October 2013

**Circular to the Industry**

**RE: 2013 Year-end Pay-Outs Applications Reminder**

According to our records you have yet to submit your application for the year-end pay-outs (sick, leave and 13th cheque/holiday bonus).

The closing date for the year-end pay-outs submission is Friday, 08 November 2013**. After this date, online access to submit new applications will be closed for the year end payouts process.** It is mandatory for employers to submit applications through the online e-Business Solution. Employers, who are yet to register on the online system, are encouraged to do so, as no manual applications will be accepted. Online submissions can be accessed by logging on to [www.nbcrfionline.org.za](http://www.nbcrfionline.org.za)

Late applications run the risk of not being processed for payment. Should you require any assistance please do not hesitate to contact your local designated agent or regional office.

Yours Sincerely,



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| **Acting National Secretary** |