

06 October 2015

CIRCULAR TO THE INDUSTRY

RE: 2015 ONLINE YEAR-END PAY-OUT APPLICATIONS SICK BONUS & LEAVE PAY ONLY

It is mandatory for employers to submit applications through the e-Business solution www.nbcrfionline.org.za on behalf of employees who are due for 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.
2. All foreign employee banking details must be forwarded to your regional funds administration office at (regional e-mail address) 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.
3. Employers and Employees need to be mindful that banking details submitted on the application will be used for payment. The NBCRFLI will not be held responsible for incorrect/non-payment where banking details are changed once applications are calculated. Banking details loaded after applications are calculated will not be utilised for year-end payouts.
4. Completed applications are to be submitted on or before **06 November 2015**. No applications will be considered after this date.
5. No payments will be made until the OCTOBER 2014 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.
8. Once calculations have been finalised by the Council, a notification will be sent to employers to Query / Confirm calculations online, within **72 Hours**. If no feedback is received from the employer within 72 hours after the notification has been sent, calculations will automatically be confirmed and processed for payment.
9. Individual and Schedule payments will only be released on the Expected Pay Date selected per employer instruction. **Once the Expected Pay Date is submitted, no changes will be allowed.**

Should you require any assistance please do not hesitate to contact our e-Business regional helpdesk on (regional helpdesk email address to be inserted) or your local designated agent.

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

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

Yours Faithfully

National Secretary

(This document has been sent electronically and is therefore not signed)