

10 March 2009

CIRCULAR TO THE INDUSTRY

RE: PAYMENT OF RETURNS BY CHEQUES & CASH

Employers are informed that from **01 April 2009** we will not be accepting cheques as a method of payment via the post or at any of our NBCRFI offices. This is in an attempt to reduce the risk of fraud generally associated with cheques. Moving forward, Council is gradually phasing out the manual processing of returns and employers are encouraged to convert to electronic returns submissions as soon as possible.

Employers may utilise the following methods to effect payment **directly into the NBCRFI bank account**:

- Electronic funds transfer payment or,
- Cheque deposit at the nearest branch of First National Bank. Note, as per FNB procedures, you will not need to complete a deposit slip; a teller will process the transaction and furnish you with a receipt.

The Council's account details are as follows:

Account Name: National Bargaining Council for the Road Freight Industry (*full name*)
Bank: FNB
Account No.: 620 0403 9899
Branch Braamfontein
Branch Code: 251 905
Account Type: Current Account
Reference : ***Each employer to use their respective reference number**

Reference Numbers

Employers are to please use their levy numbers as reference on the deposit slip, using the following sequencing:

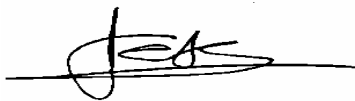
- For four-digit levy no. – 0 followed by your Levy No & the first two letters of your company name.
- For five-digit levy no. – Your Levy No. followed by the first two letters of your company name.

Receipt of Transaction

Employers are to please fax or email the receipt of transaction to the nearest regional office.

Should you need further clarity or have any queries please do not hesitate to contact your designated agent.

Yours sincerely,



Joe Letswalo
NATIONAL SECRETARY