

17 September 2008

CIRCULAR TO ALL EMPLOYERS IN THE ROAD FREIGHT INDUSTRY

**RE: APPLICATION FOR HOLIDAY PAY BONUSES AND WHERE
APPLICABLE LEAVE PAY & SICK BONUS – 2008 YEAR END PAYOUTS**

Attached please find a schedule to be completed on behalf of employees who are

- o due to take annual leave in December 2008/January 2009 and/or are eligible for year-end payments.
- o Alternatively you can submit your application through eBusiness Solution (online) by logging on to www.nbcrfionline.org.za

Notes:

1. Employers are to review the predictive statement and should there be any queries contact your designated agent.
2. Completed applications/schedules to be returned to Council at least 21 days before the date of payment. This is the minimum period required for processing the applications. No payments will be released after 22 December 2008.
3. All applications are to reach the Regional Office by no later than 14 November 2008. No applications will be considered after this date.
4. No payments will be made until the OCTOBER 2008 monthly return and all contributions has been received and processed by Council.
5. Applications will not be processed if any monthly returns and invoices are outstanding
6. Fifteen Shifts are to be credited to the actual number of shifts worked during the leave month.
7. 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.

8. Payments for employees who have been terminated but whose names still appear on an employer's schedule will not be processed. 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/predictive statement 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 faithfully

NATIONAL SECRETARY