

04 September 2014

Circular to All in the Road Freight & Logistics Industry

Re: Foreign Employee Banking Details

This circular serves as a notification to all Road Freight and Logistics Industry employers that the NBCRFLI 2014 year-end payout preparations are currently underway.

For payouts to be processed efficiently and timeously, it is imperative that your foreign employees ensure their banking details, held at various financial institutions, are updated and comply with FICA regulations. In terms of the FICA requirements (the Financial Intelligence Centre Act, 38 of 2001), individuals are periodically required to update their personal information (i.e. Proof of residence and Identity Documents) with financial institutions (i.e. Banks, Insurance Houses etc.) to comply with the Act. Periodic FICA verifications are essential to ensure your banking details are updated successfully at the NBCRFLI.

Outstanding foreign employee banking details must be forwarded to your regional funds administration office with the following supporting documents:

- **Copy of the employees valid passport**
- **Letter (No older than 6 months) from the bank confirming account holder details (member surname, initials, passport number, account number, branch code) and bank stamp.**

Employer 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.

Please contact your local designated agent should you have any questions.

Yours Faithfully

Acting National Secretary

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