

15 March 2023

**INDUSTRY CIRCULAR**

**COMPULSORY ONLINE SUBMISSION OF LEAVE PAY (Annexure A.6) AND  
SICK LEAVE BENEFIT (Annexure A.8) APPLICATIONS**

I refer to the above matter.

Please be advised that Council will no longer accept manual applications in respect of annual/occasional leave pay (Annexure A.6) and sick leave applications (Annexure A.8) so as to proactively mitigate fraud related risk.

To ensure a smooth transition for all employers, Council will allow a 6-month transition period for employers to still submit manual applications.

With effect from 20 September 2023 all annual/occasional leave pay (Annexure A.6) and sick leave applications (Annexure A.8) must be submitted on the Council's Online E-Business Portal.

Employers are encouraged to utilise the Online E-Business Portal for all submissions and request the necessary training where required. Should you require clarity, please contact your local Designated Agent or our E-Business Section on the details below,

**E-Business Section:**

Leroy Seshabela: [leroy.seshabela@nbcrfli.co.za](mailto:leroy.seshabela@nbcrfli.co.za)

Luigi Wilson: [luigi.wilson@nbcrfli.co.za](mailto:luigi.wilson@nbcrfli.co.za)

Yours Faithfully

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National Secretary

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