **CIRCULAR TO THE INDUSTRY**

### **RE: 2013 ONLINE YEAR-END PAY-OUTS APPLICATIONS**

It is mandatory for employers to submit applications through the e-Business solution [www.nbcrfionline.org.za](http://www.nbcrfionline.org.za) on behalf of employees who are due for their holiday pay bonus (13<sup>TH</sup> CHEQUE) and, where applicable, leave pay and sick bonus.

#### **Please Take Note of the Following Important Information**

1. Ensure that all relevant employee information is correct and accurate, including individual banking details. Once an application is submitted, no further amendments will be allowed on banking details.
2. The 13<sup>th</sup> cheque (holiday pay bonus) must be paid directly to the employees. Without the correct details, it will not be possible for Council to pay-out these 13<sup>th</sup> cheques.
3. All foreign employee banking details must be forwarded to your regional funds administration office by no later than 30 October 2013 with the following supporting documents:
  - Copy of the employee's passport;
  - Letter from the bank confirming account holder details (member surname, initials, passport number, account number, branch code) and bank stamp.
4. **Completed applications are to be submitted on or before 08 November 2013. After this date, online access to submit new applications will be closed for the year end payouts process.**
5. No payments will be made until the OCTOBER 2013 monthly returns have been received and processed by the Council.
6. Sick Leave Bonus Payments
  - a) Bonus payments will only be made on completion of the 3 year sick leave cycle after commencing employment, or from the date that the previous sick leave cycle expires. An employee's commencement date will thus determine the year during which he/she may expect a bonus payment.
  - b) Council shall pay a sick leave bonus, subject to a) above, based on contributions received during the preceding 3 years less sick leave days paid to that employee.
  - c) An employee who has utilised all his sick leave benefits will not qualify for any sick leave bonus payments at the end of the sick leave cycle.

7. The names of employees no longer employed are to be removed from the applications and pro-rata leave vouchers (Annexure F) must be submitted.

Should you require any assistance please do not hesitate to contact our e-Business regional helpdesk or your local designated agent.

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

Yours sincerely,



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**ACTING NATIONAL SECRETARY**