

21 October 2014

## **CIRCULAR TO THE INDUSTRY**

### **RE: 2014 YEAR-END PAY-OUTS APPLICATIONS REMINDER**

According to our records you have yet to submit your application for the year-end pay-outs on behalf of employees who are due for holiday pay bonus and, where applicable, leave pay and sick bonus.

The closing date for the year-end pay-outs submission is Friday, 07 November 2014. After this date, online access to submit new applications will be closed for the year end payouts process. 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.

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)

Should you require any assistance please do not hesitate to contact your local designated agent or regional office.

Yours Sincerely,

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**NATIONAL SECRETARY**

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