

28 March 2013

CIRCULAR TO THE INDUSTRY

Re: Road Freight and Logistics Industry Provident Fund ("the Fund")

1. The purpose of this circular is to explain Council's present involvement with the Fund and to bring to your attention the very important changes that will occur with effect from 1 June 2013 as a result of the termination of the administration service level agreement between the Council and the Fund.

Firstly it should be made clear that the Fund is a separate legal entity and is not owned by any stakeholder or party to the Fund such as the Council, the employer organisation or the trade unions.

2. By way of background, the Council is currently responsible for the general enforcement of the provident fund collective agreement and is also responsible for certain administrative duties as set out in the service level agreement. The Council will remain responsible for its enforcement obligations in terms of the provident fund collective agreement.
3. The Council will however no longer be responsible for its administrative duties in terms of the service level agreement following the termination of the service level agreement. Most importantly, the Council will no longer be responsible for the following key functions in terms of the service level agreement:

Collection and Allocation of contributions as per schedules (Returns) - employers in the industry currently submit D-Form provident fund data to the Council and the Council in turn submits this data to the Fund's back- office administrator, SALT Employee Benefits. **With effect from 1 June 2013 employers are requested to**

submit D-Form data only in respect of the other funds administered by the Council, namely Expenses of the Council (levies), Wellness Fund-, Leave Fund-, Sick and Absence Fund- and Holiday Pay Bonus Fund contributions as well as trade union subscriptions, but not D-Form provident fund data. We anticipate that the Fund will issue a communication in due course advising employers regarding the identity and contact details of the Fund's service provider to whom employers will be required to submit D-Form provident data with effect from 1 June 2013.

Front-office function and member contact and communication – Currently the Council is responsible for the collection of withdrawal forms, death or funeral claims, provident fund contribution enquiries and withdrawal and payment enquiries, but as a result of the termination of the service level agreement these services will no longer be the responsibility of NBCRFLI. We therefore request that employers bring it to the attention of employees who are members of the Fund that the Council will no longer be responsible for these and other front-office functions relating to the Fund and member contact and communication with effect from 1 June 2013. This means that employees should not call at the Council's offices with Fund related queries after 1 June 2013. As above, we anticipate that the Fund will notify employers and members of the service provider to whom any Fund related queries are to be directed after 1 June 2013.

4. We are aware that the Fund has commenced a tender process for the appointment of a new administrator to perform the functions currently performed by the Council in terms of the service level agreement.
5. We thank you in anticipation for your support during this transitional period. Please do not hesitate to contact your local designated agent should you have any questions.

Yours Sincerely,



ACTING NATIONAL SECRETARY