



FURNITURE BARGAINING COUNCIL

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CIRCULAR 11/08

TO ALL EMPLOYERS IN THE INDUSTRY

Sir/Madam

2008 CONTRIBUTION YEAR (OCTOBER 2007 TO SEPTEMBER 2008)

- **Deadline for the Submission of Monthly Return Forms**
- **Deadline for the Payment of Levies, Contributions and Employee Loan Repayments**
- **Payout of Holiday Bonus Fund Benefits**

In terms of the provisions of the Industry's Collective Agreement, all employer and employee council levies, contributions and employee housing and emergency fund loan repayments which are payable to the Council must be paid to the Council by not later than the **10th day** of each month, following the month to which these levies, contributions and loan repayments relate.

You are hereby informed that:

- **All monthly return forms** due to the Council for the contribution year **October 2007 to September 2008** must reach the Council's offices by not later than **Friday, 17 October 2008**.
- **All payments for levies, contribution and employee loan repayments** due to the Council for the contribution year **October 2007 to September 2008** must be paid to the Council by not later than **Friday, 17 October 2008**.
- **All Holiday Bonus Fund contributions** for the contribution year **October 2007 to September 2008** must be paid to the Council by not later than **Friday, 17 October 2008**. Holiday bonus Fund contributions received after **Friday, 17 October 2008** may only be paid to employees in 2009.

NB: The Council reserves the right to inform all employees who do not qualify for their full entitlement of their 2008 Holiday Bonus Fund due to any non compliance with this circular and the Industry's Collective Agreement.

You are accordingly requested to ensure that you comply with the instructions in this circular and the relevant legislation.

Your co-operation in this regard will be appreciated.

Any queries in respect of this matter must be directed to the Council's Inspectorate Department or Receiving Department